

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-01-25T12:19:18-05:00  
**Importance:** Normal  
**Subject:** freeze guidance  
**Received:** 2017-01-25T12:19:24-05:00

Do you have this?

----- START OF EXCERPT (close to latest version) -----

3. Exemptions. The following exemptions to the Federal civilian hiring freeze are permitted:

- a. Military personnel
  
- b. Job offers made prior to January 22, 2017 for which the individual has a confirmed start date on or before February 22, 2017. Those individuals should report to work according to their respective designated start dates.
  
- c. Job offers made prior to January 22, 2017, but for which the individual has a confirmed start date that is later than February 22, 2017, the Agency head should review each position to determine whether the job offer should be revoked, or whether the individual should continue to report for duty on the agreed upon start date. Agency heads should consider essential mission priorities, and current agency resources and funding levels when making determinations about whether or not to revoke appointments.
  
- d. The head of any executive department or agency may exempt any positions that they deem necessary to meet national security or public safety responsibilities. Agency heads should consult with appropriate personnel, including the agency Chief Human Capital Officer (CHCO) or equivalent on what positions to exempt from the hiring freeze..
  
- e. Reassignments and details of current Federal civilian employees within an agency to meet the highest priority needs and to ensure that essential services are not interrupted or national security is not affected.
  
- f. Filling of positions under programs that are by law presently exempt from employment ceilings or where limiting the hiring of personnel would conflict with applicable law.
  
- g. Nomination and appointment of officials to positions requiring Presidential appointment or Senate confirmation.

h. Appointment of officials to non-career positions in the Senior Executive Service or to Schedule C appointments in the Excepted Service, or the appointment of any other officials who serve at the pleasure of the appointing authority.

i. Internal career ladder promotions

j. The appointment of temporary seasonal employees.

k. Conversions to the competitive service of employees, currently on the agency's rolls, serving in positions with conversion authority, such as Veteran's Readjustment Act (VRA), and Student Pathways Programs.

l. Placement of persons with restoration rights accorded by law, such as restoration after absence with injury compensation and restoration after military duty.

4. Exemptions Granted by the Director of OPM. The Director of OPM may grant, in rare and unusual circumstances, exemptions from the hiring freeze. If an agency head believes that circumstances warrant additional exemptions to the hiring freeze other than those specified above, a request for additional exemptions must be made in writing to the Director of OPM and signed by the agency head. The request must:

- explain the critical need and how it relates to essential services or critical mission requirements.
- explain why reallocation (reassignment/detail) of existing staff within the agency is not possible to meet the needs outlined in the request.
- explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline

Agencies will be required to notify their OMB RMO if any additional exemptions are granted to the agency by OPM.

--

Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310



**To:** Moss, Adrienne[adrienne\_moss@ios.doi.gov]  
**Cc:** Olivia Ferriter[olivia\_ferriter@ios.doi.gov]; Denise Flanagan[denise\_flanagan@ios.doi.gov]; Amy Holley[amy\_holley@ios.doi.gov]; Thomas C Wayson[Thomas\_C\_Wayson@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-01-25T15:15:45-05:00  
**Importance:** Normal  
**Subject:** Re: hiring freeze info  
**Received:** 2017-01-25T15:43:09-05:00

I believe "reallocations" is being used to refer to reassignments of staff. We don't have any additional guidance at this point.

Thanks,  
Mary

On Wed, Jan 25, 2017 at 2:31 PM, Moss, Adrienne <[adrienne\\_moss@ios.doi.gov](mailto:adrienne_moss@ios.doi.gov)> wrote:

The guidance says "Departments and agencies are permitted to make reallocations to meet..."  
I was assuming it was vacancies but am not sure what reallocations there would be.

On Wed, Jan 25, 2017 at 2:29 PM, Olivia Ferriter <[olivia\\_ferriter@ios.doi.gov](mailto:olivia_ferriter@ios.doi.gov)> wrote:

Not sure it's correct to say reallocate vacancies. I think the order says resources. Can check.

Sent from my iPhone

On Jan 25, 2017, at 2:26 PM, Moss, Adrienne <[adrienne\\_moss@ios.doi.gov](mailto:adrienne_moss@ios.doi.gov)> wrote:

Mary,  
Thank you very much for the info. I received my daily call from the Hill on this and I will need to get back to them.

Reading through the guidance it looks like the Secretary will have discretion to make limited exemptions for hiring and reallocate vacancies to ensure continuity of essential services and national security.

Am I okay to say the following...

Agencies received clarifying guidance today from OMB on the newly implemented hiring freeze. Although additional guidance from OMB and/or OPM will be forthcoming, the initial guidance indicates Agency heads will have the discretion to make limited exemptions for hiring and can reallocate vacancies to meet the highest priority needs, ensure essential services are not interrupted, and ensure that national security is not affected.

Today's guidance would indicate the freeze will be managed as an internal process. Agencies have been told to expect additional details on exemptions and potential reporting requirements. In the interim, the Department's Human Capital Officer will be working to establish the process and develop internal guidance.

Please let me know if you would recommend changes.

Also, I was asked again if there were exemptions for BIE/BIA personnel under the Reagan era hiring freeze. What is the best way to find that out?

Thank you very much. Let me know what I can share with the staff.

On Wed, Jan 25, 2017 at 1:52 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Olivia/Denise/Adrienne,  
Just to give you a heads up, one of the questions that OPM/OMB is evaluating for the next set of guidance is whether to exclude all temporary seasonal positions from the hiring freeze. This would be consistent with the Reagan hiring freeze.

Thanks,  
Mary

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**Cc:** William Werkheiser[whwerkhe@usgs.gov]  
**From:** Aragon, Jose  
**Sent:** 2017-01-27T12:49:22-05:00  
**Importance:** Normal  
**Received:** 2017-01-27T12:50:11-05:00

Hi Mary,

Not sure if Bill Werkheiser has had a chance to discuss with you, so I'm following up via email, with a cc to him.

(b)(6) I will need to relocate to Albuquerque sometime this Summer. I have found my experience here at USGS and within DOI to be both rewarding and enjoyable, so I am not looking forward to leaving DOI. At this point, I believe there are two options available to me. One is to retire, and the other is to try and obtain a transfer to a DOI entity in Albuquerque. Given the current political scenario with changes pending from the new Administration, I realize this may not be an ideal time to vacate this position. On the other hand sometimes change provides unforeseen opportunities....for myself, and for those I mentor.

That said, I have applied for a DOI-announced SES vacancy in Albuquerque. The Associate Deputy Director - BIE Operated Schools (BIE-SES-17-03-PQ1852331). The duties description sounds very similar to what I am currently doing at USGS -- so for that reason I believe I would be a good fit. Again, given the current hiring freeze situation, I was wondering if a reassignment within DOI would be a viable option? If so, I would gladly transfer to Albuquerque and continue my service with DOI.

I fully understand that BIE positions are typically reserved for Native Americans, and certified educators; but because the entire BIE operation is under a reorganization effort, as an experienced Senior Executive who has participated in similar reorganizations in the DoD, and is currently filling a position in USGS with similar duties as the advertised position, I could perhaps contribute a beneficial perspective to the overall BIE reorganization effort?

I thank you for your consideration, if it is a viable option. Regardless of the outcome, my sincere appreciation for the wonderful DOI and USGS experience will not be affected.

Very respectfully,

***Jose'***

Jose Aragon, SES  
Associate Director, Office of Administration  
US Geological Survey  
12201 Sunrise Valley Dr  
Reston, VA 20192  
(703) 648-7200

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-01-27T16:07:03-05:00  
**Importance:** Normal  
**Subject:** Fwd:  
**Received:** 2017-01-27T16:07:10-05:00

1. Exemptions. The following exemptions to the Federal civilian hiring freeze are permitted:

- a. Military personnel in the armed forces.
  
- b. Job offers made prior to January 22, 2017 for which the individual has a confirmed start date on or before February 22, 2017. Those individuals should report to work according to their respective designated start dates.
  
- c. For job offers made prior to January 22, 2017, but for which the individual has a confirmed start date that is later than February 22, 2017, the Agency head should review each position to determine whether the job offer should be revoked, or whether the hiring process should continue. Agency heads should consider essential mission priorities, and current agency resources and funding levels when making determinations about whether or not to revoke job offers.
  
- d. The head of any executive department or agency may exempt any positions that they deem necessary to:
  - i. Meet national security (including foreign relations), or public safety responsibilities.
  - ii. Conduct essential activities to the extent that they protect life and property, as defined by Section B1 of OPM's Human Resource Guidance for Shutdown Furloughs.

Agency heads should consult with appropriate personnel, including the agency Chief Human Capital Officer (CHCO) or equivalent on what positions to exempt from the hiring freeze. Agency heads are also required to consult with OPM and their agency's OMB Resource Management Office before implementing their exemption plan.

e. Reassignments and details of current Federal civilian employees within an agency to meet the highest priority needs and to ensure that essential services are not interrupted or national security is not affected.

f. Term and temporary appointments of existing Federal employees can be extended, provide that those appointments would not reach their maximum term limit during the 90-day window after January 23, 2017.

g. Filling of positions under programs that are by law presently exempt from employment ceilings or where limiting the hiring of personnel would conflict with applicable law.

h. Nomination and appointment of officials to positions requiring Presidential appointment or Senate confirmation.

i. Appointment of officials to non-career positions in the Senior Executive Service or to Schedule C appointments in the Excepted Service, or the appointment of any other officials who serve at the pleasure of the appointing authority.

j. Internal career ladder promotions

k. The appointment of temporary seasonal employees, provided that the agency informs their OMB Resource Management Officer in writing in advance of its hiring plans.

l. Conversions to the competitive service of employees, currently on the agency's rolls, serving in positions with conversion authority, such as Veteran's Readjustment Act (VRA), and Student Pathways Programs. Agencies should continue activities to recruit for future Pathways positions that can be filled after the hiring freeze ends.

m. Placement of persons with restoration rights accorded by law, such as restoration after absence with injury compensation and restoration after military duty.

2. Exemptions Granted by the Director of OPM. The Director of OPM may grant, in rare and unusual circumstances, exemptions from the hiring freeze. If an agency head believes that circumstances warrant additional exemptions to the hiring freeze other than those specified above, a request for additional exemptions must be made in writing to the Director of OPM and signed by the agency head. The request must:

- Explain the critical need and how it relates to essential services or critical mission requirements.
- Explain why reallocation (reassignment/detail) of existing staff within the agency is not possible to meet the needs outlined in the request.
- explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline
- Note that a limited number of SES transfers from one agency to another will be permitted by OPM to secure the leadership capacity of agencies. Agencies who wish to transfer a SES member from one agency to their agency will need to send an exemption request to OPM for approval.

Agencies will be required to notify their OMB RMO if any additional exemptions are granted to the agency by OPM.

--  
Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-01-27T17:26:03-05:00  
**Importance:** Normal  
**Subject:** Fwd: 2016 Senior Executive Service (SES) Desk Guide  
**Received:** 2017-01-27T17:26:23-05:00  
[2016 SES Desk Guide.pdf](#)

Mary, see chapter 1

This just came out last week....

----- Forwarded message -----

**From:** **SES Policy** <[SESPolicy@opm.gov](mailto:SESPolicy@opm.gov)>  
**Date:** Tue, Jan 17, 2017 at 6:09 PM  
**Subject:** 2016 Senior Executive Service (SES) Desk Guide  
**To:** [LIMITEDEXECRESCONTACTS@listserv.opm.gov](mailto:LIMITEDEXECRESCONTACTS@listserv.opm.gov)

Colleagues,

Attached you will find the Draft 2016 Senior Executive Service Desk Guide. This draft desk guide is a reference tool for agency executive resources managers and staff who have the responsibility for managing and developing their senior executives. The draft desk guide provides guidance on statutory and regulatory provisions that encompasses the Senior Executive Service (SES), as well as senior level (SL) and scientific or professional (ST) personnel. The Draft 2016 SES Desk Guide supersedes previous versions.

#### PRESIDENTIAL TRANSITION

The Draft SES Desk Guide and the Presidential Transition Guide to Federal Human Resources Management Matters are available resources for your use. The Draft SES Desk Guide addresses actions impacted by the moratorium. Topics by chapter are:

SES Desk Guide Chapters with Moratorium Information	
Chapter 2	QRB Processing
Chapter 3	Effect on Details Reassignments
Chapter 5	Performance Appraisal
Chapter 8	Removals

The Presidential Transition Guide specifically addresses SES matters in Appendices B and E.

You can find the Transition Guide at <https://www.opm.gov/about-us/our-people-organization/support-functions/executive-secretariat/presidential-transition-guide-2016.pdf>.

## SUMMARY OF SIGNIFICANT CHANGES

For your convenience, we are highlighting significant changes/updates in the Draft 2016 SES Desk Guide. Changes/updates include but are not limited to:

- **Chapter 3- Other Staffing Actions---**The SES Limited Term Examples were updated with an Intergovernmental Personnel Act (IPA) example.
- **Chapter 5- Performance Management---** Updated to reflect changes in 5 CFR part 430, subpart C.
- **Chapter 6- Awards---** Includes an updated note on FY17 Awards Guidance on Spending Limitations.
- **Chapter 7- Executive Development---** This section was substantially updated to include information on the requirements in *E.O. 13714, Strengthening the Senior Executive Service* and introduces *SES Leading Edge*, a new executive development program from OPM's Federal Executive Institute (FEI).

## REMINDERS

- ★ The draft desk guide is for HR use only and should not be posted on the internet or your agency's intranet.
- ★ Because of the large size of the document and its annual revision process, the draft desk guide is continually considered a "working draft."

If you have questions about the draft guide, feel free to contact:  
Executive Resources and Performance Management  
U.S. Office of Personnel Management  
(202) 606-8046; Email [sespolicy@opm.gov](mailto:sespolicy@opm.gov)



# OPM SENIOR EXECUTIVE SERVICE DESK GUIDE

This document is for HR use only and is  
not to be posted on the internet

# 2016

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## Preface

This desk guide is a reference tool for senior executives and agency executive resources managers and staff, who have the responsibility of managing and developing their senior executives. The desk guide provides guidance on statutory and regulatory provisions that encompass the Senior Executive Service, as well as the senior leaders, scientific and professional personnel.

This desk guide is to be used as a ready-reference for agency executive resources personnel and is not a policy-making guide. It is a document intended to accommodate regulatory updates and policy changes regarding the SES. The desk guide is protected under the Freedom of Information Act deliberative process privilege and is not releasable to the public. Should you have any questions about the material in the desk guide, please contact Executive Resources and Performance Management (ERPM) at the address below.

Where the terms “must” or “shall/will” or “should/would” are used, the provisions reflect statutory or regulatory requirements or interpretations, or they are processing instructions.

Send SES policy-related questions, correspondence, and requests to ERPM at the following address, unless otherwise indicated in the desk guide:

Executive Resources and Performance Management  
U. S. Office of Personnel Management  
1900 E Street NW, Room 7412  
Washington, DC 20415  
(202) 606-8046; Fax (202) 606-4264 (Email: [sespolicy@opm.gov](mailto:sespolicy@opm.gov))

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## **INTRODUCTION**

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 [Pub. L. 95-454, October 13, 1978] and became effective on July 13, 1979. The CSRA envisioned a Senior Executive Service whose members shared values, a broad perspective of Government, and solid executive skills. Members of a “corporate SES” respected and embraced the dynamics of American democracy - an approach to governance that provided a continuing vehicle for change.

The CSRA’s stated purpose was to “ensure that the executive management of the Government of the United States is responsive to the needs, policies, and goals of the nation and otherwise is of the highest quality.” To achieve this purpose, CSRA gave greater authority to agencies to manage their executive resources and stated the SES was to be administered to—

- attract and retain highly competent executives;
- assign executives where they will be most effective in accomplishing the agency’s mission and where best use will be made of their talents;
- provide for the systematic development of managers and executives;
- hold executives accountable for individual and organizational performance;
- reward the outstanding performers and remove the poor performers; and
- provide an executive personnel system free of prohibited personnel practices and arbitrary actions.

### **SES Coverage**

The SES covers positions in the executive branch that are classified above GS-15 or are in level IV or V of the Executive Schedule, or equivalent positions, which are not required to be filled by Presidential appointment with Senate confirmation, and are responsible for executive, managerial, supervisory, and/or policy functions characteristic of the SES. (See 5 U.S.C. 3132(a)(2) and discussion on page 1-14, Other Factors.) Under CSRA, the SES was set up as a “third” service, completely separate from the competitive and excepted services.

### **Statutory Inclusions in the SES**

Occasionally, laws will establish positions in the SES. Agencies should review their positions to ensure they are in compliance with the law. In 2013, the Small Business Act was amended to address placement of the Director of Small and Disadvantaged Business Utilization position into the SES if specific conditions were met (See 15 U.S.C. 644(k)(2)).

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### **Statutory Exclusions from the SES**

The following agencies and agency components are excluded from the SES by law [5 U.S.C. 3132(a)(1)]:

- legislative and judicial branch agencies;
- independent Government corporations;
- Federal Election Commission;
- Federal Aviation Administration;
- Central Intelligence Agency;
- Defense Intelligence Agency;
- National Geospatial-Intelligence Agency;
- National Security Agency;
- Department of Defense intelligence activities the civilian employees of which are subject to section 1606 of title 10;
- Federal Bureau of Investigation;
- Drug Enforcement Administration; and
- as determined by the President, an Executive agency or unit thereof whose principal function is the conduct of foreign intelligence or counterintelligence activities; certain financial management regulatory agencies, including the Comptroller of the Currency and Office of Thrift Supervision in the Department of the Treasury, Farm Credit Administration, Federal Housing Finance Agency, and the National Credit Union Administration;
- the Securities and Exchange Commission;
- the Commodity Futures Trading Commission; and
- the Transportation Security Administration.

The following positions are excluded from the SES by law [5 U.S.C. 3132(a)(2)]:

- positions to which appointment is by the President with Senate confirmation;
- Foreign Service positions;
- Administrative Law Judge positions; and
- agency boards of contract appeals positions.

Public Law 112-166, the Presidential Appointment Efficiency and Streamlining Act of 2011, also prevented certain positions that met the definition of an SES position in 5 U.S.C. 3132(a)(2) from being placed in the SES. Section 2 of the Act eliminated the requirement for Senate confirmation of specified presidentially-appointed positions in federal agencies and departments.

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Many of these positions were in level IV or level V of the Executive Schedule and were responsible for executive functions. In the absence of Senate confirmation, straightforward application of 5 U.S.C. 3132(a)(2) would require such a position to be established as an SES position if it is in an agency covered by the Senior Executive Service. Since that result was not intended for these positions, Congress included paragraph 2(hh) to specify notwithstanding 5 U.S.C. 3132(a)(2), removal of Senate confirmation would not require them to be placed in the SES or affect their compensation. Agencies therefore should keep track of those level IV and level V (or equivalent) positions identified in section 2 of the Act for which Senate confirmation is no longer required to assure they are not inadvertently placed in the SES. Please note that exclusion of a position from the SES under section 2(hh) of the Act applies only to the positions specified in section 2.

### **Presidential Exclusions from the SES**

By law, the President may exclude agencies and/or positions from the SES and such is the case for the following positions: staff positions at the National Security Council as well as temporarily appointed U.S. Attorneys and paid supervisory Assistant U.S. Attorneys at the Department of Justice. For further information on SES exclusions see 5 U.S.C. 3132(c) thru (f).

### **Agency Responsibilities**

Most SES operational responsibilities are assigned by law to the agencies, with particular emphasis given to the key roles of the Executive Resources Board (ERB) and the Performance Review Board (PRB). Agencies may hire, develop, assign work to, manage performance of, pay, and remove their executives. Agencies are accountable for managing their SES resources in compliance with law and regulation. Agencies are also accountable for keeping SES and equivalent executive records current in the Executive and Schedule C System (ESCS). To promote the sense of a unified and unique SES, agencies are encouraged to take steps to provide SES members timely information about SES matters such as administration and agency initiatives, publicizing awards for accomplishment and performance of SES members, and providing formal swearing in and orientation programs for new appointees.

Some agencies may have executive authorities or other positions above GS-15, such as SL (senior-level) and ST (scientific and professional), for specially qualified scientific and professional personnel primarily engaged in research and development, the Senior Foreign Service, or a military or other uniformed service. Heads of such agencies should, as much as possible, integrate all special authorities and systems into a comprehensive approach for meeting their executive resources needs.

### **OPM Responsibilities**

OPM oversees the development, selection, and management of Federal executives and is responsible for overall management of Federal executive personnel programs. Key responsibilities include—

- developing Governmentwide executive resources policies and regulations;
- approving agency SES and SL/ST performance management systems, and certifying, them

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- with OMB concurrence;
- providing guidance and technical assistance to agencies on executive resources topics, including executive development;
  - developing legislative initiatives related to executive personnel systems;
  - allocating position and appointment authorities;
  - administering Qualifications Review Boards (QRBs) and the Presidential Rank Awards program;
  - reviewing and approving agencies' SES candidate development program (SESCDP) policies;
  - managing the executive information management system, i.e., Executive and Schedule C System (ESCS);
  - communicating with senior executives, the Federal human resources community, and other stakeholders on executive resources matters; and ensuring compliance with laws and regulations pertaining to executive personnel systems.

**Executive Resources Forums.** OPM periodically hosts Executive Resources Forums and convenes Work Groups, to provide updates, address common concerns, and obtain field perspectives on continuing and future executive resource issues and initiatives.

**SES Insignia.** The SES insignia or emblem represents a keystone -- the center stone that holds all the stones of an arch in place. This represents the critical role of the SES as a central coordinating point between Government's political leadership, which sets the political agenda, and the line workers who implement it. Members of the SES translate that political agenda into reality. The upright lines in the center of the keystone represent a column in which individual SES members are united into a single leadership corps. There is no particular symbolism to the number of lines, which has varied over the years with different iterations of the logo. The SES insignia cannot be modified and may only be used for official Government business.

## Senior Executives

Senior executives share the responsibilities for executive resources management. They have the challenge and responsibility to transform the Nation's laws and administration policies into effective service to the public. This demands leadership, professional integrity, and commitment to the highest ideals of public service. Federal executives must develop a sense of ownership and pride in a set of common goals, values, and attitudes that extend beyond individual aspirations and transcend their commitment to a specific agency mission.

## Merit System Principles and Prohibited Personnel Practices

Merit principles. The Senior Executive Service is to be administered in a manner consistent with the merit system principles prescribed at 5 U.S.C. 2301.

Prohibited personnel practices. Under 5 U.S.C. 2302(a)(2)(B), any position in the SES occupied

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by a career appointee is considered a “covered position” for the purpose of prohibited personnel practices.

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## **CHAPTER 1: EXECUTIVE RESOURCES MANAGEMENT**

In addition to (or instead of) Senior Executive Service positions, some agencies have authority for other kinds of positions above GS-15, such as Executive Schedule (EX) positions, SL (senior-level) positions, ST (scientific and professional) positions, or positions in other executive services, such as the Defense Intelligence Senior Executive Service, Senior Foreign Service, or a military or other uniformed service.

Executive resources management is making the most effective and efficient use of the employees at the top levels of the agency to ensure the success of public programs. The SES is designed to give greater authority to agencies to manage their executive resources and hold executives accountable for individual and organizational performance. Although OPM is responsible for leadership and oversight of the SES and other personnel systems Governmentwide, each agency head makes the decisions that directly impact agency staff and program results: to hire, develop, assign work, evaluate performance, and compensate the agency's executives. The agency head also decides how best to use the executive spaces OPM allocates to the agency. How well each agency manages its executive resources determines the ability to accomplish its mission and to improve Government, both through the quality of the executives it attracts and retains and the teamwork that good management creates.

Effective executive resources management integrates decisions about executive position management, staffing, training and development, performance management, and compensation. Efficient performance of these functions involves partnership between OPM, agency heads, Executive Resources Boards (ERBs), and senior executives.

### **EXECUTIVE RESOURCES BOARDS**

Agencies are required by 5 U.S.C. 3393(b) to establish one or more ERBs to conduct the merit staffing process for career entry into the SES. To be most effective, however, the ERB should have a much broader charter. Ideally, the ERB would have general oversight of the management of the agency's executive resources and function as an advisor to the agency head in executive personnel planning, utilization of executive resources, executive development, and evaluation of executive personnel programs. Some level of ERB involvement in setting pay policy is also desirable. The ERB established for the SES may also be used to oversee other agency personnel programs for positions above GS-15, such as the senior-level (SL) and scientific and professional (ST) pay system. ERB's also are required to oversee agency SES Candidate Development Programs (5 CFR 412.302(a)) and continuing development of executives (5 CFR 412.401(a)(4)).

#### ***Membership***

ERB members are appointed by the agency head and must be employees (see 5 U.S.C. 2105) of the agency or commissioned officers in the uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service, or National Oceanic and Atmospheric Administration) serving on active duty in the agency. ERB membership should include, to the extent practicable, a mix of Presidential and SES appointees, career and noncareer appointees, civilian personnel (including senior-level (SL) employees) and commissioned officers, headquarters and field representatives, and representation of women and minorities. It is particularly helpful to include such a mix for the sake of continuity. Since an ERB is required for certain purposes and must consist of agency employees, the head of a very small agency may need to appoint one or more GS

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employees.

The top-level ERB is generally chaired by a key policy official (such as the deputy agency head). Subordinate ERBs are typically chaired by the head or deputy head of the organization. Most ERB members are top-line management officials with responsibility for a significant portion of the agency's or organization's budget and a significant number of its SES positions. The human resources director usually serves as a member of the ERB or in a staff capacity, such as Executive Secretary.

ERB functions and responsibilities are an ongoing and integral part of agency management and decision-making. Therefore, it is not appropriate for experts or consultants to serve as ERB members. The nature of the work of these positions, as defined in 5 CFR part 304, precludes experts and consultants from performing the operational work of the agency. Additionally, an individual who is on an interagency detail cannot serve as an ERB member (voting or non-voting) in the agency to which the individual is detailed.

### ***Responsibilities***

**Merit staffing.** ERBs are required by 5 U.S.C. 3393(b) to conduct the merit staffing process for career appointments in the SES, including reviewing the executive qualifications of candidates for career appointment and making written recommendations to the appointing authority. [See Chapter 2 for information on the merit staffing process.] As required by 5 CFR 412.302, ERBs are also responsible for ensuring agency SES candidate development programs follow merit staffing provisions.

**Individual development.** ERBs are required by 5 CFR 412.302(a) to oversee an agency's SES Candidate Development Program (SESCDP). ERBs are also required by 5 CFR 412.302(c)(1) to approve development plans for each candidate participating in the agency's SES candidate development program. The ERBs are also responsible for annual review and revision (as appropriate) of Executive Development Plans for current executives (5CFR412.401(a)(4)). [See Chapter 7 for information on executive and candidate development.] Additionally, ERBs are required by 5 CFR 362.405 to evaluate and certify, as appropriate, each Presidential Management Fellow or Senior Fellow under its jurisdiction.

**Other.** Agency heads may delegate additional functions and authorities, or the entire spectrum of executive resources management to the ERBs. Assigning the full range of executive resources management responsibilities to the ERB has several advantages:

- Key executives participate in the development and management of SES policy and systems, ensuring that needs and conditions in all parts of the agency are considered.
- It ensures executives and managers understand and support the policies and systems established.
- The various executive personnel functions are integrated and the SES system is used to further the agency mission.

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## **EXECUTIVE RESOURCES PLANNING AND EVALUATION**

Agencies are required to carefully consider how to make the best use of their resources, including those at the executive and management levels, to ensure public programs produce high-quality, cost-effective results for the American people.

### ***Planning***

The executive planning process should begin with a strategic analysis of current and future executive resource needs:

- identify current and anticipated vacancies;
- analyze the organization to eliminate unnecessary management layers;
- review each vacant and occupied position in terms of agency mission, strategic plans and budget projections, and identify positions that should be abolished or restructured to reflect new priorities and goals;
- analyze positions to determine if individual positions are classifiable above the GS-15 level and if they should be SES, SL, or ST positions; and
- prioritize supportable SES/SL/ST positions.

In addition, such a comprehensive analysis of current and future executive personnel needs would provide an informed basis for an agency's biennial allocations request to OPM (see upcoming section on allocating spaces).

### ***Evaluation***

Agencies should monitor SES resource management on a continuous basis to ensure that SES positions are used to respond most effectively to changing conditions. Periodic evaluations, especially those in advance of the biennial allocation request to OPM, should take the following into account:

- the extent to which the organization has successfully accomplished its mission objectives;
- changes in program priorities and emphasis, as reflected in budget or legislative developments, the vacancy attrition rate, or other indicators;
- the number of vacant SES positions in the organization, and the length of time they have been vacant; and
- changes in the duties and responsibilities of individual SES positions that could affect the extent to which the positions continue to satisfy SES criteria.

It is good management to reassess and reprioritize SES positions in light of the agency's current program requirements, either on an ad hoc basis (as they become vacant), or as part of a comprehensive review. This could determine any changes in the duties and responsibilities of the positions since they were established or last reviewed. The analysis would form the basis for a decision to refill an SES position or to use the space elsewhere, either because the position no longer warrants SES designation, or because a greater need exists in another area. The agency approach to SES position review should provide a systematic basis to either reaffirm or adjust the distribution of SES resources so as to be most responsive to the agency's current requirements.

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## ALLOCATING SPACES

OPM allocates spaces to the head of the agency on a biennial cycle as specified in law. Flexibility is built into the allocation process to allow for necessary adjustments; however the extent of such adjustments is limited. Generally, agencies are expected to manage their executive resource needs within the levels set during the biennial allocation process. This includes reprogramming existing resources to meet the agency's highest priority requirements, as well as maintaining sufficient flexibility to meet unanticipated needs. When it is not possible to accommodate needs in a timely manner, OPM will work with the agency to identify acceptable alternatives, such as the use of a temporary allocation(s).

It is in an agency's best interest to minimize the number of spaces deployed to support established, vacant SES positions. Accordingly, agencies should consider approaches whereby an SES space within the agency's allocation could be "floated" from one vacant position to another, and be officially assigned to a position at the time a staffing action is completed. Recruitment action to fill the remaining position(s) could continue and before a selection is made, a space could be transferred from a more recent vacancy, for which the recruiting process has not progressed as far. In this way, a space need not remain unused for the entire duration of a position's vacancy. The number of positions established may exceed the number of spaces allocated, as long as the number of positions filled does not exceed the space allocation.

### ***Biennial Allocation***

Under 5 U.S.C. 3133, agencies are required during each even-numbered calendar year to examine their SES position needs and submit a written request to OPM for a specific number of SES position allocations for the 2 succeeding fiscal years (e.g., a request in December 2016, which is in Fiscal Year 2017, would be for the FY 2018/2019 biennial cycle). Although not required to do so by law, OPM also invites agencies to use this opportunity to assess Senior-level (SL) or Scientific and Professional (ST) requirements and request allocation adjustments, if needed. OPM issues a memo calling for agencies to submit detailed justification of their allocation requests. This justification may be required from all agencies or from a subset of agencies, e.g., only those requesting an increase. The initial call memo to agencies will include a template that must be completed and submitted as record to OPM to [SERS@opm.gov](mailto:SERS@opm.gov) by the required deadline of the notice.

Upward adjustments Governmentwide may not exceed 5 percent of the total number of SES positions initially authorized for the fiscal year.

**Agency Justifications for Requested Increases.** OPM's call letters for agency justifications to support their biennial requests will require an agency to submit a comprehensive, agency-wide assessment of its executive resources needs, covering existing (established) positions as well as projected positions for which any additional resources are sought. While specific requirements may vary from cycle to cycle, the following generally summarizes the information required.

Agency submissions must identify the specific positions (by title and organizational location). Position Descriptions (PD), with the certified OF8 form, are encouraged but not required. However, they may assist in OPM's review process by providing additional information.

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Biennial packages will be submitted to the OMB MAX system where a model for Biennial has been developed.

- Describe the particular circumstances giving rise to the need (e.g., legislative mandate or presidential directive; new agency mission or expanded agency program; succession planning requirements; issues raised by OMB).
- Identify source of funding or other resources to support the new/expanded initiative(s) if resources are being reprogrammed within the agency, identify those functions from which resources are being diverted.
- Specify the results/outcome expected from each additional position. For example, an increase in casework does not necessarily dictate a need for additional executive slots; if an additional position is requested, what result will it bring to the management of the program? How will it impact the administration's mission/goals?

Agency submissions must prioritize *all* current (i.e., established) and proposed positions, whether vacant or encumbered, in terms of their relative contributions to the agency's mission requirements.

[**Note:** that the number of positions prioritized may exceed an agency's current allocation, since agencies may establish and recruit for positions in excess of their allocation; however, an agency's number of filled positions cannot exceed the number allocated.]

- Priorities must be identified in terms of agency-wide goals and objectives. While an executive may believe that a particular position (e.g., a deputy or assistant) is critical to his or her specific program area, the position may not rank as high in relation to the agency's mission.
- Positions in the lowest priority category will be those which present opportunities for reprogramming of executive resources – i.e., positions that may be filled at a lower level or abolished, as turnover occurs, or positions from which the current incumbent may be reassigned if an appropriate opportunity is identified. Provide an analysis (including estimated time frames) of how the agency can best meet its highest priority needs by redirecting resources from lower priority areas.

OPM may consider other information in addition to that provided by the agency. Other factors may include:

- Changes in functions or programs;
- Overall agency funding levels or personnel ceilings;
- Number of vacancies and length of time positions remain vacant;
- Extent to which individual positions do not appear to meet SES criteria;
- Designation of SES position (i.e., Career Reserved or General);
- Consultation with OMB

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**OPM Action.** After completing its review of agency justifications and consulting with the Office of Management and Budget (OMB) as required by law, OPM issues each agency its position allocation for the upcoming 2 years. It may include SES, SL and/or ST positions as determined by the review. This is the biennial allocation.

### ***Out-of-Cycle Allocations***

After OPM issues the biennial allocation, 5 U.S.C. 3133(d) authorizes OPM to adjust an agency's allocation up or down at any time during the biennial cycle. This may be done based upon an agency's written request or at OPM's initiative. By law, upward adjustments Governmentwide may not exceed 5 percent of the total number of SES positions initially authorized for the fiscal year. Downward adjustments may become necessary for such reasons as unanticipated changes in budgets or programs, or a reduction-in-force affecting SES members. Requests are submitted to OPM at [SERS@opm.gov](mailto:SERS@opm.gov).

Please include the following information in your request for an Out-of-Cycle Allocation:

- Identify why the request is submitted outside the regular biennial cycle. Requests submitted outside the regular biennial cycle should be rare. If the number of filled positions is less than the number of allocated spaces, explain why the available allocated spaces cannot be used (e.g., selections under QRB review; anticipate filling positions within 30 days).
- Identify specific positions and provide position descriptions for each.
- Describe the particular circumstances giving rise to the need (e.g., legislative mandate or presidential directive; new agency mission or expanded agency program; succession planning requirements; or issues raised by OMB).
- Specify the results expected from each additional position. For example, an increase in quantity of work does not necessarily dictate a need for additional executive slots; if an additional position is requested, what result will it bring to the management of the program? How will it impact the administration's goals?
- For each type of allocation requested (i.e., SES, SL, or ST), specify the priority of all established and proposed positions, whether vacant or encumbered, in terms of their relative contributions to the agency's mission requirements.
- Provide an organizational chart(s) and annotate the location of each requested position on the chart(s).

Agencies may not simply exchange one type of allocation for another without OPM approval.

**Example:** An agency has an available SL allocation but does not have an available SES allocation and the agency needs to fill an SES position. The agency may not exchange the SL allocation for an SES allocation and fill the SES position. The agency must submit a written request to OPM to have its allocations adjusted.

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### ***Temporary Allocations***

OPM may grant a temporary space to support an agency sending an executive or senior professional on a short term assignment, e.g., an interagency detail, during which the individual will occupy an agency space even though he or she is not available for agency work. The temporary space “compensates” an agency for the fact that the executive continues to encumber an agency space while on detail. Examples of short term assignments include certain intra-agency details, executive development assignments, IPA assignments, short term transfers that involve a reemployment right (e.g., to an international organization), and short term reassignments, if the position to which the individual would be reassigned cannot be established within the agency’s current allocation. Requests for a temporary space should be submitted in writing to OPM’s Senior Executive Services and Performance Management.

Please include the following information in your request for a temporary space to support new or continuing development of an SES, SL or ST employee:

1. Identify who will be going on the assignment. Provide the individual's name, position, organizational component, location, and current appointment type.
2. Describe the assignment (developmental, IPA, short term). Identify the position to which the individual will be assigned; the type of assignment, (e.g., detail, transfer, reassignment), including any applicable statutory or regulatory authority, such as the Intergovernmental Personnel Act or Detail or Transfer to International Organizations; the agency, organizational component and location; and the planned duration of the assignment.
3. Identify the challenges or development opportunities that the assignment will provide that the individual has not had in previous positions.
4. Describe the agency's future plans for the individual, presuming the anticipated benefits of the developmental assignments are fully realized. What position(s) will this assignment prepare the individual to assume?

### ***SES Allocations to Support Phased Retirement***

Agencies should monitor SES resource management on a continuous basis to ensure that SES positions are used to respond most effectively to changing agency conditions. As discussed on page 1-6 under Allocating Spaces, an SES allocation is required to establish and fill an SES position as long as the position is occupied; a space is not required for a vacant SES position. When an SES position becomes vacant, the allocation may be “floated” and used to establish and fill a different SES position, or it may be returned to a “pool” of unused agency SES allocations and redeployed as needed to support future SES staffing actions, including reassignment of an executive entering phased retirement to an appropriate SES position.

Generally, agencies are expected to manage within their existing executive allocations to support phased retirement. When this is no longer possible, an agency may request an additional temporary SES allocation to support an executive's phased retirement. SES allocations approved for this purpose will revert to OPM when the phased retirement ends.

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Requests for such temporary allocations should be signed by the agency head (or designee in the agency head's absence) and must include and address the following factors:

- The agency's current Phased Retirement Plan and Policy (including identification and implementation of time-limited or open-ended plans);
- Analysis of space utilization, including numbers of SES allocations committed to encumbered SES positions, pending SES appointments, advertised SES positions, pending SES recruitments, and any other circumstance deemed to prevent committing an unused allocation for a phased retirement;
- Expected duration of the senior executive's phased retirement;
- Participating individual's name, current position, organizational component, location, and current appointment type;
- Proposed title, organizational component, location and position description of the position the individual will occupy during phased retirement;
- The Phased Employment/Phased Retirement Status Elections Form (SF3116) signed by all parties.

### ***SES Career Reserved Minimum***

5 U.S.C. 3133(e)(1) required OPM to establish a minimum number of SES Career Reserved positions that must be maintained Governmentwide at all times. OPM may revise this number from time to time, but may not set it lower than the number of positions placed in the SES in July 1979 that were authorized to be filled through competitive civil service examination as of October 12, 1978 (the day before enactment of CSRA), i.e., 3571, except as provided in statute.

To ensure the Governmentwide figure is maintained, OPM establishes a minimum number ("floor") of Career Reserved positions for each agency. An agency must maintain a number of established CR positions that equals or exceeds its CR floor at all times (agency CR numbers can be obtained from ESCS). For this purpose, an established CR position counts whether it is vacant or filled. An agency may cancel CR positions and establish new ones without OPM approval, as long as the agency's numerical floor is maintained. However, changes in the designation of an established position (e.g., from career reserved to general) require prior approval from OPM. [5 CFR 214.403] See *Changing Position Designations*, under *SES Position Designations and Appointment Authorities*, later in this chapter. Changes in the floor must also be approved by OPM [5 CFR 214.402(e)].

### ***SL and ST Allocations***

The biennial allocation cycle is also used to allocate SL and ST spaces.

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**ESTABLISHING SES POSITIONS****STATUTE: 5 U.S.C. 3132(a)(2)****REGULATIONS: 5 CFR 214.202**

Each agency determines, within the allocation authorized by OPM, which of its positions will be in the SES. These positions must meet both the SES functional and grade level criteria prescribed in 5 U.S.C. 3132(a)(2) and must be within the allocation authorized by OPM. The agency does not need a new allocation from OPM as long as there is an existing space. A position must be formally cancelled in ESCS (either permanently or temporarily) when a space allocation is withdrawn from the position for use elsewhere. [See *Allocating Spaces* earlier in this chapter.] Agencies are required to report changes affecting positions (establishment, abolishment) or appointees (incumbency, vacancy) by updating incumbent or position records in ESCS.

[**Note:** The prescribed titles outlined in position classification standards are not binding on positions that have been placed in the SES. Each agency has flexibility to apply its own policies and practices in titling SES positions.]

***SES Criteria***

Grade level criteria. The position must be classifiable above GS-15 or equivalent, based on the level of duties, responsibilities, and qualifications required by the job.

Functional criteria. A position meets the SES functional criteria if its incumbent engages in any of the following activities:

- directs the work of an organizational unit;
- is held accountable for the success of one or more specific programs or projects;
- monitors progress toward organizational goals and periodically evaluates and makes appropriate adjustments to such goals;
- supervises the work of employees (other than personal assistants); or
- otherwise exercises important policy-making, policy-determining, or other executive functions.

***Applying the SES Criteria***

The SES is intended to be a corps of executives, not technical experts. As stated in 5 U.S.C. 3131, “It is the purpose of this subchapter to establish a Senior Executive Service to ensure that the executive management of the Government of the United States is responsive to the needs, policies, and goals of the Nation and otherwise is of the highest quality.” The following guidelines interpret the section 3132(a)(2) criteria in the context of the SES as an executive corps.

Determining if a position meets the criteria for placement in the SES should not be a mechanical process. Rather, the agency needs to evaluate the position as a whole and determines if it functions as part of the management team, or as an independent advisor or technical expert. This evaluation should consider the position’s duties, responsibilities, and qualifications. In borderline cases, particular attention should be given to the position’s qualifications and the impact these qualifications have on the position’s duties and responsibilities.

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For example, a staff assistant position should be placed in the SES if executive qualifications are critical to successful performance of the position's duties and responsibilities.

Directing the work of an organizational unit includes the responsibility to—

- assess policy, program, and project feasibility;
- determine program goals and develop implementation plans;
- design an organizational structure to promote effective work accomplishment; and
- set effectiveness, efficiency, productivity, and management/internal control standards.

At the SES level, ***accountability for the success of a program or project*** encompasses responsibility for the full range of factors that affect program and project accomplishment. This includes:

- obtain the resources necessary to accomplish the program or project and assume responsibility for their effective use; and
- deal with key officials from within and/or outside the agency to gain understanding and support for the program or project.

Responsibility for ***monitoring progress toward organizational goals and making appropriate adjustments to such goals*** is an extension of an individual's responsibility for directing the work of an organization. It includes:

- monitoring work status through formal and informal means to evaluate progress toward objectives;
- assessing overall effectiveness, efficiency, and productivity of the organization; and
- identifying, diagnosing, and consulting on problem areas related to implementation and goal achievement and making decisions on alternative courses of action.

A position should be credited with ***supervising the work of employees*** if it requires accomplishing work through combined technical and administrative direction of employees other than personal assistants. For example, a position that meets the lowest level of Factor 3 in the *General Schedule Supervisory Guide* based on supervision of non-contractor personnel should receive this credit.

A position with ***policy-making or policy-determining functions*** would be expected to include responsibility for:

- reviewing staff recommendations of policies developed to affect the organization's mission;
- considering political, social, economic, technical, and administrative factors with potential impact on the recommended policies; and
- approving the policies or formally recommending action to the approving official.

**As long as a position satisfies both the grade level and functional criteria, it must be established in the SES.**

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### ***Analyzing Positions***

Before establishing a position in the SES, agencies should make a systematic and documented analysis of the position to determine that it meets both the functional and grade level criteria for SES. The following analytical methods are suggested:

**Comparison with existing SES positions.** A key element in the analysis normally entails comparing the proposed position against one or more positions, within or outside the organization that satisfies both the functional and executive criteria for inclusion in the SES. The positions used should be comparable to the subject position in terms of function, role (e.g., compare managers to managers and staff advisers to staff advisers), and rationale for SES designation (e.g., don't compare positions where technical considerations are paramount with positions where size and complexity of the organization supervised are paramount). Agencies should analyze the similarities to and differences from the subject position in terms of factors such as:

- organizational characteristics, including the level in the agency where the position is located, and the size and complexity of the organization (including subordinate organizational units);
- functional and program responsibilities, including geographic scope (e.g., local, regional, national, or international), budget size, and impact on accomplishment of the agency's and organization's mission;
- degree and scope of executive, managerial, and/or supervisory authorities and responsibilities;
- level and purpose of contacts (Contacts should be essential for successful performance of the work, be a recurring requirement of the position, and have a demonstrable impact on the difficulty and responsibility of the position.); and
- nature of the staff, e.g., staff size (including staff in subordinate organizational units) and grade levels of individuals reporting directly to the position.

**Comparison with classification standards and guides.** This method can be used where a standard or guide provides valid comparison criteria.

Guides include the *General Schedule Supervisory Guide* and the *Research Grade Evaluation Guide*. Note that even if a position appears to exceed the level in a GS-15 classification standard, that in itself does not necessarily mean the position is classifiable above GS-15 and should be placed in the SES, since standards generally provide a minimum threshold for classification at a particular grade level. A comparison with existing SES positions may still be needed.

**Documentation.** To document the analysis, agencies should prepare a position description and an evaluation statement. These documents should be retained at least for the life of the position.

The **position description** should set forth the duties and responsibilities of the position in sufficient detail to support the evaluation statement, the qualifications standard, and the performance standards.

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The ***evaluation statement*** should support the position's placement in the SES in terms of both the SES functional and grade level criteria. Evaluation statements will vary in length and detail; for example, the statement for a position that supervises a number of SES subordinates can be brief and straightforward. On the other hand, positions near the borderline in terms of function or grade level will require more critical and detailed analysis. The statement should avoid generalizations and be as specific as possible. Agencies should keep the following factors in mind when preparing the statement:

- If an existing position (e.g., GS-15) is being placed in the SES, the agency should identify specific growth factors (e.g., budget, programs).
- If a new position is being established, the source of the duties should be identified. If the position places an additional layer of supervision or management over other SES positions, or takes duties from other SES positions, the affected positions should be reviewed to determine if they still support the SES designation.
- If the position is being established at a lower organizational level than where SES positions previously existed, the statement should explain why this is being done and what the effect is on other positions at that level (e.g., whether this is a precedent for other SES designations).
- If the position is being placed in the SES based primarily on the impact of the proposed incumbent, this should be indicated so that when the incumbent leaves, the position can be reviewed to determine whether it still supports an SES designation.

### ***Distinguishing Between SES, SL, and ST Positions***

A position that is classifiable above the GS-15 level, but does not meet the SES functional criteria, may be appropriately established as a senior level (SL) position under 5 U.S.C. 5108 or a scientific and professional (ST) position under 5 U.S.C. 3104, depending on the nature of the work, provided the agency has the appropriate SL or ST position allocation from OPM. [See Chapter 12 for additional information about SL and ST positions.] Additional discussion of research and development functions is contained in Appendix 2 of the *Introduction to the Position Classification Standards*.

### ***Classification Appeals***

There is no classification appeal right to OPM for an employee who asserts the position he or she occupies should be in the SES. In 5 U.S.C. 5112, a classification appeal applies in determining if a position is in its appropriate class and grade. The SES is excluded from coverage by that section since the SES is gradeless and separate from the General Schedule.

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***Other Factors***

In an agency identified in 5 U.S.C. 3132(a)(1) as covered by the Senior Executive Service (SES), positions that meet the criteria of 5 U.S.C. 3132(a)(2) are placed in the SES. The examples below assume that the agency is subject to SES provisions and the applicable law(s) does not contain language that explicitly removes the position(s) from coverage by SES provisions.

- Occasionally, laws will establish positions in the Executive Schedule but fail to specify an appointment authority for them. If the positions meet the functional and grade level criteria of 5 U.S.C. 3132(a)(2), they are placed in the SES and are subject to SES provisions, including the agency head's authority to set and adjust pay within the SES rate range.
- If a law establishes an Executive Schedule position in level IV or level V that performs SES functions but does not require appointment by the President with Senate confirmation, then the position meets the criteria of 5 U.S.C. 3132(a)(2). It therefore is placed in the SES even if the law identifies an appointing authority, e.g. the President or an agency head.
- Note also that positions listed in 5 U.S.C. 5315 (Executive Schedule level IV) and 5316 (Executive Schedule level V) that do not require Senate confirmation and meet the SES criteria are placed in the SES. Similarly, if a statute gives an agency an independent appointing authority that could otherwise be used for positions classified or paid above GS-15, the authority does not apply to positions meeting the criteria of 5 U.S.C. 3132(a)(2).

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## SES POSITION DESIGNATIONS AND APPOINTMENT AUTHORITIES

**STATUTE: 5 U.S.C. 3132(b)**

**REGULATIONS: 5 CFR Part 214, Subpart D**

Agency heads are authorized to establish SES positions within the numerical space authorizations and appointment authorities allocated by OPM and to set the qualifications standards for these positions.

### *SES Position Designations*

SES positions are designated as either **General** or **Career Reserved**. A General position may be filled by a career, noncareer, or limited appointee, assuming any applicable criteria are met, e.g., criteria for an SES limited term or limited emergency appointment. However, a Career Reserved position must be filled by a career appointee.

[**Note:** There are no “noncareer or career positions” in the SES.]

**Criteria for Career Reserved Positions.** A position shall be designated Career Reserved if it must be filled by a career appointee to ensure the impartiality, or the public’s confidence in the impartiality of the Government [See U.S.C. 3132(b)].

Agencies must follow the criteria established by 5 CFR 214.402 to determine if a position is to be designated as Career Reserved. Such positions include those having duties which involve day-to-day operations, without responsibility for or substantial involvement in the determination, or public advocacy of the major controversial policies of the administration or agency, in these occupational disciplines:

- adjudication and appeals;
- audit and inspection;
- civil or criminal law enforcement and compliance;
- contract administration and procurement;
- grants administration;
- investigation and security matters; and
- tax liability, including the assessment or collection of taxes and the preparation or review of interpretative opinions.

Career Reserved positions also include:

- scientific or other highly technical or professional positions where the duties and responsibilities of the position are such that they must be filled by career appointees to ensure impartiality;
- other positions requiring impartiality, or the public’s confidence in impartiality, as determined by the agency in light of its mission; and
- positions that are specifically required by law to be Career Reserved or to be filled by a career appointee.

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**Changing Position Designations.** Agency heads are authorized to establish SES positions within the agency allocation and to designate them as either Career Reserved or General, subject to the above criteria and to the requirement to maintain a career reserved floor. However, once the designation has been made, it may not be changed without written approval from OPM [5 CFR 214.403]. Requests for a designation change should be sent to Senior Executive Services and Performance Management. The request should be submitted by the agency head or the Executive Resources Board, or a designee at the human resources director level or above, and should describe the circumstances that warrant a change in the designation.

### ***Supervisory Relationships***

**SES positions.** Agencies have asked questions regarding the supervisory relationships for SES positions.

- Can appointees in Career Reserved positions supervise noncareer appointees in General positions? The statute and regulations are silent on this point. The duties and requirements of the position should determine the position's designation, in accordance with the above criteria. While there is no prohibition on a noncareer appointee reporting to a career appointee in a career reserved position, it is not likely that such a situation would occur given the criteria for career reserved positions. However, should there be a need to fill a subordinate position with a noncareer appointee, the agency is advised to review the career reserved position to verify that the supervisory position meets the criteria and is properly designated as career reserved. There is also no prohibition on a noncareer appointee reporting to a career appointee in a general position.
- Can an SES member report to a GS15 or equivalent employee? While the statute and regulations do not address this directly, agencies have a statutory obligation to place each GS position in its appropriate grade placing only positions meeting the SES definition in the SES. Since 5 U.S.C. 3132(a)(2) requires an SES position to be classified above GS-15, placement of a GS-15 position above an SES position logically violates either the agency's obligation to appropriately classify its GS positions or to appropriately designate a position as SES, or both. While short term detail of a GS-15 employee to an SES position that supervises other SES positions may be permitted under extraordinary circumstances, placement of an SES position under the supervision of a GS-15 or equivalent position is not an appropriate continuing organizational or supervisory relationship.

**Schedule C positions.** The supervisor of a Schedule C appointee may only be a Presidential appointee, an incumbent of an SES General position, or another Schedule C appointee. The supervisor may not be an incumbent of an SES Career Reserved position.

### ***SES Appointment Authorities***

There are four types of SES appointment authorities: career, noncareer, limited term, and limited emergency. Agency heads are authorized to make all types of SES appointments under procedures established by OPM and within the agency's numerical allocation of appointment authorities. [See Chapter 2, General Staffing and Career Appointments, and Chapter 3, Other Staffing Actions, for information about these four types of appointments.]

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## ALLOCATING APPOINTMENT AUTHORITIES

**STATUTE: 5 U.S.C. 3134 and 3394(b)**

**REGULATIONS: 5 CFR 317.601**

### *Noncareer Appointment Authority*

In addition to allocating spaces, OPM also allocates specific appointment authorities to agencies. (Noncareer appointment allocations for all components of the Department of Defense are made to the Secretary of Defense.) Adjustments in the number of SES appointment authorities are limited by law.

Under 5 U.S.C. 3134(b), the total number of SES noncareer authorities may not exceed 10 percent of the Governmentwide SES position allocation. Further, under 5 U.S.C. 3134(d), the number of SES positions in any agency filled by noncareer appointees may not exceed the greater of 25 percent of the agency's SES allocation, or the number of positions filled on October 13, 1978 by noncareer executive assignment, or appointment to level IV or V of the Executive Schedule not requiring Senate confirmation. This limitation does not apply to agencies having fewer than four SES space allocations.

[**Note:** Some agencies may have a specific statutory limitation in their own legislation on the number or percentage of noncareer SES appointments that may be made in the agency. The White House may also impose a limit for any agency.]

Under 5 CFR 317.601(b), each use of a noncareer appointment authority must be approved individually by the Office of Personnel Management, and the authority reverts to the Office upon departure of the incumbent, unless otherwise provided by the Office. In this way, OPM continuously resets the number of noncareer appointment authorities in each agency, ensures that the 10 percent Governmentwide limit is not exceeded, and meets OPM's statutory obligation to determine annually the number of noncareer allocations for each agency.

An agency initiates a request for a noncareer appointment authority by entering it into the Executive and Schedule C System (ESCS). Each request must be for a named individual to fill a specific SES General position. If the individual is currently a noncareer SES within the agency, the request is made for an SES noncareer reassignment. Otherwise, it is for a new SES noncareer appointment. The agency then uses ESCS to generate an OPM form 1652 for documentation of agency approvals. If ESCS is temporarily unavailable and the need is urgent, the agency should contact OPM (SERS) for guidance. After completing OPM form 1652, the agency forwards the form to SERS@opm.gov. To facilitate timely OPM approval, the agency should work with the Presidential Personnel Office to fulfill any preliminary vetting requirements for the prospective appointee before forwarding to OPM. OPM documents approval by faxing OPM form 1652 back to the agency, signed by the OPM approving official. An agency may only appoint the individual to the position authorized by OPM and may not do so until any previous incumbent has left. There is no provision for overlap or dual incumbency of a position.

SES noncareer appointment authorities are made on a case-by-case basis and are valid only for the individual and position for which approved.

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***Limited Appointment Authority***

5 U.S.C. 3134(e) restricts the combined number of limited term and limited emergency appointees Governmentwide to five percent of the total number of SES spaces allocated to all agencies.

Under 5 CFR 317.601(c), each agency is provided a pool of limited appointment authorities equal to three percent of its SES space allocation, with a minimum of one authority. These authorities may be used without prior OPM approval to appoint an individual who meets the stated criteria. The pool authorities may not be used to appoint a retired SES member.

OPM approval of a limited appointment authority does not imply authorization of an additional SES position allocation. Limited term and limited emergency appointments count against the agency's SES position allocation. An additional SES position allocation must be requested if the agency does not have an available allocation to use to appoint approved limited term or limited emergency appointees.

Agency requests for limited term and limited emergency appointment authorities are considered on an ad hoc basis upon submission of a written justification that outlines the circumstances warranting use of the authority. Agency requests for a limited term appointment are created in ESCS. Agencies must request a specific authorization from OPM for the use of each authority outside the agency's pool, unless the agency has an agreement with OPM that authorizes the agency to make a certain number of limited appointments on its own under specified circumstances (e.g., 2-year rotating assignments to bring in individuals from universities to a scientific organization within the agency). Generally, agencies are expected to exhaust their pool authorities, provided the proposed appointees meet the requirement for holding career or career-type appointments outside the SES, before requesting OPM approval of a limited term or limited emergency appointment authority.

***Other Appointment Authorities***

Some agencies have specific statutory authorities that cover positions classified above GS-15, or paid above step 10 of GS-15, and that were not repealed by CSRA. These authorities may still be used for a position, if the position does not meet the criteria for inclusion in the SES or the ST authority in 5 U.S.C. 3104.

**OPM REVIEW AND OVERSIGHT**

OPM evaluates SES programs and operations to improve and enhance management of the Government's executive resources; to determine the quality and effectiveness of SES programs, procedures, and processes; and to determine if actions are being taken in compliance with civil service laws, rules, regulations, and delegated authorities and are consistent with merit system principles.

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### ***General Oversight***

OPM exercises general oversight of SES operations in accordance with these civil service laws and rules:

**5 U.S.C. 1103(a)(5):** execute, administer, and enforce civil service laws, rules, and regulations and other OPM activities; (Specific authority for OPM to regulate on SES matters is in 5 U.S.C. 3136, 3397, 3596, 4315, 5385, and 7543.) and

**5 U.S.C. 1104(b)(2):** establish and maintain an oversight program which assures that activities delegated to or by OPM comply with merit system principles and OPM standards.

#### **5 CFR Rule V, section 5.2:**

- evaluate the effectiveness of agency personnel policies, programs, and operations, including merit selection and employee development; agency compliance with and enforcement of applicable laws, rules, regulations, and OPM directives, and agency personnel management evaluation systems;
- investigate, or direct an agency to investigate and report on apparent violations of applicable laws, rules, regulations, or directives requiring corrective action found during an evaluation; and
- require agencies to report personnel information relating to positions and employees in the SES through the ESCS.

### ***Monitoring Specific SES Activities***

OPM is required to monitor a number of specific SES activities and actions to determine if they meet the requirements of law and to take such corrective action as may be necessary. For example, the following regulations require OPM to:

**5 U.S.C. 3132(b)(2):** periodically review General positions to determine if they should be designated as Career Reserved.

**5. U.S.C. 3396(b):** monitor the implementation of programs for the systematic development of candidates for the SES and for the continuing development of senior executives.

**5 U.S.C. 4312(c):** review each agency's SES performance appraisal system and take such corrective action as may be required if the system does not meet the requirements of law or regulation.

**5 U.S.C. 5307(d):** certify SES and SL/ST performance appraisal systems with OMB's concurrence when, as shown by meeting certification criteria in accordance with 5 CFR 430 subpart D, the system as designed and applied makes meaningful distinctions based on relative performance.

**5 CFR 214.202:** review agency determinations of which positions to place in the SES, to ensure adherence with law and regulations. This authority extends to SL and ST positions, or equivalent positions subject to OPM jurisdiction, to ensure that all executive positions are placed in the proper pay system. If OPM concludes that a position established in the SES does not satisfy SES criteria, or that a position established outside the SES does meet those criteria, OPM will notify the agency.

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OPM may require corrective action, including:

- directing an SES position be removed from the SES and be established in the competitive or excepted service, as appropriate; and
- directing a non-SES position classified above GS-15, or the equivalent, found to satisfy SES criteria be placed in the SES.

The actions described above would not necessarily affect the SES appointment status and tenure of an incumbent, although they could require the incumbent's reassignment from the position in question. Any of these actions could be accompanied by an adjustment in the SES space and appointment authorities allocated to the agency.

**5 CFR 317.1001:** require an agency to take appropriate corrective action if OPM finds that it has taken an SES staffing action contrary to law or regulation.

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## CHAPTER 2: GENERAL STAFFING AND CAREER APPOINTMENTS

**STATUTE: 5 U.S.C. 3391- 3395**

**REGULATIONS: 5 CFR Part 317, Subparts E and F**

**THE GUIDE TO PROCESSING PERSONNEL ACTIONS: Chapter 13 - Senior Executive Service (SES) and Chapter 14 - Promotions, Changes to Lower Grade, Level or Band, Reassignments, Position Changes, and Details**

The SES offers agency managers considerable flexibility in filling executive vacancies while still providing fair access to executive jobs based on merit. The SES positions may be filled through competitive or noncompetitive appointment. Examples of noncompetitive appointment are: reassignment or transfer of a current SES appointee; reinstatement of a former SES career appointee; and the appointment of a graduate of an OPM-certified SES Candidate Development Program (CDP). CDP graduates may be noncompetitively appointed if they were selected through civil service-wide competition for the CDP. (Under former regulations, there was a rarely used alternative of limiting a CDP to applicants within a single agency. A graduate of such a CDP must compete for his or her initial career SES appointment, as stated on the Qualifications Review Board certification issued to the graduate.)

### **AGENCY RESPONSIBILITIES**

**Written procedures.** Each agency is responsible for establishing written procedures to implement the provisions of 5 CFR part 317, Employment in the Senior Executive Service. The merit staffing procedures established to implement 5 CFR 317.501 (recruitment and selection for initial career SES appointment) should make clear to all parties, including selecting officials and applicants, how SES positions are filled competitively.

**Executive Resources Boards (ERB).** Agency heads are required to establish one or more ERBs to conduct the merit staffing process for initial career appointments, as stated in 5 CFR 317.501. This includes reviewing the executive qualifications of eligible candidates, making written recommendations to the appointing authority regarding these candidates, and identifying the best qualified candidates from which the selection is to be made. As discussed in chapter 1, however, an ERB should have a much broader charter to be most effective.

### **OPM RESPONSIBILITIES**

**Staffing requirements.** OPM establishes basic staffing requirements and may review an agency's SES staffing process at any time to determine whether legal and regulatory requirements are being followed. OPM will direct corrective action when necessary to assure compliance with law and regulation.

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**Qualification Review Boards (QRB).** OPM establishes interagency QRBs to certify the executive qualifications of candidates for initial career SES appointment. [More information about QRBs later in this chapter.]

**Five years continuous service.** OPM monitors the requirement in 5 U.S.C. 3392(b) that as a minimum, at least 70 percent of SES members Governmentwide must have 5 or more years of current continuous service in the civil service immediately preceding their initial SES appointment. There is no quota set in law or regulation for individual agencies.

## MOBILITY

Among other objectives, 5 U.S.C. 3131, states that the Senior Executive Service is to be administered so as to, “enable the head of an agency to reassign senior executives to best accomplish the agency mission,” and to, “provide for the initial and continuing systematic development of highly competent senior executives.” The SES system provides flexible assignment rules to accomplish these fundamental and complimentary objectives.

The Senior Executive Service is a national asset. Mobility involves using a full range of assignment authorities to leverage the skills of executives for greater mission accomplishment and to prepare them for higher levels of service, whether within the agency, or elsewhere in Government or society. Our nation is best served when agencies and executives work together strategically to field the strongest and most agile executive corps possible.

Mobility encompasses both temporary and permanent job assignments involving change from previous assignment patterns, (e.g., to different business lines, disciplines, program areas, components, regions, headquarters, or other divergent environments). Means can include details, short or long term reassignments and transfers, use of the Intergovernmental Personnel Act authority, sabbaticals, formal training and other creative ways to expose executives to challenges or otherwise expand their capacity to serve. Assignments could be to other agencies, state and local governments, and institutions of higher education, non-profit organizations, private sector companies or international organizations.

Mobility can be an important element in succession planning. Its benefits are best realized when agency leadership deliberately assesses the ability and potential of agency executives against current and future leadership requirements and actively builds its executive corps to address those requirements. Potential benefits include:

- Broadening and strengthening executive core qualifications of all executives;
- Bringing greater creativity and broader perspectives to bear on agency problems;
- Developing broader networks that help carry out agency missions, particularly in times of heightened national security;
- Promoting career development and expanded opportunities for executives;
- Selling potential leaders on desirability and potential of a career in the SES;
- Providing the agency leaders who are able to handle greater challenges;

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- Enabling agile agency response to critical staffing requirements and new demands; and
- Developing bench strength for the agency's future.

Ultimately, SES rules require an executive to move when agency needs require it. Even where advance written notice and consultation are mandated, the bottom line is that an executive who declines a directed reassignment may be removed through adverse action procedures. Still, in most agencies, signing up for the SES is not the same as signing up for mobility. Certain allowances described elsewhere in this guide recognize this distinction, e.g., if a mobility agreement is accepted at the beginning of the SES member's service he or she is not eligible for discontinued service retirement if he or she later declines a position outside the commuting area. However, if the mobility agreement is added after the SES member is in the position and he or she declines the position outside the commuting area, he or she would be eligible for discontinued service retirement. A separation is not qualifying for discontinued service retirement if, after the mobility agreement is added, the SES member accepts one reassignment outside of the commuting area and the SES member subsequently declines geographic reassignment.

Agencies should carefully evaluate whether a mobility program, whether broad or targeted, may strengthen their executive corps. Such programs should prove their worth by engaging the voluntary participation of an agency's executives. Mobility may be equally useful in developing other senior professionals, e.g., senior-level (SL) or scientific and professional (ST) employees. An agency may also request temporary increases to its executive resources allocations to support mobility assignments.

Mobility can also be voluntary; SES members can seek opportunities and new positions on their own, at any time for personal development. OPM encourages SES members to continually broaden their perspectives (see [www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1696](http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1696) for a November 7, 2008, memorandum on "Guidelines for Broadening the Senior Executive Service").

## CONDITIONS OF EMPLOYMENT

**Citizenship.** The SES contains no citizenship requirement, but some agencies may have separate controlling legislation requiring citizenship. In addition, a general appropriations act restriction, with some exceptions, prevents agencies from using appropriated funds to pay non-citizens if they work in the continental United States. Further, an agency may administratively restrict consideration for SES positions to citizens. This decision may be a matter of agency policy or a job determination. No special justification is required.

**Employment of Relatives.** 5 CFR part 310 and related requirements address the restrictions regarding the employment of relatives, and the exceptions which apply to the SES.

**Selective Service Registration.** SES appointees are subject to the statutory bar to appointment of persons who fail to register under the Selective Service law. [5 CFR part 300, Subpart G.]

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**Verification of Employment Eligibility.** The Immigration Reform and Control Act of 1986 [99-603], requires SES appointees coming from outside the Federal service to verify they are eligible to work in the United States.

**Employment during Terminal Leave.** Members of a uniformed service (Army, Navy, Marines, Air Force, etc.) on terminal leave pending separation may be appointed to and receive pay from another Government position, including an SES position.

## EMPLOYMENT RESTRICTIONS

**Dual Incumbency.** Agencies cannot employ two individuals in the same position at the same time (“dual incumbency”). Nevertheless, there are options available to agencies to provide continuity in key positions and to meet other transitional needs. When an incumbent’s intention to leave has been documented, an agency may establish a different position to employ a designated successor for a brief period of time pending the incumbent’s departure. For example, when an office director is leaving, a temporary special assistant position could be established for a short period to facilitate orientation of the incoming director to the office’s operations. OPM may authorize the use of SES limited appointment authorities for short periods of time for temporary executive positions established under such circumstances. If the successor is eligible for career appointment (e.g., is a career appointee or was selected through SES merit staffing and has been QRB certified), he or she can be appointed as office director and the departing executive can be assigned to the temporary position to facilitate transition. This does not require OPM involvement since a career executive can serve in a temporary position without a change in type of appointment.

**Experts/consultants.** Under 5 U.S.C. 3109(c), positions in the SES cannot be filled by expert or consultant appointment. Therefore, it is not appropriate to assign such individuals to the policy-making or executive work which characterizes the SES.

**Independent regulatory commissions.** Under 5 U.S.C. 3392(d), the appointment of an individual to any SES position in an independent regulatory commission “shall not be subject, directly or indirectly, to review or approval by any officer or entity within the Executive Office of the President.”

**Private sector temporary employees.** Under 5 CFR 300.502, private sector temporary employees cannot be used to perform SES work.

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## TYPES OF SES APPOINTMENTS

**STATUTE: 5 U.S.C. 3132(a), 3393, 3394**

**REGULATIONS: 5 CFR Part 214 and 317 Subpart F**

There are four types of SES appointments: career, noncareer, limited term, and limited emergency. Agency heads are authorized to make all types of SES appointments under regulations and procedures established by OPM and within the agency's numerical space allocation.

### ***Career appointments***

Career appointments are made without time limitations and provide certain job protections and benefits not conferred by the other types of SES appointments. Career appointments may be made to either Career Reserved or General positions [SES Positions and Appointment Authorities, in Chapter 1]. Tenure and benefits are the same no matter the type of position to which appointed. Initial career appointments must meet the competitive SES merit staffing provisions in 5 U.S.C. 3393, at the time of selection for the SES or for an SES candidate development program. The individual's executive qualifications must be certified by an OPM-administered QRB before appointment.

Career appointments may also be made under noncompetitive procedures to reassign or transfer a current career SES appointee or reinstate a former career SES appointee who completed an SES probationary period. These actions do not require QRB approval.

### ***Noncareer Appointments***

Noncareer appointments are made without time limitation, but the appointee serves at the pleasure of the appointing authority. The agency must have a noncareer appointment authority from OPM [Chapter 1]. The appointment can be made only to a General position in accordance with the staffing procedures for noncareer and limited appointments discussed in Chapter 3.

### ***Limited Term and Limited Emergency Appointments***

*What is a Limited Term or Limited Emergency Appointee?*

As defined under 5 U.S.C. 3132:

- (a)(5) - *limited term appointee* means an individual appointed under a nonrenewable appointment for a term of 3 years or less to a Senior Executive Service position the duties of which will expire at the end of such term.
- (a)(6) - *limited emergency appointee* means an individual appointed under a nonrenewable appointment, not to exceed 18 months, to a Senior Executive Service position established to meet a bona fide, unanticipated, urgent need.

Limited appointments are made only to General positions. The agency must have a limited appointment authority from OPM or use an authority from its limited appointment pool (three percent of the agency SES allocation). Appointments must be made in accordance with the staffing procedures for noncareer and limited appointments discussed in Chapter 3.

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An agency may use SES limited term and limited emergency appointment authorities to:

- Set pay at SES rates.
- Remove the appointee from the SES position at will.

## QUALIFICATIONS REQUIREMENTS

**STATUTE: 5 U.S.C. 3392(a), 3393**

**REGULATIONS: 5 CFR Part 317, Subpart D**

### *Qualifications Standards*

The agency head or a designee (e.g., the ERB) is responsible for establishing qualifications standards for each SES position in the agency. A qualifications standard must be established for a position before any appointment is made to that position. If a position is being filled competitively, the standard must be approved before the position is announced. If the duties and responsibilities of a position are substantially altered, the standard should be reviewed to determine if a new one is needed.

Qualifications standards may be established for individual SES positions or for groups of similar positions. Standards should be set at a high enough quality level so that those who meet the standards are well qualified, not just minimally qualified, to perform the job.

**Developing Standards.** Under 5 U.S.C. 3392, qualifications standards for Career Reserved positions must be developed in accordance with OPM requirements. Standards for General positions must be developed in consultation with OPM. Qualifications standards requirements for Career Reserved positions are listed below; and may also be used in developing standards for General positions in lieu of consultation with OPM.

The standard must be in writing and must identify the breadth and depth of the professional/technical and executive/managerial knowledge, skills, and abilities, or other qualifications (e.g., certification or licensure), that are essential and desirable for successful performance. Mandatory qualifications must be met for a candidate to be eligible for the position. Desirable qualifications are used to help rate and rank eligible candidates.

The standard must be specific enough to enable the user to identify qualified candidates and to enable the ERB to make qualitative distinctions among candidates for rating and ranking purposes when the position is being filled competitively.

Each qualifications criterion in the standard must be job related. However, the standard may not emphasize agency-related experience to the extent that it precludes well qualified candidates from outside the agency from appointment consideration.

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Mandatory qualifications standards may not include any of the following:

- A minimum length of experience requirement beyond that authorized for similar positions in the General Schedule, e.g., generally 1 year of specialized experience at least equivalent to the GS-15 level [OPM's Operating Manual on Qualifications Standards for General Schedule Positions]. This means that the 1 year experience requirement at the GS 15 level is not required.
- A minimum education requirement beyond that authorized for similar positions in the General Schedule [OPM's Operating Manual on Qualifications Standards for General Schedule Positions].
- Any criterion prohibited by law or regulation.

[**Note:** Time in grade requirements does not apply to the SES, so applicants do not need to have spent a certain period of time at the GS-15 or equivalent level.]

**National Security Professional (NSP) Qualification for NSP SES.** OPM and the NSP Executive Steering Committee (ESC) encourage agencies to implement a qualification requirement for NSP-designated SES positions for demonstrated ability to lead inter-agency, inter-departmental, inter-governmental activities, or comparable cross-organizational activities. Agencies may exercise discretion and flexibility in defining and elaborating upon the qualification requirement based on their positions and mission demands. OPM and the ESC recommend a multi-agency or equivalent experience for selection into NSP SES positions. OPM and the ESC have defined the qualifying "inter-agency" experience as follows:

Individuals should have "inter-agency" experience related to national security serving in a leadership capacity (formal or otherwise) on a temporary or permanent assignment, on a multi-agency task force, in an inter-agency liaison capacity, and/or as a volunteer. The experience should meet the following criteria:

- extensive involvement (i.e., substantial time commitment or decision-making responsibility);
- tangible results or accomplishments; and
- separate experiences in at least two organizations or a single experience involving multiple organizations.

For additional information see

[www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1709](http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1709).

**Possession of Certification as a Mandatory Technical Qualification.** Unless authorized by statute, agencies may not use possession of certification (e.g., Program/Project Management Certification) as a mandatory technical qualification. Individuals who lack the certification yet possess the requisite experience and training to perform the duties of the position should be considered. However, agencies may require future acquisition of certification by specifying a timeframe for obtaining it (e.g., within eighteen months from the date of appointment to the position) in a mandatory technical qualification. In their policy document, agencies should specify the consequences for employees who do not acquire certification within the specified timeframe.

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The following is an example of an acceptable technical qualification:

Program Management Certification. Applicants must possess or be eligible for Level III Program/Project Management (P/PM) certification in accordance with the Department of Homeland Security (DHS) Program Manager Certification Standards, the Defense Acquisition Workforce Improvement Act (DAWIA), or Federal Acquisition Certification for Program and Project Managers (FAC-P/PM). Applicants who currently possess or are eligible for Level II Program/Project Management (P/PM) certification and can achieve Level III certification according to DHS, DAWIA, or FAC-P/PM standards within eighteen months from the date of appointment to this position will also be considered. Please indicate in your application your level and source (DHS, DAWIA, FAC-P/PM) of certification or eligibility for certification.

**Retaining Qualifications Standards.** If a qualifications standard is changed or a position is cancelled, the standard shall be retained at least 2 years.

### ***Executive Core Qualifications***

“Executive Qualifications” is the term used in statute [5 U.S.C. 3393] to describe the qualifications required of all agency selectees for the SES and that must also be certified by a QRB for all initial career appointments to the SES. These qualifications are in addition to specific professional/technical qualifications that agencies establish for individual jobs. OPM has defined executive qualifications in terms of five meta-leadership competencies associated with SES-level jobs. These Executive Core Qualifications (ECQs) are Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions. Proficiency levels for the ECQs are available at [apps.opm.gov/ADT/ContentFiles/LeadershipCompProficiencyLevels.pdf](https://apps.opm.gov/ADT/ContentFiles/LeadershipCompProficiencyLevels.pdf). Definitions and illustrations for the levels are provided. Agencies might use them to anchor responses to structured interviews or to assess leadership competencies.

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**ECQ 1: Leading Change**

**Definition:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

<b>Competencies</b>	
Creativity and Innovation	Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
External Awareness	Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
Flexibility	Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
Resilience	Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
Strategic Thinking	Formulates objectives and priorities, and implements plans consistent with the long-term business and competitive interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
Vision	Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

**ECQ 2: Leading People**

**Definition:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

<b>Competencies</b>	
Conflict Management	Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
Leveraging Diversity	Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
Developing Others	Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing developmental opportunities to learn through formal and informal methods.
Team Building	Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

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**ECQ 3: Results Driven**

Definition: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

<b>Competencies</b>	
Accountability	Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
Customer Service	Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
Decisiveness	Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
Entrepreneurship	Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
Problem Solving	Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
Technical Credibility	Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

**ECQ 4: Business Acumen**

Definition: This core qualification involves the ability to manage human, financial, and information resources strategically.

<b>Competencies</b>	
Financial Management	Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
Human Capital Management	Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector blended workforce and a variety of work situations.
Technology Management	Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

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**ECQ 5: Building Coalitions**

**Definition:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

<b>Competencies</b>	
Partnering	Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
Political Savvy	Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
Influencing/Negotiating	Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

**Fundamental Competencies**

**Definition:** These competencies are the foundation for success in each of the Executive Core Qualifications.

<b>Competencies</b>	
Interpersonal Skills	Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
Oral Communication	Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
Integrity/Honesty	Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
Written Communication	Writes in a clear, concise, organized, and convincing manner for the intended audience.
Continual Learning	Assesses and recognizes own strengths and weaknesses; pursues self-development.
Public Service Motivation	Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

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## CAREER APPOINTMENTS

### STATUTE: 5 U.S.C. 3393

### REGULATIONS: 5 CFR Parts 317, Subpart E

Because the SES is separate from the competitive and excepted services, there is no provision for noncompetitive movement from these services into an SES career appointment; even if an employee's current position is placed in the SES. (The provisions of 5 CFR 315.602 covering movement from the Office of the President or Vice President or the White House staff do not apply to SES career appointments. Additionally, Executive Order 11103 addressing the noncompetitive eligibility of returning Peace Corps volunteers does not apply to SES positions.)

**Candidate Development Programs.** The merit staffing procedures in this section also apply to the recruitment and selection of individuals for an OPM-approved SES candidate development program. An individual who successfully completes the program and is certified by a QRB may be appointed to the SES without further competition. If a candidate graduated from an agency program that conducted an agency-wide competition only (under the previous 5 CFR 412 rule), then the candidate must compete for his/her first SES career appointment. However, in this case, if selected for an SES career appointment, the candidate does not need to be certified by the QRB again. (See *Area of Consideration* below.)

**Veteran's and Indian preference.** The CSRA excluded the SES from veteran's preference [U.S.C. 2108(3)1] however; it did not exclude the SES from Indian preference. Therefore, vacancy announcements where Indian preference is applicable should contain the statement: "Preference will be given to American Indians."

**Prohibited personnel practices.** Agency records for all competitive actions should clearly show that the actions are proper and legitimate. The actions should fully conform to the spirit and the letter of 5 U.S.C. 2302 on prohibited personnel practices, including the prohibition against political consideration, either favorable or unfavorable. For a list and description of prohibited practices, see [www.osc.gov](http://www.osc.gov). Further, in making career SES appointments, agencies should apply the same principles that are in Civil Service Rules 4.2 and 7.1 for filling vacancies in the competitive service, i.e., they should act solely on the basis of merit and fitness and without regard to political or religious affiliations, marital status, or race.

**Merit staffing reviews.** OPM may review proposed career appointments of current or former noncareer appointees, as well as other proposed career appointments, to ensure they comply with all merit staffing requirements.

**Merit staffing plan template.** Agencies may review the template in ESCS to assist with developing an SES Merit Staffing Plan.

**Merit staffing checklist.** Agencies may use the checklist in ESCS for reviewing the staffing action for an SES vacancy to be filled by career appointment that utilized one of the following SES selection methods: traditional Executive Core Qualifications (ECQs), Accomplishment record, or Resume-based.

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## RECRUITMENT

### *Area of Consideration*

Under 5 U.S.C. 3393(a), the search for candidates must at a minimum, include “all groups of individuals within the civil service.” Agencies may also recruit from outside the civil service (i.e., all groups of qualified individuals).

The “civil service” consists of all persons who occupy positions in the executive (includes excepted service), judicial, and legislative branches, except positions in the uniformed services (the armed forces, the Commissioned Corps of the Public Health Service, and the Commissioned Corps of the National Oceanic and Atmospheric Administration). Included are experts and consultants who occupy appointive positions, and individuals in the Postal Service and the Postal Rate Commission. The District of Columbia Government is not part of the Federal civil service.

A person is considered to be in the civil service only if occupying a civil service position at the time of application. When competitive recruitment for an SES position is limited to the civil service, SES reinstatement eligibles outside the civil service and SESCDP graduates with noncompetitive eligibility may apply for noncompetitive consideration for that position.

### *Vacancy Announcements*

Agencies are required by law to announce the Senior Executive Service (SES) vacancies they intend to fill by initial career appointment to at least all Federal civil service employees. They must also notify the Department of Labor’s United States Employment Service offices of SES vacancies when recruitment for career appointment is extended outside the Federal service [5 U.S.C. 3327]. To meet these legal requirements, agencies are required to publish information about vacancies to be filled by initial career appointment in **USAJOBS** ([www.usajobs.gov](http://www.usajobs.gov)) [CFR 317.501(b)(2)].

Agencies are responsible for confirming that their individual SES vacancy announcements have been successfully entered into **USAJOBS**. If a vacancy to be filled by initial career SES appointment has not been published as required by 5 CFR 317.501(b), the consequences are serious and will affect recruitment actions. OPM cannot assume that the agency has met the statutory requirements cited in the preceding paragraph and the proposed selection cannot be forwarded to a Qualifications Review Board. Evidence that a vacancy announcement has been included in **USAJOBS** is provided by entering the OPM Control Number into ESCS when creating a QRB case record.

The SES vacancy announcements are available through **USAJOBS** but can also be available through the respective agency and its website. Vacancy information is disseminated through the Federal Jobs Database to America’s Job Bank and state employment offices.

**Entering data in USAJOBS.** Agencies enter SES vacancy information, including job entries and full text vacancy announcements, directly into **USAJOBS**. For complete instructions/tutorial, see <https://www.usajobs.gov/Support>.

**Closing date.** The closing date of a vacancy must allow for a minimum open period of 14 calendar days and must be consistent with closing dates of any agency supplemental announcements [5 CFR 317.501 (b)(2)]. Extension of the original closing date must also be entered into **USAJOBS**.

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If there is a break between the closing date of the initial announcement and the beginning date of the new announcement, the new announcement must be open at least 14 calendar days from date of its entry into **USAJOBS**.

**Vacancy announcement content.** Agency announcements must include the following: 1) name of the issuing agency; 2) announcement number; 3) position title, series, pay plan; 4) duty location; 5) number of vacancies; 6) opening and closing dates and any other information concerning how receipt of application will be documented and considered; 7) Selection Method (Traditional ECQs, Resume-Based or Accomplishment Record); 8) brief description of duties; 9) area of consideration; 10) SES pay ranges; 11) ECQ and technical qualification requirements; 12) basis of rating; 13) what to file; 14) equal employment opportunity and reasonable accommodation statements; 15) contact person or contact point; 16) instructions on how to apply; and 17) other required information [see 5 CFR 330.104]. Note, however, that 5 CFR 330.104(13), (14) and (15) regarding veterans preference, the career transition assistance program (CTAP) and the interagency career transition assistance program (ICTAP) do not apply to an SES vacancy announcement.

**Multiple vacancies.** Although rare, agencies may advertise for more than one vacancy for the same SES position (e.g., Regional Director positions in different geographic locations).

**Multiple selections.** If an agency advertises a position and the vacancy announcement states one vacancy is to be filled, the agency may NOT make multiple selections from that vacancy announcement.

**Organization/location.** Agencies should ensure the information in department and/or agency fields in **USAJOBS** is appropriate. Agencies may not fill a position in an organization or location other than that advertised (e.g., The Department of Homeland Security may not fill a position in United States Immigration and Customs Enforcement if the announcement was for a position in United States Customs and Border Protection, a different organizational component, or fill a position in a duty location other than was specified in the announcement.)

### ***Nonprofit Employment Services and Commercial Recruiting Firms***

These services and firms may be used in addition to other recruitment sources in accordance with the provisions of 5 CFR part 300, Subpart D, when their use is likely to provide well-qualified candidates who would otherwise not be available, or when well-qualified candidates are in short supply. The service or firm must use the agency's qualifications standard and the position must also be included in OPM's **USAJOBS** under the SES vacancy listing, and be open to "all groups of qualified individuals."

Candidates applying directly to the agency and those identified by a service or firm must be given equal consideration and must complete the full SES merit staffing process, including Executive Resources Board referral to the appointing authority and QRB certification, before appointment.

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### ***Recruiting for SES Candidate Development Programs***

The recruitment procedures described above also apply to entry into an SES CDP. All candidates are selected through SES merit staffing procedures. [See 5 CFR part 412 and Chapter 7 of the Desk Guide for information about CDPs.]

**Area of Consideration.** Recruitment for CDPs is from either all groups of qualified individuals within the civil service, or all groups of qualified individuals.

**Applicants who do not hold career or career-type appointments.** If a candidate is not serving on a career or career-type appointment, the candidate must be appointed using the Schedule B authority at 5 CFR 213.3202(j). Schedule B appointments must be made in the same manner as merit staffing requirements prescribed for the SES, except that each agency shall follow the principle of veterans preference as far as administratively feasible. Positions filled through this authority are excluded under 5 CFR 412.302(d)(1) from the appointment procedures of part 302, pertaining to employment in the excepted service. Appointment may not exceed or be extended beyond 3 years.

Assignments must be to a full-time non-SES position created for developmental purposes connected with the SES candidate development program. Candidates serving under Schedule B appointment may not be used to fill an agency's regular positions on a continuing basis. Agencies must create SESCDP records in ESCS. See ESCS Handbook on the ESCS website.

## **OPM SUPPORT FOR QRB-CERTIFIED SESCDP GRADUATES**

### **CDP-Opps Listserv**

The U.S. Office of Personnel Management (OPM) has launched a new Senior Executive Service (SES) Candidate Development Program (CDP) Opportunities listserv (*CDP-Opps*) ([CDPOpps@listserv.opm.gov](mailto:CDPOpps@listserv.opm.gov)), to help ALL agencies recruit for SES vacancies as well as to help place current Qualifications Review Board (QRB)-certified Candidate Development Program (CDP) graduates. The purpose of the listserv is to: (1) help agencies identify top talent for SES positions more quickly, and (2) increase the placement rate of QRB-certified CDP graduates. QRB-certified graduates who apply to vacancies and meet the position-specific technical qualifications can be immediately non-competitively appointed; allowing agencies to potentially identify top talent in a manner that will reduce time-to-hire from months to weeks.

QRB-certified SES CDP graduates who register for the *CDP-Opps* listserv will be alerted to SES vacancies submitted by Agency Offices of Executive Resources. While agencies will still regularly announce SES vacancies on USAJOBS, *CDP-Opps* participants will receive notifications through the listserv and have opportunity to apply and have their applications immediately reviewed, including before the USAJOBS announcement needs to be posted or before it closes.

Agency Executive Resources (ER) offices are encouraged to share SES vacancies with certified graduates via the *CDP-Opps* listserv simply by sending an e-mail to [CDPOpps@listserv.opm.gov](mailto:CDPOpps@listserv.opm.gov).

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Each SES vacancy notification should include the following:

- Agency and Bureau
- Job Title
- Job Series
- Duty Location
- Travel
- Security Clearance
- Technical Qualifications Requirement
- Brief Description of Duties
- List of required application materials, for example:
  - Current Resume
  - Technical Qualifications Statements (if necessary)
  - OPM-issued SES Certificate
  - Any other required items
- Application Submission Deadline
- Agency ER Contact Information (where candidates send their resume and application)

**Offices of Executive Resources are encouraged to announce to CDP-Opps as soon as a vacancy opens, but if the vacancy announcement is already on USAJOBS, please send the following to the listserv:**

- Agency and Bureau
- Job Title
- USAJOBS link
- Agency ER Contact Information (where candidates send their resume and application for advance non-competitive consideration)

OPM will regularly evaluate the listserv in terms of usage, feedback, and requested improvements.

QRB-certified SES CDP graduates can register for the CDPOpps listserv by following these steps:

1. Click on the link: <http://listserv.opm.gov/wa.exe?A0=CDPOpps>
2. Click “Join or Leave CDPOpps” (*Only QRB-certified CDP graduates are eligible to enroll.*)
3. Enter your Name and Email Address and click “Join CDPOpps”

For more information on the CDP-Opps listserv, please send an email [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

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## MERIT STAFFING SELECTION METHODS

### STREAMLINED AGENCY INITIAL SES APPLICATION REQUIREMENTS

Agencies are encouraged to identify opportunities to streamline their initial application requirements for SES positions. While there is no one-size-fits-all approach, agencies should seek to eliminate or minimize application requirements that may deter candidates from applying, while at the same time adopt hiring and QRB submission methods most effective for each agency's successful Senior Executive Service (SES) hiring and accomplishment of mission. Following are some options that agencies may consider.

- **Traditional Application Method:** This method directs applicants to submit a resume, a separate narrative (no more than 10 pages) addressing the ECQs, and, if applicable, a narrative addressing any mandatory technical qualifications. The ECQ statement must address all five ECQs and is limited to a maximum of ten pages. An advantage of this approach is that the ECQ narrative submitted by the selected individual may suffice with little or no additional information for the Qualifications Review Board submission.
- **Resume-Based Application Method:** This method provides an alternative to the traditional submission by applicants of a resume and a 10-page written ECQ narrative statement, helping applicants and agencies reduce the burden of lengthy written materials at the onset of the application process. Because this method may reduce the quantum of information an applicant is capable of submitting, it is often best-suited for the senior-most positions requiring highly-experienced executives whose accomplishments may be readily presented. Incumbents in such positions typically have one or more subordinate SES members reporting to them, and may report directly to the top Presidential or political leadership in the agency or agency component. The resume-based method may also be appropriate for low- to mid-level SES positions if the hiring agency may want to mitigate the likelihood of difficulties in achieving an adequate volume of applications, based on past experience in filling identical or similar positions. Additionally, this method may be appropriate for positions for which technical qualifications are particularly important – including legal, engineering or scientific positions that typically require advanced degrees in a highly specialized field – and where hiring agencies will want to obtain information on applicants' technical qualifications; in such instances, the resumes for such applicants will commonly highlight the applicant's technical prowess and achievements and alleviate the need to seek information through a written TQ statement. The vacancy announcement should direct applicants to submit only a resume with the initial application. Applicants must show possession of the ECQs and technical qualifications via the resume.
- **Accomplishment Record:** This application method involves a hybrid version of the traditional application method and the resume-based application method, where the applicant provides a streamlined written accomplishment record (not to exceed five pages) addressing certain ECQs or competencies (the hiring agency has the flexibility to leave the specific approach to the candidate's discretion or the agency sets specific competencies depending on the requirements of the position to be filled), and the agency supplements the Narrative with a shortened QRB Template.

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The Accomplishment Record allows an agency to identify specific competencies underlying the ECQs deemed by the agency to be most critical in assessing candidates for the advertised position. Some human resources practitioners consider rating and ranking candidates against more narrowly defined competencies chosen for their relevance to the SES position to improve the validity of results.

Under 5 CFR 317.501(c)(1) an agency must provide that competition be fair and open and that all candidates compete and be rated and ranked on the same basis. An agency should therefore be careful to state the recruitment method in the vacancy announcement and require applicants to submit materials in accordance with the chosen method, as determined by the agency. NOTE: If the traditional application method is used, agencies should pay close attention to the restrictions they impose relating to ECQ narrative format. While it is usually understood and encouraged that each ECQ should be addressed in 2 pages, agencies should not exclusively disqualify (through indication in the vacancy announcements) those candidates that exceed the 2 pages per ECQ, if the entire narrative conforms to the 10 page limit. In addition, agencies should also not disqualify those candidates that provide more, or less, than 2 examples per ECQ. If these restrictions are annotated on the vacancy announcement, they must then be enforced by the agency and further, OPM. Draft language is provided below for the traditional application method as it pertains to addressing the ECQs:

Draft Language:

**EXECUTIVE CORE QUALIFICATIONS (ECQ):** The ECQs were designed to assess executive experience and potential not technical expertise. They measure whether an individual has the broad executive skills needed to succeed in a variety of SES positions. All applicants must submit a written narrative to address the ECQs. Your narrative must address each ECQ separately and should contain at least two examples per ECQ describing your experiences and accomplishments/results. The narrative should be clear, concise, and emphasize your level of responsibility, scope and complexity of programs managed, program accomplishments, policy initiatives undertaken and the results of your actions. Applicants should not enter "Refer to Resume" to describe your experiences. Applications directing the reviewer to search within the application or to see the resume are considered incomplete and may not receive further consideration. The narrative must **not exceed 10 pages**.

There are five ECQs:

ECQ1 - Leading Change  
ECQ2 - Leading People  
ECQ3 - Results Driven  
ECQ4 - Business Acumen  
ECQ5 - Building Coalitions

*Failure to submit a narrative statement addressing each of the ECQs may cause your application to be deemed incomplete and not be considered. Additional information on the ECQs is available at <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/>.*

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**Summary of Applicant Submission Documentation Requirements (by Method)**

<b>Method</b>	<b>Applicant Submission Materials</b>				<b>Candidate Level of Effort</b>
	Resume	ECQ Narrative (No more than 10 pages)	Technical Qualifications (TQ) Responses	Accomplishment Record (5 page narrative)	
Traditional	Yes	Yes	Yes	No	Significant
Resume-Based	Yes	No	*	No	Minimum
Accomplishment Record	Yes	No	*	Yes	Moderate to Significant

\* Agency may require candidates to clearly address TQs within their resume or submit separate responses to no more than two TQ requirements (Per OPM Guidance).

**USE OF TECHNICAL QUALIFICATIONS**

Agencies should carefully consider the extent to which technical qualifications are required for a given position. OPM strongly encourages agencies to conduct a rigorous analysis of qualification requirements and avoid duplicating qualification requirements that are already represented in the ECQs or which are not essential to the effective evaluation of candidate qualifications. In that analysis, agencies should consider eliminating requirements for applicants to submit written TQ statements, at least at the initial application stage, in cases where information about a candidate's technical qualifications may be easily found in the resume or related application materials. Agency requirements for lengthy TQ narratives may potentially deter qualified candidates from applying. One possible approach is for agencies to modify the language within vacancy announcements to instruct applicants to clearly demonstrate their technical competencies through their resumes. Another possible approach is for agencies to limit TQ requirements to no more than one or two specific qualifications which are focused and critically-relevant to the specific position, rather than applying numerous general TQ requirements that may detrimentally limit the diversity and quality of the applicant pool – both by deterring talented leaders from applying and by excluding talented leaders from further consideration for failure to address technical qualifications that may not be absolutely essential to success in the position.

**MERIT STAFFING REQUIREMENTS (Rating and Selection)**

The procedures an agency uses for rating and ranking candidates and for making the subsequent selection for an SES position or SES candidate development program must meet the requirements of applicable law, rule, and regulation, including the Uniform Guidelines on Employee Selection Procedures.

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As a minimum, under 5 CFR 317.501(c), an agency's procedures must provide the following:

- The ERB must consider the technical and executive qualifications of each eligible candidate. If only a small number of candidates are determined to be eligible and the agency wishes to proceed with the selection process, the ERB must still consider the qualifications of each eligible candidate. The ERB may delegate preliminary qualifications screening, rating, and ranking of candidates. An agency should follow its SES merit staffing plan when selecting preliminary rating panel members. Panel members should be recognized as subject matter experts or human resources specialists.
- All eligible candidates must be rated and ranked on the same basis. However, if a current SES career appointee or a reinstatement eligible applies in response to a merit staffing vacancy announcement, the agency has the option of including the individual in the competitive process (in which case the individual is rated and ranked in the same manner as other applicants) or considering the individual under noncompetitive appointment procedures (i.e., reassignment, transfer, or reinstatement).
- There must be adequate differentiation among candidates on the basis of the knowledge, skills, abilities, and other job related factors, as reflected by the position's qualifications standards to enable the relative ranking of candidates. Experience may be credited only to the closing date of the vacancy announcement to avoid inequities. Candidates need not be given numerical ratings, since veteran's preference and the "rule of three" do not apply to the SES. Instead, they may be grouped into broad categories (e.g. highly qualified/Top Group, qualified/Middle Group, not qualified/Bottom Group).
- The record must be adequately documented to show the basis for qualifications, rating, and ranking determinations. If the ERB delegates rating and ranking of applicants in a given case, the ERB retains responsibility for the result. Therefore the ERB must endorse the rating and ranking results as its own or document the basis for any adjustments made by the ERB before certifying the list of best qualified candidates to the appointing authority. The ERB must give the appointing authority written recommendations on all the eligible candidates and identify the best qualified candidates. To avoid additional paperwork, the board may provide rating sheets on the candidates instead of preparing separate written recommendations on each candidate. However, the ERB must still certify in writing the list of candidates provided to the appointing authority. The ERB certificate may be sent first to a supervisory official who will make a selection recommendation to the appointing authority. In these instances, the full certificate and the board recommendations on all the candidates should be forwarded to the appointing authority along with the name of the proposed appointee.
- The appointing authority must make the selection in accordance with agency prescribed procedures from among the candidates the ERB identified as best qualified. Selection must be based solely on the qualifications of the candidates, not on political or other non-job-related factors.
- The appointing authority must certify in writing that the proposed appointee meets the qualifications requirements of the position. The appointing authority, or the ERB, must also certify that appropriate merit staffing procedures were followed.

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- The executive qualifications of the proposed appointee must be sent to OPM for QRB certification.

## RECOMMENDED MERIT STAFFING PRACTICES

OPM offers the following recommendations based on practices currently in use at some but not all agencies:

- Be sure to follow your agency's written ranking and rating procedures (Rating Plan).
- Be sure to give full weight to the Executive Core Qualifications (ECQs) along with the technical competencies required for the position. OPM's Qualifications Review Board certification of the candidate's ECQs is meant as a final check rather than a primary assessment of leadership qualifications. When using the traditional selection method (see Merit Staffing Selection Methods, 2-17), an agency may find it is unnecessary to enhance the narrative description of the candidate's possession of the ECQs beyond what was initially reviewed as part of the candidate assessment process.
- Be sure to consider the six "fundamental" competencies, which since October 2006 have been part of the ECQs and should be included in the candidate assessment process. These competencies underlie the five ECQs and should be addressed over the course of the ECQ narratives rather than in separate statements submitted by the candidate. As noted further in the next bullet, evidence of these essential underlying competencies can often be ascertained through means other than the candidate's narrative statements, such as interviews or reference checks.
- Try to use a variety of candidate assessment tools, rather than relying excessively on the assessment of candidate narratives against crediting plans. Interviews, especially structured interviews with standardized questions, should normally be an essential part of the assessment process. In some cases, formalized assessment centers may be an appropriate means to assess candidates. Reference checks are also useful, to verify information provided by the applicant and to assess competencies such as Integrity/Honesty.
- Use category rather than numeric ratings when rating ECQs, which are comprised of clusters of individual competencies and are therefore difficult to score with a degree of precision supporting numerical rating.
- Make sure rating panel members are trained. Rater training ensures all raters understand the rating process and ECQ definitions. It can range from short and simple to very detailed instructions.
- To increase efficiency, automate the selection process to the greatest extent possible. For example, some agencies provide candidate materials electronically to their ERBs in advance to expedite the assessment process.
- Notify applicants of their status at four points in a timely fashion: 1) application received, 2) application assessed for qualifications, 3) applicant referred for appointment consideration (or not) and, 4) applicant selected (or not).

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## INQUIRIES, APPEALS, AND CORRECTIVE ACTION

### *Applicant Inquiries and Appeals*

Individuals are entitled to information about the nature of the procedures used in recruiting and selecting candidates for any position. Applicants are also entitled, upon request, to know if they were found qualified for the position and if they were referred to the selecting official for consideration for appointment. They may have access to qualifications questionnaires or reports of qualifications inquiries about themselves, except for information that would identify a confidential source.

Agencies may provide other procedures tailored to their needs, to handle complaints about the staffing process. An applicant has no right of appeal to OPM against actions taken by the ERB, QRB, or appointing official. Other avenues afforded by law or regulation (e.g., the Office of the Special Counsel or the Equal Employment Opportunity Commission) may be appropriate (e.g., prohibited personnel practice allegations). For additional information, see <https://osc.gov/>.

### *Corrective Actions*

If it is determined that an individual was not placed on a selection certificate of best qualified candidates because of a statutory, regulatory, or procedural violation, the agency may, as a corrective action, select the individual for a career appointment to another SES position without conducting a new merit staffing action. However, the individual must meet the technical and executive qualifications for the new position and must be approved by a QRB.

[**Note:** The corrective action authority permits, but does not require, the agency to select the individual noncompetitively.]

## DOCUMENTING MERIT STAFFING ACTIONS

Under 5 CFR 317.501(d), an agency must keep sufficient records to allow reconstruction of the merit staffing process for 2 years after an initial career appointment. (If no appointment results from a vacancy announcement, the records must be kept for 2 years from the closing date of the announcement.) At a minimum, the records should include:

- the OPM Control Number for the vacancy listing in the automated **USAJOBS** and copies of any separate agency announcements (The control number is assigned when entering a vacancy announcement);
- list of recruitment sources used (e.g., agency vacancy announcement distribution list, any newspaper or journal advertisements, any use of nonprofit employment services or commercial recruiting firms);
- copy of qualifications standard and position description;
- originals of all applications received by the agency;

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- the rating and ranking procedures (rating plan), and names and organizational titles of rating panel members;
- written recommendations of the panel/ERB (signed and dated), including a list of the groupings of all applicants and the supporting rationale, or rating sheets;
- any references, or qualifications questionnaires or inquiries, obtained on the candidates;
- record of which, if any, candidates were interviewed;
- any recommendation by a selecting official to the appointing authority if the two are different individuals;
- the appointment action (signed and dated);
- appointing authority certification that the appointee meets the qualifications requirements of the position;
- appointing authority or ERB certification that appropriate merit staffing procedures were followed; and
- copies of any complaints about the staffing process and agency findings and response.

## **QUALIFICATIONS REVIEW BOARDS**

**STATUTE: 5 U.S.C. 3393(c)**

**REGULATIONS: 5 CFR 317.502**

The CSRA stresses that the SES is primarily an executive corps and requires all new career appointees be certified by a QRB. Through independent peer review, QRB members ensure that all new executives have a broad perspective of Government and solid executive skills. They focus attention on the fact that, in the SES, executive skill is paramount — not technical expertise.

### ***Membership***

OPM administers QRBs, which includes drawing on members of the SES to participate on the Boards and to advise on QRB policy. OPM works with agencies to solicit names of executives to serve on QRBs. Each board consists of SES members from three different agencies. A majority of each Board's members must be SES career appointees. Board members are not permitted to review their own agency's candidates, and if a member otherwise believes he or she cannot provide an impartial review, the member will be excused from the case.

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### ***Functions***

The QRB certifies the executive qualifications of candidates for initial career SES appointments. QRB members judge the overall scope, quality, and depth of a candidate's executive qualifications and experience within the context of the five Executive Core Qualifications by fairly and objectively assessing all documents in the candidate's QRB case.

**Criterion A:** Demonstrated executive experience.

**Criterion B:** Successful participation in and graduation from, an OPM approved SES candidate development program.

**Criterion C:** Possession of special or unique qualities that indicate a likelihood of executive success. (Approval of these cases is based on the agency's entire submission, including the proposed Individual Development Plan (IDP), and imposes an obligation on the agency to carry out the proposed executive development activities). The IDP should be developed for the candidate to accomplish within a 12 month time frame (probationary period).

### **Operations**

An OPM staff member serves as a QRB Administrator for each Board. The QRB Administrator conducts a briefing about the hiring selection methods used by agencies, gives instructions on the certification process and board member roles, answers questions from QRB members, and provides any other guidance and staff support as appropriate.

The Board members independently review each set of documents (i.e., "case") pertaining to an individual who has been selected for initial career appointment (see Submitting Cases for QRB Certification later in this section). After review of each case, the administrator facilitates discussion to reach consensus. The final decision to approve or disapprove is by majority vote. Prior to a final decision, board members can elect to have candidates and agencies re-write those ECQs (no more than two) that are identified as falling short of demonstrating executive leadership.

**Approval.** The QRB must find demonstrated executive level experience in all five Executive Core Qualifications (ECQs) to recommend approval under Criterion A.

A QRB may approve a case, but recommend formal managerial training to supplement experience in one or more of the ECQs. If that occurs, the agency may make the appointment, but should develop an Individual Development Plan (IDP), in consultation with the employee, to assure that the individual receives the recommended training.

**Disapproval.** If a QRB case is disapproved, the agency may choose to have the case submitted to the next regularly scheduled QRB as is, or returned to the agency for improvements. Agencies are encouraged to resubmit a returned case within 60 working days of the initial QRB disapproval. In a resubmission, the QRB will still only consider experience obtained before the closing date of the announcement. Before resubmitting, the agency is advised to review the case to determine whether additional supporting material can be provided as to the candidate's executive qualifications.

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An agency may resubmit a case initially rejected on the basis of Criterion A as a Criterion C case, if appropriate (i.e., the candidate has “special or unique qualities”). The Criterion C case must include an IDP, documentation of the candidate’s unique and special qualifications, and at least one reference letter from an appropriate person (agency’s discretion) at a higher level than the candidate, who supports the ECQs of the candidate. A new case must then be entered into ESCS for the subject position.

If a case is disapproved a second time, a new case on the candidate may not be submitted for the same position until the candidate acquires additional qualifying experience in those deficient areas noted by the QRB. Since qualifying experience is credited only to the closing date of an announcement, OPM generally requires the agency to hold a new merit staffing competition to credit the additional experience. The closing date of the new announcement will be at least 12 months later than that of the original announcement. There is no appeal for second time disapproval.

If a Criterion B case is disapproved, the agency has the option to resubmit the package, or it can ask the candidate to pursue additional development to address issues raised by the QRB. If a Criterion B case is disapproved two consecutive times, the agency must provide the candidate additional development before submitting the case again.

**Re-Write.** Not considered a full approval or disapproval, this option allows board members to give candidates and agencies an opportunity to re-address those ECQs that lack evidence of executive leadership. Upon notification of the re-write option, the agency has 14 calendar days to ensure the re-write is completed and returned to OPM. Re-writes are returned to the board members that conducted the initial review.

**Other.** The names of QRB members, their organizations, and the records of their individual actions are not subject to release.

## CERTIFICATIONS

There is no time limit on QRB certification — any existing time limit on a previously approved certification is removed. OPM’s QRB Administrator uses ESCS to validate the QRB certification. In addition, for Criterion B cases only, the individual candidate receives a printed certificate documenting his/her eligibility for either of the following:

“Career appointment to the Senior Executive Service without further competition in any agency to any position for which this individual is determined to be otherwise qualified.” [Graduates of OPM approved Candidate Development Programs (CDPs) for which the area of consideration was not restricted under the previous version of 5 CFR 412.104(a)(2)]; or

“Career appointment to the Senior Executive Service in any agency to any position for which this individual is determined to be otherwise qualified, after competition in accordance with 5 CFR 317.501.” [Graduates of OPM approved Candidate Development Programs (CDPs) where an exception to the recruitment area requirement under the previous version of 5 CFR 412 was granted; see Area of Consideration, under Recruiting for SES Candidate Development Programs, earlier in this chapter.]

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**QRB Recommendations for Executive Development.** Agencies should advise appointees of any QRB recommendations for additional executive development, and this development should be included in their Executive Development Plans. OPM may ask agencies to provide written verification of progress toward implementing any such QRB recommendations within 18 months of appointment.

### ***Suspension of QRB Case Processing***

If an agency head leaves, announces an intention to leave, or if the President nominates a new agency head, OPM imposes a moratorium on review of QRB cases from that agency, effective on the earliest date of any of these three events, until a successor is appointed. OPM suspends QRB processing of Criterion A and Criterion C cases until a successor is appointed. Pending cases may be returned to the agency and the agency should not submit additional QRB cases during the moratorium, except for Criterion B cases, if applicable. OPM may also suspend or return pending cases during a Presidential transition period. This action is taken as a courtesy to the new agency head to afford him/her the greatest flexibility in making executive resources decisions. If a QRB case is returned to the agency, the case is marked “Return Without Action” in ESCS. The agency must create a new case record in ESCS before resubmitting the case to OPM.

If an agency has a case that it considers mission critical, the agency may submit the case and request an exception to the QRB moratorium. Requests for exception should be signed by the agency head or the official who is designated to act in the agency head’s absence. Agencies should address the following factors in their requests:

- the impact on the agency should the position not be filled during the moratorium;
- the likelihood the new agency head will have personal interest in the case;
- the organizational level of the position (include organization chart);
- the degree to which the candidate would be involved in policy matters;
- any special or unique qualifications of the candidate;
- candidate’s resume;
- whether the candidate is currently on a Schedule C or noncareer SES appointment;
- whether the candidate is currently performing the duties of the position via detail or “acting” designation and the length of time for the detail or “acting” designation (e.g., 30 days);
- how long it may be before the new agency head is appointed;
- how long the position has been vacant; and
- when the Agency Head has not yet departed, whether he or she has certified that the action is necessary to ensure continuity of critical agency operations.

If OPM declines the request for an exception, the agency must withdraw the case.

**Resumption of QRB Case Processing.** After an agency head has been sworn in, agencies may request OPM to resume the processing of QRB cases. The elements for a message requesting the resumption of case processing are provided below.

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The message must be sent from the senior Executive Resources Office official, or a higher level official. The Executive Resources office must receive verification that the identified cases are to be processed from either the agency head or a senior-level official in a position to represent the agency head, such as the Deputy Secretary, Chief of Staff, or ERB Chairperson. The message should be sent to the OPM Senior Executive Services and Performance Management.

**Requesting OPM to resume processing of agency QRB cases.** The message should specifically indicate the new agency head's intention to resume processing of its QRB cases. Additionally, the information should include the title and name of the new agency head and the date he/she was sworn in. If QRB cases are being submitted in conjunction with the request to remove the moratorium, the letter should list those specific cases. An agency need not wait until it has a QRB case to submit to request the moratorium be ended; however, it is required that the agency head be sworn in and approve the request. OPM will respond via email regarding the agency's request.

There may be times when OPM initiates a message to the agency asking if it would like to have the QRB moratorium removed. This is subject to specific authorization by the new agency head to resume processing of agency QRB cases. When this is obtained, the individuals identified above under **Resumption of QRB Case Processing** may respond by email to convey the new agency head's decision.

## **SUBMITTING CASES FOR QRB CERTIFICATION**

### **QRB SUBMISSION METHODS**

OPM requires a hiring agency to submit to the QRB the following basic materials: the specific vacancy announcement for the SES position for which the agency is hiring (Criterion A and C); the resume of the candidate selected by the agency for initial appointment to the SES; and evidence the agency has applied merit staffing procedures through certification by the agency's appointing official that documents the selection of, and decision to submit, the candidate for QRB certification.

Additionally, OPM requires the hiring agency to submit evidence that demonstrates the candidate's proficiency in the ECQs. OPM accepts agencies' evidence/demonstration of ECQs by using one of three submission methods: (1) traditional written ECQ narrative; (2) QRB Template; and (3) Accomplishment Record.

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### *1. Traditional ECQ Narrative*

This traditional method involves the submission of a written narrative statement (limited to no more than 10 pages) in which the candidate provides information about the results achieved that reflect the candidate's proficiency in each of the ECQs through a demonstration of a majority of the competencies. Agencies have the flexibility to use a resume-based application intake method, and require only the final selectee to complete the ECQ narrative for QRB submission. This submission method provides the most comprehensive and detailed evidence-supporting information for QRB review, but may also be the most burdensome and time-consuming for the candidate.

### *2. QRB Template*

In lieu of an ECQ narrative, an agency may elect to submit a QRB Template. This is a submission method that allows the agency to populate a standard Template provided by OPM with substantive information highlighting a candidate's demonstrated ECQs, obtained by the agency from interviews and any other materials required by the agency during the agency's merit staffing process. The template is meant to be completed by the ER Staff in conjunction with the ERB and interview panels and the selecting official. This submission method may be the least burdensome for the candidate because it eliminates the requirement for the candidate to prepare an ECQ narrative and requires the agency to obtain and describe the candidate's information; however, it is very appropriate for the agency to consult with and involve the candidate in the completion of the template. The signing appointing authority or ERB Chairman is responsible for its content and affirmations. On average, a completed template seven to eight pages in length should be sufficient to provide the best evidence for all ECQs.

### *3. Accomplishment Record*

This QRB submission method is a hybrid version of the ECQ narrative and QRB Template methods that includes the candidate's written accomplishment record (not to exceed five pages) addressing certain ECQs or competencies (which the hiring agency determined), and the agency supplements the accomplishment record with a shortened QRB Template. This method typically occupies a middle ground with regard to the comprehensiveness of information provided to the QRB – between the ECQ Narrative method and the QRB Template method – and also balances the preparation of materials between the agency and the candidate.

This submission method is best suited to executive positions below the highest level. Unlike more highly-experienced executives, candidates for these positions will generally benefit from the opportunity to address in greater detail specific executive competencies in their applications since their experience may not necessarily indicate clearly their ability to perform executive duties.

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**Summary of QRB Submission Documentation Requirements (by Method)**

Method	QRB Submission Requirements					Candidate Level of Effort
	USAJobs Vacancy Announcement	Resume	ECQ Narrative	QRB Template	Accomplishment Record	
Traditional ECQ Narrative (up to 10 pages)	Yes	Yes	Yes	No	No	Significant
QRB Template	Yes	Yes	*	Yes	No	Minimum
Accomplishment Record (5 page narrative)	Yes	Yes	*	Yes	Yes	Moderate to Significant

\* Agency may elect to submit ECQs in lieu of the QRB template (Resume-Based Method) or the QRB template and Accomplishment Record (for the Accomplishment Record Method).

***General Requirements***

A case will be accepted only from an agency, as a result of the SES merit staffing process, successful completion (as certified by the agency) of an OPM approved SES candidate development program, and evidence of a case record created in ESCS. No individual may request his/her own certification. Furthermore, OPM will not submit for QRB review the conversion of a noncareer SES employee to a career SES appointment in the employee's own position or a successor to that position, since there is no bona fide vacancy [CFR 317.502(e)].

An ESCS record will show under which criterion (A, B, or C) a certification is requested.

The primary basis for submitting a case as Criterion A is "demonstrated executive experience" and relevant training and development activities may also be cited. Criterion C should not be used in lieu of Criterion A solely because an agency has difficulty proving "demonstrated executive experience." Therefore, for Criterion C, an agency must document "special or unique" qualifications in terms of the agency's program or mission, or some other directly related SES consideration.

Agencies must submit a Criterion A or C case not more than 90 working days from the closing date of the vacancy announcement. Cases that exceed this timeframe will be returned to the agency for a new merit staffing process. Submission of QRB cases by agencies covered by a QRB moratorium will be reviewed only if an exception to the QRB Moratorium processing has been approved, which is done on a case by case basis. As agencies become aware of the possibility of not meeting the 90 day deadline, they must request an extension for each case affected **prior** to the 90<sup>th</sup> day. OPM may grant a brief extension for good cause.

A Criterion B case should be submitted for SESCDP participants within 12 months from the ending date of an OPM-approved SES candidate development program.

***Electronic Submission and Documentation Requirements***

All QRB cases should be submitted electronically to: [SERS@opm.gov](mailto:SERS@opm.gov)

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**SUBJECT line should read:** QRB Case – ESCS case # (e.g. DS1000001) – Criterion A (or B or C) – Case Type (e.g., Traditional, Resume or Accomplishment Method) – John A. Doe

**BODY of email should include the following statement:**

**Criterion A or C**

This certifies that Mr. John A. Doe was selected from among the best qualified candidates referred to the selecting official. The qualifications of Mr. Doe have been evaluated by the (**AGENCY**) Executive Resources Board against the qualifications standards for the position (**POSITION TITLE**), and he/she meets those qualifications. Further, this certifies merit staffing principles were followed.

**Criterion B**

This certifies that (**FULL NAME**) was selected from among the best qualified candidates referred to the selecting official. This also certifies that merit staffing principles were followed in making selections for the (**AGENCY**) Candidate Development Program.

The (**AGENCY**) Executive Resources Board has completed its review of (Mr./Ms. NAME) Candidate Development Program requirements and certifies that she/he has completed all formal program requirements and demonstrates readiness for certification of his/her Executive Core Qualifications.

**PROCEDURES for document submission are as follows:** A labeled cover sheet should be placed to separate each document listed below (in that order) and should be scanned as ONE document (These are the only documents forwarded to board members). Additional documents and extension approvals should be sent as a separate PDF attachment.

**CRITERION A**

**Traditional**

- Vacancy Announcement
- Resume
- 10 page ECQ Narrative

**QRB Template**

- Vacancy Announcement
- Resume
- QRB Template

**Accomplishment Record**

- Vacancy Announcement
- Resume
- 5 page Accomplishment Narrative
- QRB Template

**CRITERION B**

- Mentor Evaluation
- Resume
- 10 page ECQ Narrative **OR** QRB Template
- IDP (signed)

**NOTE:** Additional documents for Criterion B cases need not be submitted, however, you may be asked to provide those documents, if needed.

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**CRITERION C**

- Vacancy Announcement
- Resume
- 10 page ECQ Narrative **OR** QRB Template
- Special & Unique Qualifications Memo (written description of the candidate's unique and special qualifications that make him/her a superior choice for the SES position for which selected)
- Reference Letter(s) (addressing each ECQ by someone familiar with the candidate's demonstrated executive level experience)
- IDP (organized by the five ECQs that show how the candidate will obtain executive level knowledge and experience under the weak ECQ(s))

**PROBATIONARY PERIOD**

**STATUTE: 5 U.S.C. 3393(d), 3592, 10 U.S.C. 1599e**

**REGULATIONS: 5 CFR 317.503**

An individual's initial SES career appointment becomes final only after the individual successfully completes a 1-year probationary period. This probationary period begins on the effective date of the personnel action initially appointing the individual to the SES as a career appointee and ends 1 calendar year later. For example, if an individual was appointed to the SES on June 1<sup>st</sup>, the probationary period ends on May 31<sup>st</sup> of the following year. However, a probationary appointee is considered to have completed probation at the end of his/her last tour of duty within the probationary period.

**Note:** Newly appointed SES members of the Department of Defense must serve a probationary period of two years. See 10 U.S.C. 1599e.

***Supervisory Responsibilities During the Probationary Period***

Follow through on agency initiated or QRB recommended training.

Observe the employee's performance and conduct.

Hold periodic, documented discussions of progress with the employee, clearly outlining the strengths and weaknesses of the employee in relation to the position's performance requirements.

Complete a probationary assessment of the individual's performance before the probationary period ends. If QRB certification was based upon special or unique qualifications (criterion C), document results of executive developmental activities undertaken based upon agency commitments or QRB recommendations related to that certification.

Certify that the appointee performed at the level of excellence expected of a senior executive during the probationary period or, if it becomes apparent after full and fair consideration that the employee's performance is not suitable for satisfactory executive work, initiate action to remove the employee from the SES. An employee's probationary period may not be extended beyond 1 year solely for the purpose of providing the employee an opportunity to improve performance. Note that an agency's failure to meet its regulatory obligation to timely certify a probationer's performance does not prevent the probationary period from ending. [See Chapter 8 for notice and timing requirements that must be met to affect removal under probationary procedures.]

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### ***Crediting Service***

The following conditions apply to credit service towards completing the probationary period, as stated in 5 CFR 317.503(d):

- time on leave with pay while in an SES position is credited. Earned leave for which the employee is compensated by lump-sum payment on separation is not credited;
- time in a non-pay status (e.g., LWOP and furlough) while in an SES position is credited up to a total of 30 calendar days (or 22 workdays). After 30 calendar days, the probationary period is extended by adding time equal to that served in a non-pay status (For example, if the individual was absent for 50 calendar days, the probationary period is extended by 20 calendar days);
- time following transfer to an SES position in another agency is credited (i.e., the employee does not have to start a new probationary period). Credit is given for time served during a probation period prior to transfer; and
- time absent on military duty or due to compensable injury is credited upon restoration to the SES when no other break in SES service has occurred [CFR part 353].

### ***Moratorium on Removal During Probation***

The provisions of 5 U.S.C. 3592 that restricts the removal of individuals from the SES for 120 days after appointment of a new agency head or noncareer supervisor also apply to probationary removals. If an individual completes the probationary period while the restriction is in force, removal when the restriction ends must be affected under procedures that apply to post-probationers. [See Chapter 8 for information on removal during probation and additional information on the moratorium.] There is no provision for extending the probationary period.

### ***Reappointment to the SES When Probation is not Completed***

A career appointee who leaves the SES before completing the probationary period must undergo a new merit staffing competition to be reappointed. However, the individual need not be recertified by a QRB unless the individual had been removed for performance or disciplinary reasons.

An individual who separated from the SES during the probationary period and has been out of the SES more than 30 calendar days must serve a new 1 year probationary period upon reappointment, except as provided in the next paragraph. Previous time in a probationary period may not be credited toward completion of the new probationary period when the separation exceeds the 30-day limit.

A new 1-year probationary period is not required in the following situations. (The individual is only required to complete the remainder of the probationary period if it was not previously completed.)

- the individual left the SES without a break in service for a Presidential appointment and is exercising reinstatement rights under 5 U.S.C. 3593(b) and 5 CFR 317.703;
- the individual left the SES without a break in service for other civilian employment that provides a statutory or regulatory reemployment right to the SES (e.g., service with an international organization) when no other break in service has occurred; and

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- the break in SES service was the result of military duty or compensable injury, and the time credited was not sufficient to complete the probationary period. [See *Crediting Service* earlier in this chapter.]

***Other Guidance***

A new 1-year probationary period is not required if the individual left the career SES without a break in service for a noncareer SES appointment and is selected for another career SES appointment under merit staffing procedures, when no other break in service has occurred. The individual is only required to complete the remainder of the probationary period if it was not previously completed.

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**CHAPTER 3: OTHER STAFFING ACTIONS..... 3-2**

**CAREER REASSIGNMENTS..... 3-2**

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## **CHAPTER 3: OTHER STAFFING ACTIONS**

A major objective of workforce management is to acquire the right people to do the right job. In order to meet the challenges of creating and maintaining highly productive and efficient organizations, agency flexibilities in filling critical leadership positions are essential. This chapter provides information about other methods, in addition to competitive appointment, that agencies may use to staff SES positions.

### **CAREER REASSIGNMENTS**

**STATUTE: 5 U.S.C. 3395**

**REGULATIONS: 5 CFR 317.901**

This section applies to the movement of a career appointee from one SES position to another SES position *within* an executive agency, a military component, or department. An executive agency is an executive department (e.g. Commerce) or an independent establishment (e.g., General Services Administration). The military components are Army, Navy, and Air Force. The rest of the Department of Defense (DoD) is treated as one agency. (Movement of SES members *between* executive agencies is a transfer. See Career Transfers later in this chapter.)

A career appointee may be reassigned to any SES position for which the appointee is qualified provided all conditions below are met. There is no prohibition on reassigning a career appointee during the probationary period.

#### ***Conditions***

**Non-Geographic Reassignments.** An agency must give a career appointee a written notice at least 15 calendar days before the effective date of the reassignment. The agency is encouraged to consult with the appointee before giving the written notice and the appointee may voluntarily waive the notice. The waiver must be in writing and be retained as a temporary record in the Official Personnel Folder.

**Geographic Reassignments** (i.e., to another commuting area). An agency must first consult with an appointee on the reasons for and the appointee's preferences about the proposed reassignment. In addition to agency needs and objectives, the agency should consider the economic consequences of a move and the individual's concerns about such matters as personal health and the health of family members. However, this consultation provision is not intended to limit agency flexibility to reassign. Congress stated in the section analysis for Pub. L. 98-615 of November 8, 1984, that "the basic premise of the SES is to foster position and geographic movement when in the best interest of the agency." Following consultation, the agency must provide the appointee a written notice at least 60 calendar days before the effective date of the reassignment. The notice must include the reasons for the reassignment. The appointee may voluntarily waive the notice. The waiver must be in writing, and be retained as a temporary record in the Official Personnel Folder.

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**Change of Duty Station that is Not a Reassignment.** A career appointee's position may be moved from one geographic location to another (i.e., performing the same job but in a different location). An agency must apply the rules for geographic reassignments above.

### ***Failure to Accept a Directed Reassignment***

Failure to accept a directed reassignment makes an individual subject to removal under adverse action procedures. If separation is for failure to accept reassignment to a different commuting area, the individual is entitled to discontinued service retirement (if eligible) or severance pay (if eligible), unless a memorandum of understanding or other written agreement provides for such geographic reassignments. For example, if a mobility agreement is accepted at the beginning of the SES member's service he or she is not eligible for discontinued service retirement if the member later declines a position outside the commuting area. However, if the mobility agreement is added after the SES member is in the position and he or she declines the position outside the commuting area, the member would be eligible for discontinued service retirement. [See Chapter 8 for information on Removals.]

## **MORATORIUM ON INVOLUNTARY REASSIGNMENTS**

**STATUTE: 5 U.S.C. 3395(e)**

**REGULATIONS: 5 CFR 317.901(c)**

To prevent preemptory reassignments by new appointees without adequate knowledge of the individuals involved, the law provides that an agency may not involuntarily reassign an SES career appointee filling either a career reserved or general position:

- within 120 days after an appointment of the head of the agency; or
- within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to make an initial appraisal of the career appointee's performance under 5 U.S.C. Chapter 43, subchapter II.

An appointee may voluntarily waive the moratorium, but the waiver must be in writing and must be retained as a temporary record in the Official Personnel Folder.

**Details during the moratorium.** In calculating the 120-day moratorium, the agency must not count any days (not to exceed a total of 60) during which the career appointee is serving on a detail or other temporary assignment apart from the appointee's regular position. The moratorium provision does not restrict the total length of a detail, which may exceed 60 days. Details should not be used to circumvent the 120-day moratorium. Any detail during the moratorium should be made only when there is clear, bona-fide need. [Information on details is provided later in this chapter.]

**Definitions.** "Head of the agency" means the head of an executive department (e.g., Treasury), a military department (e.g., Army), or an independent establishment (e.g., General Services Administration). It does not mean the head of a component within an agency (e.g., Internal Revenue Service in Treasury).

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“Noncareer appointee” is defined in 5 CFR 317.901(c)(1)(ii) as an SES noncareer or limited appointee, a Schedule C appointee, or an appointee in an Executive Schedule or equivalent position that is not required to be filled competitively. (Commissioned officers of the uniformed services are not considered noncareer appointees.)

“Most immediate supervisor” refers to the noncareer appointee who is closest to the career executive in the supervisory chain and who has the authority identified in statute as the basis for initiating the moratorium.

- For the 120-day moratorium on reassignments, it is the noncareer appointee closest to the career executive in the supervisory chain who has authority to make an initial appraisal of the career appointee’s performance (5 U.S.C. 3395(e)). This does not mean a supervisor who functions solely as the reviewing official or final rater.
- For the 120-day moratorium on removals, it is the noncareer appointee closest to the career executive in the supervisory chain who has the authority to remove the career executive (5 U.S.C. 3592(b)).

“Initial appraisal” means the initial summary rating of the career appointee’s performance made by the supervising official (normally the immediate supervisor) as part of the annual performance appraisal process [information on performance appraisals, Chapter 5]. It does not include a recommendation by a higher level reviewer or the annual summary rating made by the appointing authority.

### ***Applying the Moratorium***

**New Agency Head.** The appointment of a new agency head (including a recess appointment) always initiates the 120-day moratorium throughout the agency, and an action may not be taken by another official even if that official has been in office more than 120 days.

**New noncareer supervisor.** A moratorium initiated by the appointment of a noncareer supervisor applies only to those career appointees for whom the supervisor gives the initial performance appraisal. It does not apply to other career appointees, even if the noncareer appointee is their higher level supervisor and functions as a reviewing official or final rater, or has the authority to reassign them.

If a moratorium is initiated by the appointment of a noncareer supervisor, an involuntary reassignment action may not be taken by the agency head even if the agency head has been in office more than 120 days.

**“Acting” designations.** The designation of an “acting” agency head or noncareer supervisor (e.g., by a detail or when a deputy acts in the position) is not legally an appointment (except in the case of a recess appointment). Therefore, the statutory moratorium is not technically applicable. However, the agency at its discretion may provide in its instructions that it will apply the moratorium on involuntary reassignments in such situations. If the individual later receives a permanent appointment to the position without a break in service, any days spent under an agency applied moratorium in an acting capacity shall be counted toward the 120-day moratorium on involuntary reassignments initiated by the permanent appointment (5 CFR 317.901(c)(5)). However, an agency may not count time served by an individual in an acting capacity toward the 120 day

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moratorium on involuntary removals (See 5 CFR 359.406; 5 CFR 359.503).

**Reassignment based on performance.** When an executive is reassigned as a result of an Unsatisfactory performance rating under 5 U.S.C. 4314(b)(3), the 120-day moratorium does not apply if the final performance rating was issued before the appointment that initiated the moratorium. When a final rating of Unsatisfactory has already been issued, the reassignment may proceed even if a new agency head or noncareer supervisor (with authority to make an initial appraisal) is subsequently appointed. However, any moratorium that is already underway at the time the final Unsatisfactory rating is issued must be allowed to run its course before the reassignment action can be taken.

**Reassignment notice.** The 15- and 60-day advance notices pertaining to reassignment may run concurrently with the 120-day moratorium. However, if the advance notice is issued after the moratorium begins, an involuntary reassignment may not be effected until the moratorium ends (5 CFR 317.901(d)).

If an advance notice is issued before the moratorium begins but the notice has not yet expired, the involuntary reassignment may be effected at the end of the notice period even if the moratorium has not ended. However, it would not be appropriate for a proposed agency head or noncareer supervisor to have some other official issue a reassignment notice before appointment to avoid application of the moratorium. The action needs to be taken independent of the incoming agency head or noncareer supervisor.

**Realignments.** The 120-day restriction does not apply to realignment, which is the movement of an employee and the employee's position when a transfer of function or an organization change occurs within the same agency and there is no change in the employee's position.

**Abolishing positions.** The 120-day restriction does not preclude the abolishment of a position during the moratorium. For example, a position could be abolished, and the incumbent could elect immediate discontinued service retirement, if all eligibility requirements are met, or agree to an immediate voluntary reassignment. However, the incumbent could not be involuntarily reassigned until the 120 days have elapsed.

[**Note:** Information about the 120 day moratorium on removals (5 U.S.C. 3592(b)) is provided in Chapter 8]

## CAREER TRANSFERS

**STATUTE: 5 U.S.C. 3395(a) and 3595(e)**

**REGULATIONS: 5 CFR 317.902**

This section applies to the movement of a career appointee between executive agencies and/or military departments (Army, Navy, and Air Force). (Movements of SES members within executive agencies or military departments are reassignments and are covered in the previous section on Career Reassignments.)

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***Conditions***

A career appointee may be transferred only with the consent of the appointee and the gaining agency, except where there is a transfer of function between agencies. This provision is not intended to restrict the statutory authority of the Secretary of Defense under Title 10 of the U.S. Code in the matter of transfers between major DOD components specifically directed by the Secretary.

Transfers may be noncompetitive; however, the appointee must meet the qualification requirements of the position to which transferred.

***Transfer of Function***

A career appointee affected by a transfer of function between agencies has rights comparable to a competitive service employee, as provided in 5 U.S.C. 3595(e). Therefore, the appointee is entitled to transfer with the function if the only alternative upon remaining in the losing agency would be removal through reduction in force. [For information about competitive service provisions on transfer of function, see 5 CFR part 351, Subpart C.]

A career appointee who fails to accompany a transfer of function may be removed from the SES and the Federal service under 5 CFR part 752, Subpart F. [Chapter 8, Removals.] As an alternative to removal, the agency losing the function may reassign the appointee to another SES position in a different function.

**NONCAREER AND LIMITED APPOINTMENT AUTHORITIES, REASSIGNMENTS, AND TRANSFERS**

**STATUTE: 5 U.S.C. 3394 and 3395(b) through (d)**

**REGULATIONS: 5 CFR Part 317, Subpart F**

***Appointment Authorities***

**Authority.** An agency must have prior approval from OPM to make a noncareer, limited term, or limited emergency appointment (5 CFR 317.601(b); 5 U.S.C. 3394(b)), except when using its pool of delegated limited appointment authorities provided under 5 CFR 317.601(c)(1) to make a limited term or a limited emergency appointment [See Chapter 1]. A request for a noncareer, limited term or limited emergency appointment authority must be created in the ESCS. The form, 1652, Request for an SES Appointment Authority, is submitted by email to [SERS@opm.gov](mailto:SERS@opm.gov) after appropriate agency clearances. Faxed forms are not accepted.

[**Note:** Limited term appointment and limited emergency appointment are two distinct types of SES appointment each with its own statutory criteria. They are normally not interchangeable, but for the sake of convenience we may refer to them jointly as “limited appointments” or to individuals holding either as “limited appointees” when making statements that apply to both types of appointment.]

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**Position.** Appointment may be made only to a General position.

**Competition.** Competitive procedures are not required to make these appointments.

**Qualifications.** The appointing authority must determine in writing that the appointee meets the qualifications requirements for the position. Reassignment of a noncareer, limited term or limited emergency appointee in the same agency may be made only to a General position for which the individual is qualified.

**Tenure.** The appointee does not have career tenure and serves at the pleasure of the appointing authority.

### ***Reassignments***

**OPM Approval.** An agency may reassign a noncareer appointee to a different General position only upon approval by OPM. An agency initiates a request for a noncareer reassignment by entering it into ESCS. The form, 1652, Request for an SES Appointment Authority, is submitted by email to [SEERS@opm.gov](mailto:SEERS@opm.gov) after appropriate agency clearances. Faxed forms are not accepted.

Subject to the expiration date specified by OPM, an agency may reassign a limited term or limited emergency appointee without prior OPM approval, but only to a General position that meets the same statutory criteria under which OPM authorized the original appointment (5 CFR 317.604(b)). OPM must be notified of the reassignment and the agency must document the change of position in ESCS.

### ***Transfers***

Transfer of a noncareer or limited appointee to another agency, may be made only to a General position for which the individual is qualified. The new agency must obtain prior OPM approval of the required appointment authority in order to transfer the appointee.

In a transfer of function between agencies, noncareer and limited appointees may be offered transfers at the discretion of the agency. Agencies must get prior approval of OPM for the transfer of appointment authorities.

### ***Conditions Regarding Limited Term Appointment Authorities***

The following information is provided to assist agencies in determining whether a proposed use of SES limited term or limited emergency appointment is appropriate, and if so, what information should be provided to justify the request.

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**Pool.** Each agency is provided a pool of limited appointment authorities equal to three percent of its SES space allocation, with a minimum of one authority. These authorities may be used without prior OPM approval. An agency may use the pool to make a limited appointment only of an individual who holds a career or career-conditional appointment (or an appointment of equivalent tenure) in a permanent civil service position outside the SES. The agency must notify OPM of the appointment by entering the incumbency information into OPM's Executive and Schedule C System. OPM may suspend the pool authority if necessary, either Governmentwide or for an individual agency, e.g. if the agency does not make appointments from the pool in accordance with statutory and regulatory provisions.

**Staffing.** When filling an SES position by limited term or limited emergency appointment, an agency is not required to hold a competition or even announce the position is available. Also, QRB review of the appointee's qualifications is not required. Agencies must request OPM approval of a limited appointment authority when proposing to appoint the types of individuals noted below.

- Prospective appointees who are from outside government, or who are civil service employees but do not hold career or career-conditional appointments or equivalent appointments in the excepted service.
- Individuals who are career or career-conditional or equivalent non-SES civil service employees when the agency has exhausted its 3% pool.

**Time limit.** A limited term appointment authority (LTA) may not exceed 3 years. A limited emergency appointment authority (LEA) may not exceed 18 months. An individual serving on a limited appointment may not be appointed to, or continue to hold, a position under such an appointment if, within the preceding 48 months, the individual served in the aggregate more than 36 months under any combination of limited term or limited emergency appointments.

**Extension.** A limited appointment is nonrenewable. However, if the appointment is made for less than the period authorized by OPM, the agency may extend the appointment to that period. For example, if OPM authorizes a limited term appointment for a period of 24 months and the agency makes an initial appointment of 12 months, the agency may then extend the appointment up to an additional 12 months. The total appointment length including the extension equals the original 24 months approved by OPM. The request to OPM should be based upon factors of exigencies not anticipated at the time of the original request and must be submitted early enough for OPM to evaluate and, if warranted, extend the authorized period. Upon approval, the agency may extend the appointment. OPM lacks authority to renew a limited appointment after it expires.

**Termination.** A limited appointment terminates automatically at the end of the appointment period authorized by OPM but may be terminated by the agency at any time. [See Chapter 8 on Removals for information on termination actions other than expiration of appointment for noncareer and limited appointees.] When a limited appointee has served the length of the appointment, the appointee is given an SF-50 notification. An agency may give any amount and type of additional advance notification.

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**Right of return.** After termination, an appointee on a LTA is entitled to be placed in his/her former position or a position of like status, tenure, and grade if:

- the limited appointment was made without a break in service from a career or career-conditional appointment or an appointment of equivalent tenure the individual held in the same agency in a permanent civil service position outside the SES; and
- the limited appointment is terminated for reasons other than misconduct, neglect of duty, or malfeasance (see 5 CFR 359.701(a)).

**Provisional appointment.** Under 5 CFR 316.403(a), an agency is authorized under certain circumstances to designate a temporary appointment of 1 year or less as “provisional” to make the appointee eligible for life insurance, health benefits, and retirement coverage. When OPM grants an SES limited appointment authority for 1 year or less for an appointee who is to be converted to a non-temporary appointment upon completion of such further action as required, e.g., Presidential Appointment with Senate Confirmation (PAS), OPM normally specifies that the appointment is considered provisional; however, see also 5 CFR 317.602(a). Provisional designation is generally not needed for appointments of more than 1 year in which an appointee is eligible for life insurance, health benefits and retirement coverage.

### ***SES Limited Term Examples***

5 U.S.C. 3132(a)(5) states that a limited term appointee is an individual appointed under a nonrenewable appointment for a term of 3 years or less to a Senior Executive Service position the duties of which will expire at the end of the term. Therefore, in addition to showing that a position’s duties support SES, it is necessary for an agency requesting an SES limited term appointing authority to explain why those duties will expire at the end of the requested term. Normally this should be demonstrated by reference to an external factor or factors beyond the control of the appointing authority that will cause the position’s duties to end, e.g., statutory, organizational, or business-related time restrictions not subject to extension beyond 3 years.

This is important because limited term appointments are made without competition. If the agency grants SES limited appointment and later holds a merit competition to fill the same position or a successor position by career appointment, the limited appointee will appear to have been given an unfair competitive advantage. In such circumstances, an agency should anticipate OPM will conduct a merit staffing review.

Over the years, OPM has reviewed and approved agency requests for SES limited term appointment in circumstances such as the following:

1. When the duties and responsibilities that are the basis for the SES position will expire, so that at the end of the term there will be no need for an SES position.
  - A statute requires a new program to be established and its mission completed within a period of less than 3 years.

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- A statute or other external factors require a program to be terminated within a 3 year period and the last career SES program leader has departed, leaving a new program leader 3 years or less to close down program operations.
  - The position is established to oversee a project that has a defined end-date within 3 years.
  - A program or mission normally led by a GS-15 requires an SES leader to address new and substantially increased but time limited challenges, e.g., to accomplish a major turnaround or restructuring due to adverse findings from a program audit. This assumes the challenge is reliably determined to be subject to resolution within 3 years after which the program will be led by an employee at GS-15 or below, i.e., the duties requiring SES leadership will end and there will be no SES successor position. (If it is anticipated continuing leadership will be at the SES level, SES limited term appointment is not appropriate. The agency should recruit for a career SES leader at the beginning.)
2. When the incumbent of an existing SES position is not available to perform the duties of his or her position but still encumbers the position and is expected to return to it, the agency may establish a second temporary SES position to perform those duties and fill it by SES limited term appointment until the career SES incumbent returns to the continuing position. Upon the career appointee's return, the need for and duties of the temporary position expire.
- Such a need may arise due to a career executive's absence for reasons such as a detail (e.g., intra-agency, inter-agency, international organization, IPA), a sabbatical, a developmental assignment, or similar circumstances in which a career appointee continues to hold a position and will return to it within 3 years but is not available to perform its duties.
  - It will normally not be possible to use this approach if the absent executive's position of record is career reserved (5 CFR 214.402), because a temporary position performing the same duties must also be career reserved and a limited term appointment may only be made to a general position. SES limited term appointment would only be possible if the temporary position could be structured so as to remove duties that require career reserved designation without also eliminating the basis for establishing the position as SES, (i.e., classifiable above GS-15 and meeting the SES functional criteria).
3. This approach is appropriate only so long as the absent career appointee continues to encumber the continuing position and will be returning to it within 3 years. If the career appointee is reassigned to another SES position or leaves the agency, the agency should abolish the temporary position and end the limited term appointment. The agency may still detail non-SES employees under 5 CFR 317.903 to the continuing position. An agency mission requires periodic or occasional time-limited employment in SES positions of individuals from outside government who are uniquely qualified to make critical contributions to the agency's mission but are not otherwise available for federal service due to their career paths and professional commitments. Appointment should be made to a time limited SES general position distinct from the agency's continuing positions. In addition to the position's duties and responsibilities, the position description should focus particularly on results expected from the position, the unique qualifications necessary to achieve those results, and the anticipated impact on program goals, objectives or mission beyond what could be accomplished through agency employees or other staffing methods.

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For example, an agency may request a limited term authority to appoint a non-Federal Intergovernmental Personnel Act (IPA) assignee to an SES general position the duties of which will expire within a 3 year period.

### ***Limited Term Required Documentation***

Agencies requesting a limited term appointment authority should submit the following documents to OPM:

- A letter from the agency's official requesting the limited term appointment authority and explaining why it will not exceed 3 years and stating the requested duration;
- A written justification that outlines the circumstances warranting use of the authority and explaining why the duties of the position will expire at the end of the requested term;
- A request (OPM Form 1652) created in the Executive and Schedule C System (ESCS);
- The position description that lists the duties and shows the duties expire during a period not to exceed three years;
- The proposed appointee's current resume; and
- The applicable agency organizational chart.

### ***SES Limited Emergency Examples***

OPM considers a position acceptable for staffing by SES limited emergency appointment when it has been established to meet a bona fide, unanticipated, urgent need. All three criteria must be met. The following examples **do not** meet the criteria for a limited emergency appointment:

- Time and effort it takes to recruit for an SES position: SES merit staffing requirements for career appointments are regulatory and are not unanticipated. Agencies may use details or reassignments of current SES members pending completion of normal merit staffing efforts.
- Agency's preference to recruit an individual who is not interested in and will not accept career SES appointment.

### ***Limited Emergency Required Documentation***

Agencies requesting a limited emergency appointment authority should submit the following documents to OPM:

- A letter from the agency's official requesting the limited emergency appointment authority and stating the requested duration, not to exceed 18 months;
- A written justification that outlines the circumstances warranting use of the authority and explains how the applicable criteria, i.e., bona fide, unanticipated, urgent need, are met;
- A request (OPM Form 1652) must be created in the Executive and Schedule C System (ESCS);

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- The position description listing the duties and responsibilities the appointee will perform to address the emergency need over a maximum of 18 months;
- The proposed appointee's current resume; and
- The applicable agency organizational chart.

### ***Intergovernmental Personnel Act (IPA) Assignments***

The Intergovernmental Personnel Act (IPA) provides for IPA assignments to or from state and local governments, institutions of higher education, Indian tribal governments and other eligible organizations (as defined in the Act) in order to facilitate cooperation between the Federal Government and those non-Federal entities through the temporary assignment of skilled personnel (5 U.S.C. 3374 and 5 CFR Part 334).

#### **IPA Assignment of a Career SES member to non-Federal entity**

An agency may enter into an agreement for a career SES member to serve in a position in a covered non-Federal entity. The executive may be detailed to the assignment or placed on leave without pay and appointed by the receiving organization during the assignment.

[See also Chapter 7, Executive Development, concerning IPA assignments for SES members.]

#### **Appointment of a Non-Federal IPA assignee to an SES general position**

An agency may enter into an agreement providing for appointment of a non-Federal IPA assignee to an SES general position, but the IPA appointing authority provided in 5 U.S.C. 3374(a)(1) may not be used for that purpose. The agency may request an SES limited term appointment authority from OPM to appoint an IPA assignee to a position the duties of which will expire within a 3 year period. If an agency requests limited term authority to appoint an IPA assignee to such a position for only 2 years and later decides to extend the individual, OPM can authorize an extension of not more than 1 year. The agency must submit its request in time for OPM to approve and the agency to extend the IPA assignee's appointment before it expires. An SES limited term appointment is nonrenewable. Also, an individual may not serve more than 36 months during any 48 month period under any combination of SES limited term or limited emergency appointments.

#### **Detail of a Non-Federal IPA assignee to an SES general position**

Alternatively, an agency may enter into an agreement under which a non-Federal IPA assignee is deemed on detail to a Federal agency (5 U.S.C. 3374(a)(2)). An IPA agreement providing for the IPA assignee to be deemed on detail to an SES general position under this provision is not subject to restrictions in 5 CFR 317.903. However, an IPA assignee serving in a GS-15 position, whether by detail or appointment, may only be detailed to an SES position subject to 5 CFR 317.903. This does not preclude amendment of an IPA agreement to provide for assignment to an SES position.

### ***Transitions and Presidential Nominees***

To assist in transitions, OPM may make noncareer and limited term appointment authorities available to agencies following the inauguration of a new President, or the nomination of a new agency head. OPM must approve use of the appointing authority.

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Tenure is the same as in any other noncareer or limited term appointment authority.

Presidential nominees may be given a noncareer or limited term appointment authority while awaiting Senate confirmation, but cannot be appointed to the target position, until confirmed by the Senate. These individuals normally function in an advisory or consultative capacity in another position until confirmed. OPM must approve use of the appointing authority.

### ***Change from Career to Noncareer or Limited Appointment***

A career SES appointee cannot be required to accept a noncareer or limited appointment as a condition for appointment to another SES position [5 CFR 317.904]. If a career appointee voluntarily elects to accept a noncareer or limited appointment, the voluntary nature of the action must be documented in writing before the appointment. The documentation must be retained permanently in the appointee's Official Personnel Folder. [See OPM's Guide to Personnel Recordkeeping, Chapter 3].

If a career appointee is under regular CSRS coverage and is changing to a noncareer appointment, the individual must be informed that he or she will automatically acquire CSRS Offset coverage (CSRS plus Social Security) or FERS coverage depending on whether the individual has 5 years of service at the time of the action. (The action also triggers an opportunity to elect FERS coverage if the individual is not automatically covered.) The individual must also be informed that, if he or she later returns to a career SES appointment, it will not be possible to return to regular CSRS coverage without Social Security. The agency Benefits Officer can answer any questions pertaining to these provisions.

## **DETAILS**

**STATUTE: 5 U.S.C. 3341**

**REGULATIONS: 5 CFR 317.903**

A "detail" is the temporary assignment of an SES member to another position (within or outside of the SES) or the temporary assignment of a non-SES employee to an SES position, with the expectation that the employee will return to his/her regular position at the end of the period. A detail may be mandated by an agency. For purposes of pay and benefits, the employee continues to be the incumbent of the position from which he or she is detailed. Details may be within the employing agency or negotiated between agencies. In either event, the provisions of this part apply.

### ***Details to SES Positions***

Details of career SES members should not be used to circumvent the advance notice requirement for reassignments, or the 120-day moratorium on involuntary reassignments following the appointment of a new agency head, or noncareer supervisor. Any detail during these periods should be made judiciously and only when there is a clear, bona-fide need for the individual to serve in the position. The agency should document the reasons for the detail.

HR use only

***Details of Non-SES Employees to SES Positions (and vice versa)***

CSRA created the Senior Executive Service as a new “service” separate and apart from the two existing services (competitive and excepted). Therefore, details of non-SES employees to SES positions and details of SES employees to non-SES positions should be kept to an absolute minimum and strictly controlled. For purposes of pay and benefits, the employee continues to encumber the position from which detailed. An employee may not receive pay in addition to the pay of his or her position for performing the duties of another position (5 U.S.C. 5535(b)).

The duties of a vacant SES position may be restructured temporarily to an appropriate level outside the SES. The agency may then detail or temporarily promote a non-SES employee to the restructured position subject to applicable rules, e.g., 5 CFR 300.301, 5 CFR 335.103, and 5 CFR 302. If the position cannot be restructured so as to remove it from the SES, an agency should make sure that the detail authority is used judiciously. If the duties of an SES position must be performed by detail for an extended period, the agency should consider rotating several qualified employees through the position.

Details should not be used as a means of providing a specific non-SES employee the opportunity to acquire the qualifications required for entry into the SES (other than in accordance with an OPM-approved SES candidate development program).

Details of SES employees to non-SES positions below the SES level are generally considered to be an inappropriate use of executive talent.

***Details of Limited SES Employees***

An agency may detail an SES limited term appointee to a different SES general position the duties of which will expire at the end of 3 years or less.

An agency may detail an SES limited emergency appointee to a different SES general position established to meet an urgent, unanticipated, bona-fide need.

An agency may not detail an SES limited appointee to a position that does not meet the same conditions that supported OPM approval of the limited term or limited emergency appointment authority, as applicable. In that event, the statutory basis for the SES limited appointment would disappear and the appointment would need to be terminated. This does not preclude a reasonable, temporary “acting” assignment, e.g., during the short term absence of another executive, that does not become the individual’s new continuing assignment or prevent his or her timely return to the SES position and completion of the tasks for which SES limited appointment was approved.

***Other Details***

For details to non-Federal organizations, see the IPA provisions of 5 U.S.C. 3371-3375 and 5 CFR part 334.

For details to the White House and its organizational components, see 3 U.S.C. 112.

For details to international organizations, see 5 U.S.C. 3343 and 5 CFR 352 Subpart C.

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For details to foreign governments, see 22 U.S.C. 2387; contact the Agency for International Development.

For details to congressional committees, see chapter 12 of the U.S. Government Accountability Office Report on Principles of Federal Appropriations Law, Third Edition, Volume III.

For vacant positions that are required to be filled by Presidential Appointment with Senate confirmation, see the Federal Vacancies Reform Act of 1998. The Department of Justice has issued extensive guidance on the Act.

### ***Conditions***

Initial details and extensions *within* a department or agency must be made in accordance with 5 U.S.C. 3341 and 5 CFR 317.903(b)(1), which authorize details in increments of no more than 120 days. Although this requirement does not apply to details between departments and agencies, such details should be reviewed periodically to assure that they are still appropriate.

**To Career Reserved positions.** Only career SES employees and career-type non-SES employees may be detailed to a Career Reserved position. Any SES employee or non-SES employee may be detailed to a General position. A noncareer SES employee may not be detailed to a competitive service position outside the SES.

**To Unclassified Duties.** Agencies cannot detail an SES member to unclassified duties for more than 240 days. For a longer detail, the agency must determine whether the duties are at the SES level. If the duties are at that level, the agency has the option of formally establishing an SES position and continuing the detail. If the duties are determined to be GS-15 or below, or equivalent, 5 CFR 317.903(b)(4) requires OPM approval for any extension.

[**Note:** It is not appropriate to detail an SES member to a series of different positions with unclassified duties or at the GS-15 or equivalent level or below in order to “restart” the 240-day clock. This circumvents the purpose of the 240-day limit.]

**For more than 240 days.** An agency must use competitive procedures when detailing a non-SES employee to an SES position for more than 240 days. An agency may apply its competitive procedures under 5 CFR part 335 or 5 CFR part 317 subpart E or comparable procedures devised by the agency; however, it is not necessary to open competition outside the agency. Since details of non-SES employees to SES positions should be kept to a minimum and must be made only in 120 day increments, competition should normally be deferred until it becomes evident a third 120 day increment will be required. Even then, competition is only required if a non-SES employee whose selection would result in a detail exceeding 240 days is under consideration. Competition would not be required to detail a different individual to the position. However, competition is not required to detail an employee for more than 240 days who is eligible for noncompetitive career SES appointment, e.g., is a QRB certified SESCDP graduate or eligible for reinstatement under 5 CFR 317 subpart G.

[**Note:** It is not appropriate to detail a non-SES employee to an SES position and intentionally create a break before completing 240 consecutive days to “restart” the 240-day clock. This circumvents the purpose of the 240-day limit.]

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**OPM Approval.** In addition to competitive procedures, OPM approval is required for a detail of more than 240 days if a non-SES employee is being detailed to an SES position that supervises other SES positions. Since this could enable a non-SES employee to appraise, rate, discipline and remove career senior executives, presumably with adverse impact on morale, an agency must present a compelling case. Approval will be rare and for not more than 120 days. OPM approval and competition are not required if the individual is in an SES-type system and is covered by an SES interchange agreement, as described in Chapter 12. An agency requesting OPM approval for a detail should submit the following documents to OPM, Senior Executive Services and Performance Management, Senior Executive Resources Services:

- A letter from the agency official requesting extension/approval of the detail;
- A detailed written justification outlining the circumstances requiring the extension, including the proposed number of days up to a maximum of 120;
- A written description of how the position's duties have been performed since it became vacant and alternatives the agency considered before requesting the extension;
- A written explanation of reasons the agency has not filled the position by an appropriate SES appointment and the progress of agency efforts to fill the position;
- The agency's assessment of potential adverse impact on morale of its executive corps and steps by which the agency plans to ameliorate such impact; and
- The applicable agency organizational chart and the name and appointment type of the official who would supervise the employee on detail.

OPM approval is also required for a detail of more than 240 days if an SES employee is being detailed to a non-SES position at GS-15 or below, or equivalent. The agency would need to submit a letter from the agency head and detailed written justification making an extremely compelling case why such a detail is needed. No more specific instructions or criteria are provided for such a request because OPM considers the detail of SES members to such positions to be an inappropriate use of executive talent.

**Funding.** In the absence of a specific statute authorizing non-reimbursable details, normally both intra-agency and inter-agency details between positions covered by different appropriations, must be made on a reimbursable basis. GAO has identified limited circumstances in which non-reimbursable interagency details may be considered:

- Details involving a matter similar or related to matters ordinarily handled by the loaning agency and will aid the loaning agency in accomplishing a purpose for which its appropriations are provided;
- Details for brief periods when necessary services cannot be obtained, as a practical matter, by other means and the numbers of persons and cost involved are minimal; and
- Details involving an agency faced only with the choice of implementing such details or carrying out a reduction in force.

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When considering a non-reimbursable detail, it is recommended the agency Office of General Counsel be consulted. [See 64 Comp. Gen. 370, B211373, March 20, 1985.]

[**Note:** There is no requirement to give an executive advance notice of a detail. However, appropriate notice should be provided when possible, particularly for details to positions outside the commuting area.]

### ***Effect of Moratorium on Details***

The law provides that, in calculating the 120-day moratorium, any days (not to exceed a total of 60 days) during which the career appointee is serving on a detail or other temporary assignment apart from the appointee's regular position are not counted. The moratorium provision does not restrict the total length of a detail, which may exceed 60 days.

If a career appointee is detailed during the moratorium, or already on detail at the start of a moratorium, the first 60 days of the detail (or any combination of details) do not count against the 120 days. For example, if the employee is placed on a 90-day detail, the first 60 days would be added to the 120 days, and the moratorium would last 180 days. Although there is no limit on the total length of a detail during the moratorium, any detail during the moratorium must meet the detail requirements in the regulations. It also should be made judiciously and only when there is clear, bona-fide need. Details should not be used to circumvent the 120-day moratorium.

### ***Documentation***

An SF-50 or 52 must be filled out:

- if the detail is expected to last 120 calendar days; or
- if the detail is over 30 days and is from a GS-15 or lower position (or equivalent), to an SES position.

However, an SF-50 or 52 is not required if the detail is to an identical position or the detail is from one SES position to another and the occupational series and basic duties are the same as the employee's current position.

## **REINSTATEMENT IN THE SES**

**STATUTE: 5 U.S.C. 3593(a)**

**REGULATIONS: 5 CFR 317.702**

### ***Conditions***

The following conditions apply for reinstatement to the SES as a career appointee:

- Reinstatement may be based only on prior career service in the SES. Reinstatement eligibility acquired in the competitive service is not transferable to the SES. (Similarly, a career appointment in the SES does not establish reinstatement eligibility in the competitive service.) Receipt of QRB certification is not a basis for reinstatement;

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- The appointee must have successfully completed an SES probationary period or been exempt from probation (e.g., converted to the SES as a career appointee when the SES was established in 1979);
- Separation from the SES must not have been for reasons of performance, for disciplinary reasons, or a resignation in lieu of removal for these reasons. However, reinstatement is permitted if separation was because of failure to accept a directed geographic move and there was no written mobility agreement;
- There is no time limit after leaving the SES for reinstatement of an eligible appointee;
- Individuals apply for reinstatement to the agency where the individual wants to work, not to OPM;
- Reinstatement may be noncompetitive or agencies may apply merit staffing procedures at their discretion;
- The agency must determine that the individual meets the qualifications requirements of the position to which reinstated, but the individual need not receive a new QRB certification; and
- If the reinstatement is of a reemployed annuitant, the Standard Form 50 should indicate that the employee serves at the discretion of the appointing authority.

### ***Reinstatement After Presidential Appointment***

This section covers reinstatement of a former SES career appointee appointed by the President to a civil service position outside the SES without a break in service from the career appointment, and who left the Presidential appointment for reasons other than misconduct, neglect of duty, or malfeasance. It does not matter whether the Presidential appointment was with or without Senate confirmation or at what level the position is compensated. Coverage includes an individual who was appointed by a Presidential designee under 3 U.S.C. 107(a) and (b) to a position in the White House Office, Office of Policy Development, or Office of Administration.

Under 5 U.S.C. 3593(b), the individual is entitled to be reinstated to the SES as a career appointee, if he or she applies to OPM within 90 days after separation from the Presidential appointment. However, an individual may negotiate his/her own reinstatement directly with an agency, rather than requesting OPM assistance. [See 5 CFR 317.703]

### ***Eligibility***

There must not be any break between the SES career appointment and the Presidential appointment. Intervening appointments, such as expert and consultant appointments, constitute a break and will result in loss of directed reinstatement rights.

**Subsequent Presidential appointments.** If an individual is serving in one Presidential appointment and receives another Presidential appointment without a break in service between the two appointments, the individual continues to be entitled to reinstatement to the SES following termination of the second appointment.

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If there is an interim period between expiration of the first Presidential appointment and onset of the second (e.g., while awaiting Senate confirmation), the individual must be reinstated to an appropriate position as an SES career appointee before the effective date of the new Presidential appointment to preserve his or her reinstatement entitlement following termination of the second appointment.

### ***Procedures***

A Presidential appointee may apply for reinstatement assistance as soon as the appointee's resignation is requested or submitted, but not later than 90 days after separation. The application must be in writing and specify the position held immediately before the Presidential appointment. There must also be an effective date for the resignation or separation, because OPM will not begin placement assistance until this date is specified.

To the extent practicable, OPM will direct reinstatement within 45 days of the date OPM receives the application for reinstatement, or the date of separation from the Presidential appointment, whichever is later. The executive's expressed geographic availability will be honored when possible. OPM will use the following order of precedence in directing reinstatement:

- the agency in which the individual last served as an SES career appointee before accepting the Presidential appointment;
- the successor agency to the one in which the individual last served as an SES career appointee;
- the agency or agencies in which the individual served as a Presidential appointee; and
- any other agency in the Executive branch with SES positions.

The agency being directed to take the reinstatement action is responsible for assigning the individual to an SES position for which he or she meets the qualifications requirements.

An individual may negotiate his/her own reinstatement with an agency, rather than requesting OPM assistance.

OPM may, as appropriate, provide an additional SES allocation to an agency that is reinstating a former Presidential appointee.

**Pending the reinstatement.** When a Presidential appointee resigns, voluntarily or upon request, the agency in which the Presidential appointment was held, upon approval by OPM, may place the individual on a limited term or limited emergency appointment, as appropriate, to avoid a break in service pending reinstatement to a career SES appointment.

### ***Agency Compliance***

An agency must comply with an OPM order to reinstate as promptly as possible, but not more than 30 calendar days from the date of the order.

An agency must notify OPM of a reinstatement action within 5 workdays of the effective date of the reinstatement. The notification should be sent to Senior Executive Services and Performance Management by email or written correspondence.

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An individual who declines a reinstatement ordered by OPM is not entitled to further OPM placement assistance under this section.

### ***Separations***

If an individual who is eligible for placement in the SES following a Presidential appointment decides instead to separate from the Federal service, the individual would be eligible for discontinued service retirement if otherwise covered, and if the individual meets all requirements, such as age and service requirements, for discontinued service retirement.

### ***Other***

**Probation.** An individual who was serving an SES probationary period at the time of Presidential appointment is required to complete the probationary period upon reinstatement. It is important to make sure that such an individual does not lose the reinstatement entitlement of 5 CFR 317.703 due to any break in service, whether before the initial Presidential appointment or any subsequent Presidential appointment. If the entitlement is lost, the individual would not be eligible for general reinstatement under 5 CFR 317.702 due to not having finished the probationary period.

**OPM notification.** Agencies shall record the reinstatement action in the ESCS within 5 workdays.

## **RETENTION OF SES BENEFITS UPON CERTAIN NON-SES APPOINTMENTS**

**STATUTE: 5 U.S.C. 3392(c)**

**REGULATIONS: 5 CFR Part 317, Subpart H**

An SES career employee who is appointed to a civil service position in the executive branch outside the SES is entitled to elect to continue certain SES benefits if either of the following conditions is met—

- The appointment is by the President, with Senate confirmation (PAS), to a civilian position in the executive branch that is outside the SES at a rate of basic pay equivalent to Executive Schedule level V (EX-V) or higher.
- The appointment is to a civilian position in the executive branch covered by the Executive Schedule, or the rate of basic pay for the position is fixed by statute at a rate equal to one of the five levels of the Executive Schedule.

Coverage does not include a position for which the minimum rate of basic pay is below EX-V and the maximum rate is at or above EX-V (e.g., senior-level positions), even though at a particular time the pay of the incumbent is equivalent to EX-V or higher. To be eligible, there must be no break in service between the SES career appointment and the non-SES appointment.

This CSRA provision is intended to encourage career appointees to serve at the highest levels of Government and to broaden the pool of individuals from which the President and heads of certain

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Federal agencies can choose top officials. Consistent with that purpose and 5 U.S.C. 3392(c)(1)(B), OPM considers the opportunity to elect to retain SES benefits to continue when a former career appointee who has the election opportunity in a PAS position is appointed without a break in service to a different PAS position that also meets the requirement of 5 U.S.C. 3392(c)(1) (i.e., having a rate of basic pay equal to or greater than EX-V). However, if there is a break in service between the PAS appointments, the individual must be reinstated to a career SES appointment and be appointed to the second PAS position without a break in service in order to have the election opportunity.

[**Note:** Neither the election of benefits described in this section nor the reinstatement rights described in the previous section apply to SES noncareer or limited appointees who receive such appointments outside the SES.]

**Benefits.** Upon appointment, the employee may elect to retain some, all, or none of the following SES benefits: basic pay (including the aggregate limitation on pay), performance awards, rank awards, severance pay, annual and sick leave, and if elected before November 10, 1988, Social Security coverage. The appointing agency is responsible for advising affected employees of their election opportunity. The election decision must be in writing and will remain in effect no less than 1 year, unless the appointee leaves the position sooner.

**Changes in election.** After the initial election has been in effect 1 year, the appointee may make a change in election for the purpose of adding or dropping coverage no more than once in any 12-month period.

**Basic Pay, Performance Awards, and Awarding of Ranks.** An employee who elects to retain SES basic pay or eligibility for SES performance awards or awarding of Presidential ranks remains subject to the SES performance appraisal system. Although the individual is eligible to be considered for performance or rank awards, the agency has discretion to determine whether to grant them.

**Retirement Coverage.** Due to changes introduced by the Miscellaneous Revenue Act of 1988 (Pub. L. 100-647), retirement coverage for an employee who receives a Presidential appointment with Senate confirmation on or after November 10, 1988 (the date of enactment), is determined by the position to which the employee is appointed and is not affected by any election on the employee's part under 5 U.S.C. 3392(c).

If the position is an Executive Schedule position listed in 5 U.S.C. 5312-17, the employee is subject to mandatory Social Security coverage under CSRS Offset or FERS. If the employee returns to an SES position, the employee remains subject to full FICA deductions in the SES position, regardless of any election the employee made under 5 U.S.C. 3392(c). [See Chapter 11 for information about coverage.]

If the position is not listed in 5 U.S.C. 5312-17, the employee retains whatever retirement coverage was previously applicable under the SES career appointment, whether it was regular CSRS, CSRS Offset, or FERS.

**Leave coverage.** If an employee elects to retain SES leave coverage, the employee must continue both annual and sick leave coverage. See Chapter 11 for further information.

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***Reinstatement in the SES***

Any SES career appointee who receives a Presidential appointment is entitled to be reinstated to the SES under the conditions specified in the previous section, Reinstatement in the SES. Individuals who have the opportunity to elect to retain benefits under 5 U.S.C. 3392(c)(2) in a non-SES position but who are not Presidential appointees are not entitled to reinstatement. However, these individuals have general reinstatement eligibility if they meet the conditions of 5 CFR 317.702, including completion of the probationary period for career appointees.

***Reemployment Rights***

Reemployment rights of SES members who accept certain assignments outside the SES and their agencies (e.g., to international organizations) are covered in 5 CFR part 352. Generally, the individual must have held a career SES appointment before the assignment to be entitled to reemployment, and in some instances, must have completed the SES probationary period.

Restoration rights following military duty or recovery from a compensable injury are covered in 5 CFR part 353.

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## **CHAPTER 4: PAY AND OTHER COMPENSATION**

**STATUTE: 5 U.S.C. 5307 and 5381-5385,**

**REGULATIONS: 5 CFR Part 534, Subpart D; Part 530, Subpart B**

Strong performance appraisal systems provide the necessary foundation for establishing pay-for-performance systems where an individual's pay is directly linked to results that contribute strategically to mission accomplishment. It is within this framework that the Senior Executive Service (SES) pay-for-performance system operates. All agencies, regardless of whether they seek certification of their performance appraisal system(s), are required to operate pay-for-performance systems for their SES cadre. [See Chapter 12 for information on pay for senior-level and scientific and professional positions.]

### **CHAPTER NOTES**

1. On December 18, 2015, the President signed an Executive order to implement the January 2016 pay adjustments. OPM issued a memorandum, CPM 2015-14, available at <https://www.chcoc.gov/content/january-2016-pay-adjustments-0>, providing guidance and general information on the 2016 pay rates for various pay systems.
2. The Consolidated Appropriations Act of 2016 (P.L. 114-113, enacted on December 18, 2015), continues the freeze on the payable pay rates for the Vice President and certain senior political appointees at 2013 levels during calendar year 2016. The OPM guidance on the 2014 pay freeze for certain senior political officials, CPM 2014-03, available at <http://chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=5952> is generally applicable in applying the pay freeze in 2016. This pay freeze authority expires on January 7, 2017, unless extended.
3. On December 15, 2015, the President issued Executive Order 13714 on Strengthening the Senior Executive Service, which among other things provided at Section 3(a)(ii):

(ii), The heads of agencies with SES positions that supervise General Schedule (GS) employees shall implement policies, as permitted by and consistent with applicable law and regulation, for initial pay setting and pay adjustments, as appropriate, for career SES appointees to result in compensation exceeding the rates of pay, including locality pay, of their subordinate GS employees. Similar policies shall be implemented by heads of agencies for Senior Professional (i.e., SL or ST) employees that supervise GS employees.

This executive order requires agencies to develop and implement the described policies within the context and subject to requirements of law and regulation, including 5 U.S.C. 5307, 5382, 5383, and 5376; 5 CFR 534 subparts D and E; and 5 CFR 430 subparts B, C, and D. The executive order does not establish an entitlement for any employee, nor does it require or authorize "corrective action" to achieve the objective for any employee within any specified time period.

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In that both pay setting and pay adjustments are mentioned, the objective may be achieved over time through (1) pay setting upon initial appointment or upon movement to another position, and (2) pay adjustments consistent with statute and regulation that reflect pay differentiation based upon individual performance, contributions to agency performance, or both, as determined through appraisal of affected SES, SL or ST employees under a rigorous performance appraisal system. For additional guidance, see Answers to Frequently Asked Questions Regarding the Executive Order to Strengthen the Senior Executive Service at <https://www.chcoc.gov/print/7147>.

## **SES RATE RANGE**

The SES pay range has a minimum rate of basic pay equal to 120 percent of the basic pay rate for GS-15, step 1 and the maximum rate of basic pay is equal to the rate for level III of the Executive Schedule (EX-III). However, for any agency certified under 5 U.S.C. 5307(d) as having a performance appraisal system which, as designed and applied, makes meaningful distinctions based on relative performance, the maximum rate of basic pay will be the rate for level II of the Executive Schedule (EX-II). The minimum rate of basic pay for the SES rate range will increase consistent with any increase in the rate of basic pay for GS 15, step 1. The applicable maximum rate of basic pay for the SES rate range will increase with any increase in the rate for levels EX-II or EX-III under 5 U.S.C. 5318.

For SES employees stationed in Alaska, Hawaii, and U.S. Territories, Section 1912 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84, October 28, 2009) provides that SES employees whose official worksite was in one of the nonforeign areas on the day before the effective date of the section (defined as the first day of the first pay period beginning on or after January 1, 2010) will receive the locality pay rate for that area. The locality rates are subject to the limitations in 5 U.S.C. 5304(g) and section 1915(b) of the Act. Employees who are assigned to SES positions in the nonforeign areas on or after the effective date are not eligible for locality payments, but will be eligible for the applicable cost-of-living allowance (COLA) rate in effect for their official worksite. The nonforeign areas include Alaska, Hawaii, Guam, American Samoa, and the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands and other islands and atolls as described in 5 CFR 591.205. For additional information see:

Nonforeign Area Retirement Equity Assurance Act, CPM 2009-27, available at <https://www.chcoc.gov/content/nonforeign-area-retirement-equity-assurance-act>.

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## AGENCY RESPONSIBILITIES

### *Policy Requirements*

Each agency must establish a written pay policy for setting and adjusting the rates of basic pay for SES members. It may be useful to include members of both the Executive Resources Board (ERB) and the Performance Review Board (PRB) in establishing or modifying this policy so that roles and perspectives of each are properly integrated. For example, while an agency's written pay policy should address aggregate compensation, including how pay decisions may be related to SES performance awards and incentive awards, it may not preempt the PRB responsibility to provide the agency head recommendations on SES performance awards for career appointees or the agency head's determination of SES performance award amounts after considering those recommendations.

The pay policy must do the following:

1. It must describe the review and approval process for setting and adjusting pay, including procedures for setting pay for new appointees, pay adjustments after appraisal, and any other circumstances that may result in the setting and adjusting of pay. It must specify who has authority for various pay adjustments consistent with regulatory provisions, e.g. which may be finalized by an authorized agency official and which require action by the agency head or the official designated by the agency head to oversee and certify the results of the agency's SES performance appraisal system.
2. The policy must address administrative and management controls to meet the requirements of law and regulation. It should also address budget issues, such as procedures for determining how available funds will be allocated among pay adjustments, performance awards and other awards or what kinds of adjustments to make in the event of budget constraints. The policy should identify the role and nature of significant control points, external and internal, for these decisions. An agency should establish its internal rules and control points so as to encourage excellence in executive performance and communicate about them to executives to that end. Below are examples of rules or control points that can affect pay adjustments and awards.
  - a. External
    - Statutory, e.g., pay cap at EX-III or EX-II based upon certification status of performance appraisal system;
    - Regulatory, e.g., requirements for justifying a "maintain relative position" (MRP) adjustment for an executive currently paid above EX-III, or for whom the resulting rate is above EX-III.
  - b. Internal
    - Factors that will be used to differentiate payouts among executives who receive the same rating;
    - Organizational performance measures that will be used to determine allocation of funds for performance awards or pay adjustments among components;

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- Formulas, ratios, or limits that specify how pay adjustments and awards may be combined to recognize exceptional performance or achievements;
  - Ranges of pay adjustments available to executives rated at certain levels;
  - Agency established tiers or other categorization of executive positions.
3. The policy must provide for meaningful pay distinctions. Specifically, the policy must identify the criteria to be used to set and adjust a senior executive's pay, including any procedures, guides, rules or benchmarks that may be applied in setting and adjusting pay at levels above EX-III. SES pay-for-performance systems must avoid any actual or perceived use of quotas or forced distribution of performance ratings; however, pay differentiation based upon performance ratings should be evident and consistently reinforced. The underlying tenet is that the highest performers should receive the highest rewards. Agencies must also provide for transparency in the processes for making pay decisions and should publish the results to demonstrate the correlation between executive excellence and desirable pay outcomes.

### ***Considerations When Creating Pay Policy***

Additionally, the pay policy should allow some flexibility in adjusting pay "up to" a certain percent or identify ranges by rating levels. Pay adjustment should occur annually based on available budget and range adjustment. The following example shows how an agency may choose to establish criteria for determining performance-based pay adjustments (without using the MRP adjustment authority) based on the annual summary ratings, provided its executives are all currently positioned properly in the pay range:

Fully Successful	- Will maintain relative position in the pay range
Exceed	- Maintain relative position plus up to 1 percent
Outstanding	- Maintain relative position plus up to 2.5 percent

Although the SES is established as a rank-in-person system, an agency policy may incorporate a concept of position value. This could, for example, involve establishing broad tiers of positions with distinguishing pay rules, ranges or limits, or structuring other ways to incorporate factors like scope of responsibility, level of accountability, and position in the organizational structure into pay decisions. At the top levels of an organization, personal qualifications and performance of an executive are often critical to the success or failure of a key program, and executives in these positions should be paid accordingly.

Pay is also a key element in the recruitment and retention of executives. In this regard, agencies may factor into their pay-setting decisions such elements as expertise brought to the position, qualifications required, scarcity of qualified personnel, and pay for comparable private sector executives.

Even the best-designed pay system can fail if not implemented properly, and a major aspect of any successful system is effective communication of the system and its results to participants. Therefore, all agencies must ensure that their SES members understand both the philosophy and mechanics of their pay system.

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**SETTING INDIVIDUAL PAY RATES**

***Initial Appointment to the SES***

Agencies have broad discretionary authority to set pay upon initial appointment to the SES. An agency may set the rate of basic pay of a newly appointed SES member at any rate within the SES rate range, subject to the following limitations:

- In an agency with a certified performance appraisal system, rates of basic pay above the rate for EX-III but less than or equal to the rate for EX-II are generally reserved for those newly appointed executives who possess superior leadership or other competencies.
- If an individual receiving an initial career appointment in the SES has at least 5 years of current continuous service in one or more positions in the competitive service and is appointed without any break in service, the basic pay rate may not be less than the rate of basic pay (including any applicable locality payment, special rate supplement, or similar payment or supplement) last payable to the individual immediately before appointment.

The agency must determine the appropriate rate of pay based on the nature and quality of the individual’s experience, qualifications, and accomplishments as they relate to the requirements of the SES position, as well as the individual’s current responsibilities.

Example: In November 2015, a GS-15/4 employee in the Washington DC area was appointed to an SES position.

Calculations

GS-15/4 salary (includes locality pay) prior to SES appointment:	\$ 138,871
6% pay increase per agency’s general policy for new SES appointments:	<u>\$ 8,332</u>
Subtotal:	\$ 147,203
Jan 2016 projected 1.0% increase in the SES rate range; given the date of the appointment, the executive will not be considered in the agency end-of-year pay adjustments	<u>\$ 1,472</u>
Total:	\$ 148,675

The agency reviewed the individual’s experience, qualifications, and accomplishments and made the determination to set pay at \$148,675.

***Following a Break in SES Service***

Upon reappointment to the SES, an authorized agency official may set the rate of basic pay of a former senior executive at any rate within the SES rate range, subject to the limitations in 5 CFR 534.403(a), if there has been a break in SES service of more than 30 days.

If there has been a break in SES service of 30 days or less, the senior executive’s rate of basic pay may be set at any rate within the SES rate range (without regard to whether the employee received a pay adjustment during the previous 12-month period), but not higher than the senior executive’s former SES rate of basic pay. However, the agency head or designee who performs the functions described in 5 CFR 430.404(a)(5) and (6) (including the Inspector General, where applicable) may approve a higher rate than the senior executive’s former rate of basic pay, if warranted.

HR use only

This may be supported where necessary to recruit an executive with superior leadership or other competencies from a position outside the agency or to reacquire the service of an executive whose services are critical to the agency. Factors used in deciding upon an exception to the 12-month rule under 5 CFR 534.404(c)(4)(ii) or (iii) may be applicable.

Setting a rate of basic pay upon reappointment to the SES is considered a pay adjustment for purposes of applying the 12-month rule at 5 CFR 534.404(c).

### ***Upon Reinstatement from a Presidential Appointment Requiring Senate Confirmation***

The following provisions apply to a former career senior executive who is reinstated under 5 CFR 317.703:

- If the individual elected to remain subject to the SES pay provisions while serving under a Presidential appointment, his or her SES rate may be adjusted upon reinstatement, whether in the agency where the individual held the Presidential appointment or in another agency, if at least 12 months have elapsed since the employee's last SES pay adjustment.
- If fewer than 12 months have elapsed since the employee's last SES pay adjustment, an authorized agency official may approve an additional pay increase under 5 CFR 534.404 (c)(4) if the agency head or the official designated to oversee and certify the results of the agency's SES appraisal system determines the additional pay increase is warranted.
- Any pay adjustment must be made in accordance with paragraphs (b), (d), and (e) of 5 CFR 534.404 and the agency's plan for adjusting SES rates of pay required by 5 CFR 534.404(g).
- If the individual did not elect to remain subject to the SES pay provisions while serving under a Presidential appointment, his or her SES rate may be set upon reinstatement at any rate within the SES rate range, subject to the limitations in 5 CFR 534.403(a).
- Setting a rate of basic pay upon reinstatement to the SES under this section is considered a pay adjustment under 5 CFR 534.404(c).

### ***Upon Transfer***

Except in the case of an executive transferring under circumstances described in the next paragraph, a senior executive is NOT entitled to retain his or her rate of pay upon transfer to another agency. An authorized agency official may set the pay of a senior executive transferring from another agency at **any rate** within the SES rate range, subject to the limitation on the maximum rate of basic pay in 5 CFR 534.403(a). If the executive considering the transfer is not satisfied with the proposed rate of pay, the executive need not accept the position. If pay is set at the same SES rate the senior executive received in his or her former agency, the action is not considered a pay adjustment for the purpose of applying 5 CFR 534.404(c). If pay is set at a rate higher than that received in the executive's former agency, the action is processed as a transfer and it restarts the clock under the 12-month rule.

HR use only

A senior executive whose rate of basic pay is higher than EX-III may not suffer a reduction in pay as a result of transferring to an agency where the maximum rate of basic pay for the applicable SES rate range is equal to EX-III. The senior executive will continue to receive his or her current SES rate but is not eligible for a pay adjustment until the senior executive is assigned to a position that would allow the employee to receive a pay adjustment, such as reassignment from a position in a component with a non-certified appraisal system to a position in a component with a certified appraisal system, or the employing agency's applicable performance appraisal system is certified. The SES rate of pay is not considered a retained rate of pay for the purpose of applying 5 U.S.C. 3594 and 5 CFR part 359, subpart G, or 5 U.S.C. 5363 and 5 CFR 536, subpart C.

## **ADJUSTING INDIVIDUAL PAY RATES**

An agency may adjust (increase or reduce) the rate of basic pay of a senior executive consistent with the agency's plan for setting and adjusting SES rates of basic pay. When adjusting the rate of basic pay for noncareer appointees, it is recommended the agency Office of White House Liaison be consulted.

### ***Performance-Based Pay Increase***

An agency may provide a pay increase to allow a senior executive to advance his or her relative position within the SES rate range only upon a determination by the authorized agency official that the executive's individual performance and/or contribution to agency performance so warrant. (See 5 CFR 534.404(b)(3).) A senior executive who receives an annual summary rating of Outstanding (or equivalent) must be considered for an annual pay increase. A senior executive who receives an annual summary rating of less than Fully Successful (or equivalent) may not receive an increase in pay for the current appraisal period. OPM expects that executives who are paid consistent with their current level of responsibilities and performance and who receive an acceptable (Fully Successful or higher) annual summary rating will receive a performance-based pay increase. A pay increase of any amount that is granted under 5 CFR 534.404(b)(3) restarts the clock under the 12-month rule, including a pay increase that could otherwise have been authorized under 5 CFR 534.404(b)(4) without restarting the clock.

### ***12-Month Rule***

An agency may not adjust the rate of basic pay of a senior executive more than once during any 12-month period, except as provided by regulation. Provisions at 5 CFR 534.404(c)(2) identify pay adjustments that are subject to the 12-month rule, including setting of an individual's rate of pay upon initial appointment, reappointment, or reinstatement, and, generally, any other increase or reduction in a senior executive's rate of pay. However, certain pay actions are identified in 5 CFR 534.404(c)(3) that are not considered pay adjustments for purposes of the 12-month rule. In addition, ; and 5 CFR 534.404(c)(4) provides certain conditions under which the head of an agency – or the official designated to oversee and certify the results of the agency's SES appraisal system – may authorize a pay increase even though an applicable 12-month waiting period has not expired.

HR use only

***Pay Actions that Do Not Count Against the 12-Month Rule***

The head of the agency or appropriate authorized agency official can take certain pay actions, (including actions that increase an executive's pay), that are not considered pay adjustments for the purpose of applying the 12-month rule. The following pay actions may be taken whether or not the employee received a pay adjustment during the previous 12-month period and do not initiate a new 12-month period.

1. The conversion of senior executives to the new SES pay system under §534.406 and the conversion of other employees to equivalent senior executive positions (5 CFR 534.404(c)(3)(i));
2. A determination by an authorized agency official to make a zero adjustment in pay after considering an executive's annual summary rating (5 CFR 534.404(c)(3)(ii));
3. A determination to provide an additional pay increase under the circumstances specified in 5 CFR 534.404(f)(1) or (2) when there is an increase in Executive Schedule rates of pay (5 CFR 534.404(c)(3)(iv));
4. A determination to provide a pay increase under 5 CFR 534.404(b)(4) that is equal to or less than the amount needed to maintain the relative position of a senior executive's rate of basic pay within the SES rate range (5 CFR 534.404(c)(3)(vi)); and
5. An increase in pay equivalent to the minimum amount necessary to ensure that a senior executive's rate of basic pay does not fall below the minimum rate of the SES rate range (5 CFR 534.404(c)(3)(vii)).

***Exceptions to the 12-Month Rule***

The head of an agency or designee who performs the functions described in 5 CFR 430.404(a)(5) or (6) has the authority (under 5 CFR 534.404(c)(4)) to make exceptions to the 12-month rule where he or she determines that an additional increase is warranted—

1. for an exceptionally meritorious accomplishment that significantly contributes to the agency's performance;
2. for a senior executive who is reassigned to a position with substantially greater scope and responsibility or for a senior executive with superior leadership or other competencies that is recruited from a position in another agency;
3. for a senior executive who is critical to the mission of the agency and who would be likely to leave the agency in the absence of a pay increase; or
4. to align a senior executive with the agency's senior executive appraisal and pay adjustment cycle (e.g., in the case of a senior executive who was appointed to an SES position within the past 12 months or a senior executive who was transferred to an SES position from an agency with a different senior executive appraisal and pay adjustment cycle within the past 12 months).

A pay increase made as a result of a determination to approve an exception to the 12-month rule must be documented in writing, is considered a pay adjustment, and begins a new 12-month period.

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An executive is not entitled to receive an exception under 5 CFR 534.404(c)(4)(iv) to re-align the executive with the agency’s senior executive appraisal and pay adjustment cycle because he or she receives a pay increase under 5 CFR 534.404(c)(4)(i),(ii), or (iii) initiating a 12-month waiting period that will not expire before the current cycle ends. If an exception is granted to re-align the executive, the agency head or designee should document under 5 CFR 534.404(c)(5) how the reduced period of performance during the cycle (i.e., since the last pay increase) was considered in calculating any pay increase provided.

***Maintain Relative Position in the Rate Range***

When the minimum or maximum rate of basic pay of the SES rate range is increased, an agency may determine it is appropriate to increase the rate of basic pay of a senior executive who meets or exceeds performance expectations by an amount that does not exceed the amount necessary to allow the employee to maintain his or her relative position in the SES rate range. (See 5 CFR 534.404(b)(4).) As previously stated, a pay increase to allow an employee to maintain his or her position in the SES rate range is not considered a pay adjustment for the purpose of applying the 12-month rule. This pay increase may be given separately from a pay increase that allows the employee to advance his or her relative position in the SES rate range. However, like increases that advance an employee's position in the pay range, these increases to maintain relative position (MRP) are performance based and should not result in across-the-board increases. The following table presents the MRP limitations as listed in 5 CFR 534.404(b)(4)(i)-(iii):

<b>Senior Executive’s Rate of Basic Pay Prior to Adjustment</b>	<b>Resulting Rate of Basic Pay After Adjustment</b>	<b>Rating for Most Recent Appraisal Period</b>	<b>Pay Adjustment</b>
Above EX-III	Above EX-III	Outstanding	May be granted upon approval by agency head or designee
		Below Outstanding but Above Fully Successful	May be granted by agency head or designee in rare circumstances (e.g., exceptionally meritorious accomplishment)
		Fully Successful or Below	May not be granted
At or Below EX-III	Above EX-III	Outstanding	May be granted upon approval by agency head or designee
		Below Outstanding	May not be granted
Below EX-III	Below EX-III	Fully Successful or above	May be granted

A pay increase to allow an employee to maintain his or her relative position in the SES rate range

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is effective on the date the minimum and/or maximum rate range for the SES is adjusted (i.e., the first day of the first pay period beginning on or after January 1). Decisions to increase pay made during the first full pay period in January may be made effective on the first day of that pay period if the pay increase was officially approved no later than the end of the first full pay period.

To accurately calculate a pay increase intended to maintain an employee's relative position in the pay range, agencies must use the following process. The process applies whether the minimum and maximum rates of the range are adjusted by the same amount or different amounts.

Example: The minimum and maximum rates of SES rate range are adjusted by one percent. The example assumes the agency's performance appraisal system for senior executives is certified, allowing for a maximum pay rate equivalent to EX-II.

Former Minimum: \$121,956	New Minimum: \$123,175
Former Maximum: \$183,300	New Maximum: \$185,100
Former Rate for EX-III: \$168,700	New Rate for EX-III: \$170,400
Employee's Former Rate: \$145,342	Employee's New Rate: \$146,782

### Calculations

Step 1: Subtract the minimum rate of the range for the employee's position in effect on the day immediately preceding the pay adjustment from the employee's rate of basic pay on the day immediately preceding the pay adjustment.

$$\$145,342 - \$121,956 = \$23,386$$

Step 2: Subtract the minimum rate of the range in effect immediately preceding the pay adjustment from the maximum rate of that rate range.

$$\$183,300 - \$121,956 = \$61,344$$

Step 3: Divide the result of step 1 by the result of step 2. Carry the result to the seventh decimal place and truncate.

$$\$23,386/\$61,344 = 0.3812271$$

Step 4: Subtract the minimum rate of the new rate range from the maximum rate of the new rate range.

$$\$185,100 - \$123,175 = \$61,925$$

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Step 5: Multiply the result of step 3 by the result of step 4. Round to the closest whole dollar amount.

$$0.3812271 \times \$61,925 = \$23,607$$

Step 6: Add the result of step 5 to the minimum rate of the new rate range.

$$\$123,175 + \$23,607 = \$146,782$$

This is the executive's new rate of basic pay preserving his/her relative position in the pay range.

## RESTRICTIONS ON REDUCING PAY

A senior executive whose rate of basic pay is higher than the rate for EX-III may not suffer a reduction in pay as a result of transferring to an SES position in an agency where the maximum rate of basic pay for the applicable SES rate range is equal to the rate for EX-III, or as the result of a decision to suspend certification of the applicable performance appraisal system. The senior executive will continue to receive his or her current SES rate and is not eligible for a pay adjustment until the employing agency's applicable performance appraisal system is certified or the senior executive is assigned to a position that would allow the employee to receive a pay adjustment, such as reassignment from a position in a component with a non-certified appraisal system to a position in a component with a certified appraisal system.

An authorized agency official may reduce a career senior executive's SES rate of basic pay by not more than 10 percent for performance or disciplinary reasons, subject to the restrictions on reducing the pay of career senior executives in 5 CFR 534.406(b) and 534.404(c) (i.e., the 12-month rule) and on setting pay below the minimum rate of the SES rate range in 5 CFR 534.403(a).

The SES rate of basic pay of a career senior executive may be reduced without the employee's consent by the senior executive's agency or upon transfer of function to another agency only—

- If the senior executive has received a Minimally Satisfactory or Unsatisfactory annual summary rating under 5 CFR part 430, subpart C, or has otherwise failed to meet the performance requirements and standards for a critical element as defined in 5 CFR 430.303; or
- As a disciplinary or adverse action resulting from conduct-related activity, including, but not limited to, misconduct, neglect of duty, or malfeasance.

Pay reduction may, if determined appropriate by the agency, be used alone or in combination with other responses to poor performance or to circumstances warranting disciplinary action. However, it may not be used in place of any action required by statute, e.g. reassignment or removal from the SES due to an annual summary rating of Unsatisfactory, or removal from the SES due to two less than Fully Successful ratings within 3 years or two Unsatisfactory annual summary ratings within 5 years.

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**Prior to reducing** a senior executive's rate of basic pay, whether for performance or disciplinary reasons, the agency must provide the senior executive with the following:

- Written notice of such reduction at least 15 calendar days in advance of its effective date;
- A reasonable period of time, but not less than 7 calendar days, for the senior executive to respond to such notice orally and/or in writing and to furnish affidavits and other documentary evidence in support of that response;
- An opportunity to be represented in the matter by an attorney or other representative;
- A written decision and specific reasons therefore at the earliest practicable date after the senior executive's response; and
- An opportunity to request, within 7 calendar days after the date of that decision, reconsideration by the agency's head, whose determination with respect to that request will be final and not subject to further review.

Reductions in pay under 5 CFR 534.404(j) are not appealable under 5 U.S.C. 7543.

### **AGGREGATE LIMITATION ON PAY**

Under 5 CFR 530.203(b), an executive's aggregate compensation received in any given calendar year may not exceed the rate of pay for level I of the Executive Schedule (EX-I) or the rate payable to the Vice President (under 3 U.S.C. 104) at the end of the calendar year, whichever is applicable to the employee based on the certification status under 5 CFR part 430, subpart D, of the performance appraisal system covering that executive.

Aggregate compensation for SES employees includes basic pay and certain payments made under the authority of title 5, United States Code, such as rank and performance awards, physicians' comparability allowances, recruitment, relocation, and retention incentives, and other similar payments (5 CFR 530.202).

An agency with a certified appraisal system may pay aggregate compensation in an amount up to the Vice President's salary. An agency that does not have a certified appraisal system must limit aggregate compensation to the rate for level I of the Executive Schedule. Any excess amount is carried over and paid as a lump sum at the beginning of the next calendar year. The excess payment must be taken into account when applying the applicable aggregate limitation for the new calendar year.

If a performance award, rank award, or other additional payment, when added to basic pay, would cause an executive's aggregate compensation to exceed the applicable aggregate limitation by the end of the calendar year, the excess amount is withheld from the award or other additional payment subject to the aggregate pay limit, rather than from the individual's basic pay. The withheld excess amount will be paid at the beginning of the following calendar year, unless such payment would cause the employee's aggregate compensation to exceed the limit for that new calendar year. Basic pay counts toward the aggregate limitation on pay, but basic pay itself is not reduced or withheld.

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If an executive whose aggregate compensation will exceed the applicable aggregate limitation transfers to another agency, payment of any excess amount shall be made at the beginning of the next calendar year, not at the time of transfer, by the gaining agency. The previous employing agency must provide a fund transfer to the gaining agency. The gaining agency should keep a record of the payment since it counts against the employee's aggregate limitation for the new calendar year.

If the applicable aggregate limitation changes during a calendar year (e.g., due to a lapse in agency performance appraisal system certification), agencies must review any performance, rank award, or other additional payment subject to the aggregate pay limit that was paid before the new aggregate limitation was effective where the agency was required to withhold part of the payment because of the aggregate limitation that then existed. The agency shall then pay any part of the withheld payment that does not exceed the new aggregate limitation. If an SES member's pay rate also changed, the agency should first recalculate the executive's aggregate compensation for the calendar year using the new rate and any award money previously paid. (See 5 CFR 530.203(g) and (h) for information on re-determining an employee's aggregate compensation and excess payments in such situations.)

## OTHER PAY PROVISIONS

### *Premium Pay*

SES members are excluded from the premium pay provisions of 5 U.S.C. chapter 55, subchapter V (such as overtime pay, Sunday premium pay, holiday premium pay, night pay, standby duty pay, and hazardous duty pay) by 5 U.S.C. 5541(2)(xvi). As a result, SES members are also excluded from earning compensatory time off in lieu of overtime pay, as allowed for other employees under 5 U.S.C. 5543. [See Chapter 11 for more information on compensatory time off.]

### *Pay Following Placement Outside the SES*

**Saved pay.** If a career appointee is entitled to guaranteed placement in a position outside the SES when removed during the probationary period for performance, or as the result of a reduction in force, saved pay is provided under 5 U.S.C. 3594. If the individual is placed in a General Schedule position, the saved pay is subject to the limitation on SES pay under 5 U.S.C. 5382 of Executive Schedule level II. [See Chapter 10 for more information on saved pay.]

**Retained rate.** If an appointee is not eligible for saved pay under 5 U.S.C. 3594 following separation from the SES and is placed in a General Schedule position, the individual may still be eligible for pay retention under 5 CFR 536.301(a)(4), which states that the head of an agency must provide pay retention to an eligible employee whose payable rate of basic pay would otherwise be reduced as the result of a management action, as defined in 5 CFR 536.103. (See list of employees excluded from pay retention at 5 CFR 536.102(b).)

[**Note:** The termination of a noncareer SES appointment (or voluntary resignation in anticipation of such termination) because of a change in agency leadership is not a management action.]

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When initially established, a retained rate may not exceed (1) 150 percent of the maximum rate of basic pay of the highest applicable rate range payable for the grade of the employee’s position of record or (2) EX-IV. At no time may a retained rate exceed Executive Schedule level IV. There are exceptions for former National Security Personnel System employees with a pay rate determinant code Y and certain employees in nonforeign areas as provided in 5 CFR 536.310(a).

Examples of individuals who may be eligible for retained pay under the management action provision include a career SES member who voluntarily accepts a GS-15 position following receipt of a notice of position abolishment, a notice of directed geographic reassignment (if there is no mobility agreement), or other management action that causes or influences the employee to move to a lower-paid position.

However, an employee is not eligible for pay retention if placement in the General Schedule is at the employee’s request, i.e., voluntary and not the result of a management action. Nor is an employee eligible if the employee declines a reasonable offer, as defined in 5 CFR 536.104.

**Maximum payable rate.** If an SES member takes a position in the General Schedule at the member’s request and is not eligible for saved pay, the individual may be paid under the “maximum payable rate” rule, as determined by the agency.

Individuals serving on a limited term appointment who return to the General Schedule are not eligible for retained pay, but they may have pay set under the “maximum payable rate” rule, as determined by the agency. It does not matter whether the return to the General Schedule is voluntary or is the result of a management decision. However, the SES appointment must have been for more than 90 days, even though the appointee may have not actually served that long. In determining the General Schedule rate, agencies may take into account such factors as how long the individual served under the limited appointment and what the individual’s pay would have been had the individual remained in the General Schedule. (See 5 CFR 531.221 – 531.223 for additional information.)

Example: In 2016, an SES employee in Washington, DC voluntarily moves to a GS-15 position in Washington, DC. The employee’s SES annual salary of \$141,000 is the highest previous rate. To calculate the maximum payable rate, compare \$141,000 with the highest applicable rate range as if the employee held the GS position. Identify the lowest step in that range equal to or higher than \$141,000. In this example, the highest applicable rate range is the DC locality rate schedule. GS-15, step 5 is the employee’s maximum payable rate. Pay may be set at any rate in the GS-15 rate range up to step 5.

2016 DC	1	2	3	4	5	6	7	8	9	10
GS-15	128,082	132,352	136,622	140,892	<b>145,162</b>	149,432	153,702	157,971	160,300*	160,300*

\*Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304(g)(1)).

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***Pay for Employees on Detail or Transfer to an International Organization***

An agency must consider any employee on detail or transfer to an international organization for all pay increases for which the employee would be considered if not absent. An increase is effective on the date it would have been made were the employee not absent.

***Recruitment, Relocation, and Retention Incentives***

**Recruitment.** An agency may pay a recruitment incentive to a newly appointed senior executive (excluding a noncareer appointee) if the agency has determined that the position is likely to be difficult to fill in the absence of an incentive. For this purpose, “newly appointed” is defined at 5 CFR 575.102 and essentially refers to an individual newly appointed to the Federal Government rather than an individual newly appointed to the SES. A recruitment incentive may not exceed 25 percent of the executive's annual rate of basic pay in effect at the beginning of the service period multiplied by the number of years (including fractions of a year) in the service period (not to exceed 4 years). With OPM approval, this cap may be increased to 50 percent (based on a critical agency need), as long as the total incentive does not exceed 100 percent of the executive's annual rate of basic pay at the beginning of the service period.

**Relocation.** An agency may pay a relocation incentive to a current senior executive (excluding a noncareer appointee) who must relocate to accept a position in a different geographic area if the agency determines that the position is likely to be difficult to fill in the absence of an incentive. A relocation incentive may be paid only when the executive's annual summary rating under an official performance appraisal or evaluation system is at least Fully Successful or equivalent. A relocation incentive may not exceed 25 percent of the executive's annual rate of basic pay in effect at the beginning of the service period multiplied by the number of years (including fractions of a year) in the service period (not to exceed 4 years). With OPM approval, this cap may be increased to 50 percent (based on a critical agency need), as long as the total incentive does not exceed 100 percent of the executive's annual rate of basic pay at the beginning of the service period.

**Retention.** An agency may pay a retention incentive to a current senior executive (excluding a noncareer appointee) if (1) the agency determines that the unusually high or unique qualifications of the executive or a special need of the agency for the executive's services makes it essential to retain the executive, and that the executive would be likely to leave the Federal service in the absence of a retention incentive or (2) the agency has a special need for the employee's services that makes it essential to retain the employee in his or her current position during a period of time before the closure or relocation of the employee's office, facility, activity, or organization and the employee would be likely to leave for a different position in the Federal service in the absence of a retention incentive. A retention incentive may be paid only when the executive's annual summary rating under an official performance appraisal or evaluation system is at least Fully Successful or equivalent. A retention incentive rate, expressed as a percentage of the executive's rate of basic pay, must not exceed 25 percent. With OPM approval, this cap may be increased to 50 percent (based on a critical agency need).

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Recruitment, relocation, and retention incentives are not considered a part of basic pay for any purpose. Detailed information, including examples and payment methods, is available at

<http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/#url=Fact-Sheets>.

### ***Pay for Military and Civilian Retirees***

Generally, when a military retiree becomes a Federal employee there is NO reduction in his or her Federal pay or retirement pay or annuity. However, paid work may reduce Social Security retirement, survivor or disability benefits if earnings exceed the established limits.

If a civilian retiree is “reemployed,” his or her salary is generally reduced or the annuity is terminated. However, in accordance with the National Defense Authorization Act (NDAA) for Fiscal Year 2010, the head of an agency is authorized to grant their own dual compensation (salary off-set) waivers on a temporary basis under certain specified circumstances. Agencies must adhere to the following conditions:

- Agencies must report to OPM on their use of this authority no later than February 1, 2010, and no later than February 1 of each year through 2015;
- Appointments are limited to one-year or less;
- Hours worked by any annuitant reemployed under these provisions are limited to 520 during the first 6 months of retirement, 1,040 during any 12-month period, and 3,120 for total hours worked during any period;
- Reemployment may not exceed 2.5 percent of the full-time workforce at any time, and if 1 percent is exceeded agencies are required to provide a justification and a succession plan to the Congress and OPM; and
- This authority expired on October 27, 2014. The National Defense Authorization Act (NDAA) for Fiscal Year 2015 extends this authority until December 31, 2019.

OPM recommends using the SES reinstatement hiring authority, instead of the limited term or emergency hiring authority, when authorizing a dual compensation waiver under the NDAA 2010 provisions for an individual filling an SES position. Using the SES reinstatement authority enables an agency head to act without prior OPM review, consistent with the law’s requirement to provide justification and a succession plan to OPM only if the number of such waivers exceeds 1 percent of the agency’s number of employees. It also avoids an agency having to satisfy limited term and emergency criteria as well as the issue of limited term and emergency appointments being non-renewable by law.

Given that by law a reemployed annuitant serves at the pleasure of the agency head, an agency head may direct that an annuitant’s appointment will not exceed one year. On the SF-50 documenting the appointment an agency should include a remark that states the appointment is not to exceed 1 year. An individual accepting the appointment must be notified up front of the not to exceed 1 year stipulation.

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For more information, see the December 9, 2011, OPM memorandum, Policy Guidance on the Reemployment of Civilian Retirees Under the National Defense Authorization Act for Fiscal Year 2010, at <https://www.chcoc.gov/content/policy-guidance-reemployment-civilian-retirees-under-national-defense-authorization-act-ndaa>.

### ***Critical Position Pay***

Critical position pay may be granted only for positions that require expertise of an extremely high level in a scientific, technical, professional, or administrative field, and are critical to the accomplishment of an agency's mission, and only to the extent necessary to recruit or retain an individual exceptionally well qualified for the position. Critical position pay may be set up to level II of the Executive Schedule or level I of the Executive Schedule in exceptional cases under 5 U.S.C. 5377. Pay above level I must be approved by the President. Agencies wishing to use the critical pay authority should review 5 CFR 535. All requests must be submitted to OPM which, in consultation with OMB, will make the determination to approve such a request. For additional information, see the fact sheet at <http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/critical-position-pay/>.

### ***Pay for SES Positions Included at 5 U.S.C. 5314 - 5316***

Pay for SES positions that are included at 5 U.S.C. 5314 – 5316 is not restricted by the level of pay established by law for the corresponding Executive Schedule level. Pay for SES positions is determined in accordance with SES pay provisions.

HR use only

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## **CHAPTER 5: PERFORMANCE MANAGEMENT**

**STATUTE: 5 U.S.C. 4311-4315**

**REGULATIONS: 5 CFR Part 430, Subparts C and D**

One of the goals of the SES, as stated in 5 U.S.C. 3131, is “to ensure accountability for honest, economical, and efficient Government.” A primary way to achieve this goal is to hold senior executives accountable for their individual and organizational performance through an effective performance management program. Performance management incorporates planning, monitoring, developing, evaluating, and rewarding both individual and organizational performance.

[Regulations under 5 CFR 430 subpart B cover performance management for senior-level and scientific and professional employees.]

**Chapter Notes** – a revised 5 CFR part 430 subpart C was published on October 26, 2015.

Agencies without OPM approval to use the Basic SES Appraisal System must have designed and obtained OPM approval for, and implemented, systems conforming to 5 CFR part 430 subpart C no later than October 25, 2016.

### **PERFORMANCE APPRAISAL SYSTEMS**

#### ***Basic SES Performance Appraisal System***

In January 2012, the U.S. Office of Personnel Management (OPM), in conjunction with the U.S. Office of Management Budget (OMB), issued the “Basic SES Appraisal System.” The Basic SES Appraisal System satisfies the regulatory system standards at 5 CFR 430.305 and promotes consistency, clarity, equity, and transferability of performance processes, standards, feedback, and ratings across Government. Additionally, implementation of the Basic SES Appraisal System provides a streamlined and more efficient process for SES performance appraisal system approval and certification by OPM. Agencies were strongly encouraged to adopt the Basic SES Appraisal System (and adapt accordingly as needed to meet their specific needs). Most agencies have adopted and implemented the basic SES appraisal system. For more information on the Basic SES Appraisal System, see the memo at <https://www.chcoc.gov/content/senior-executive-service-performance-appraisal-system>. The Basic SES Appraisal System template is available on the SES and SL/ST MAX Portal.

The implementation of the revised streamlined SES Performance Appraisal System Certification Process, available to agencies that have adopted the Basic SES Appraisal System, was effective October 1, 2015. The revised process empowers agencies with significantly more responsibility in determining the appropriateness of certification for their SES performance appraisal systems. The expanded role and involvement by agencies will achieve a number of positive outcomes, including: (1) allowing for more reliance upon agency familiarity and expertise with their own missions and operations, (2) reducing the administrative burden on agencies, and (3) streamlining the process by significantly decreasing the quantity of information and materials required for review.

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### ***Agency Responsibilities***

Each agency must establish and maintain one or more SES performance appraisal systems that will encourage excellence in performance. An agency may develop its own performance appraisal system that must include the requirements identified below or adopt the Basic SES Appraisal System, which incorporates all the requirements.

The performance appraisal system must provide for—

1. Identifying executives covered by the system.
2. Monitoring progress in accomplishing elements and performance requirements and conducting progress reviews at least once during the appraisal period.
3. Establishing an official performance appraisal period for which an annual summary rating must be prepared.
4. Establishing a minimum appraisal period of at least 90 days.
5. Ending the appraisal period at any time after the minimum period is completed if the agency determines that there is an adequate basis to appraise and rate the executive's performance and the shortened appraisal period promotes effectiveness.
6. Establishing criteria and procedures to address performance of executives who are on detail, temporarily reassigned, or transferred.
7. Holding executives, with responsibility for hiring, accountable for recruiting and hiring highly qualified employees and supporting their successful transition into Federal service.
8. Monitoring the development of Executive Development Plans (EDPs) for each executive.

Each agency performance appraisal system also must incorporate the following system standards—

1. Use critical elements based on OPM-validated executive competencies.
2. Align critical elements and performance requirements with agency mission and strategic planning initiatives.
3. Define performance standards for each of the summary rating levels.
4. Appraise each executive's performance, at least annually, against requirements and standards.
5. Derive an annual summary rating through a mathematical method that ensures executive's performance aligns with level descriptors contained in performance standards that clearly differentiate levels above fully successful, while prohibiting a forced distribution of rating levels.
6. Establish five summary performance levels as follows:
  - An Outstanding level;
  - An Exceeds Fully Successful level;
  - A Fully Successful level;
  - A Minimally Satisfactory level; and
  - An Unsatisfactory level.

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Agencies choosing to use agency-specific terms for the levels must include equivalency statements for the five summary levels.

7. Use performance appraisal as a basis to adjust pay, reward, retain, develop, remove executives, or make other personnel decisions.

Agencies must—

1. Submit proposed SES performance appraisal systems to OPM for approval.

[**Note:** An Office of Inspector General should establish and submit its proposed SES performance appraisal system separately from the agency SES system.]

2. Provide appropriate training and information to agency leadership, supervisors and executives on the performance appraisal system.

3. Evaluate the effectiveness of their performance appraisal system(s) on a periodic basis and implement improvements as needed. Evaluations must provide for both assessment of effectiveness and compliance with relevant laws, OPM regulations, and OPM performance appraisal policy.

4. Establish timelines for communicating performance plans, conducting appraisals, and assigning and communicating annual summary ratings.

### ***OPM Responsibilities***

OPM approves agency performance appraisal systems and provides guidance on their implementation. If OPM finds that an appraisal system does not meet legal and regulatory requirements, it shall direct the agency to correct operations under the current system and implement appropriate system changes.

OPM, with concurrence from OMB, certifies agency performance appraisal systems. If OPM determines that an agency's certified appraisal system is no longer in compliance with certification criteria, OPM, with OMB concurrence, may suspend the agency's certification. If OPM determines that an agency's appraisal system does not comply with system approval requirements, OPM may suspend the system's certification until the agency makes corrections OPM requires.

## **INDIVIDUAL PERFORMANCE PLANS**

Performance plans must be established for all SES members (including individuals serving on career, noncareer and limited appointments). A template for an executive performance plan is included as part of the Basic SES Appraisal System and is available on the SES and SL/ST MAX Portal.

Performance plans must be developed in consultation with the executive. On or before the beginning of an appraisal period, the executive's immediate supervisor must communicate the plan to the executive in writing, including through the use of automated systems.

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Each executive performance plan must describe—

1. Critical elements that reflect individual performance results or competencies. The elements must reflect individual and organizational performance for which the executive is responsible.
2. Performance standards at each level of performance at which a senior executive's performance can be appraised. Performance standards also provide the benchmarks for developing performance requirements.
3. Performance requirements with the expected accomplishments or demonstrated competencies for the executive's work at the Fully Successful level of performance. An agency may establish performance requirements at other levels of performance as well. Performance requirements must include quality indicators and generally include other performance measures such as quantity, timeliness, cost savings, or manner of performance, as appropriate, expected for the applicable level of performance.

Critical elements, performance standards, and requirements must be consistent with the goals and performance expectations in the agency's strategic planning initiatives. An agency performance appraisal system may also provide for review or approval of an executive's proposed performance plan by a higher level supervisor or committee (e.g., the Performance Review Board) prior to implementation. This may help ensure that performance elements and requirements are in accord with mission requirements and planned resource allocations, are consistent among supervisors and across organizational lines, and are fair and equitable. If the reviewer does not agree with the performance plan, it can be returned to the supervisor and executive for modification.

The agency performance appraisal system should provide for revision of the performance plan during the appraisal period if modifications are necessary due to factors such as changes in agency or organizational priorities, available resources (e.g., budget or staff), deadlines, or workload. The supervisor should consult with the executive and provide the executive in writing, including through the use of automated systems, any modification of the plan. If plan revisions are made with less than the minimum appraisal period (i.e., 90 days) left in the official appraisal period, the agency should either consider making the changes at the beginning of the next appraisal period, extend the current appraisal period so that an executive's initial and annual summary ratings can take into account performance under the revised plan, or close out the current appraisal period and initiate a new appraisal period that might run longer than 12 months. Otherwise, the revised performance requirements cannot be used to rate the executive during the current appraisal period.

## **MONITORING PERFORMANCE**

A supervisor must conduct at least one progress review with an executive during the appraisal period. Supervisors must monitor each executive's performance during the appraisal period and provide feedback to the executive on progress in meeting the performance elements and requirements described in the plan. Supervisors must provide advice and assistance to executives on how to improve their performance. The progress review may be conducted informally rather than by a written appraisal and should be documented.

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The progress review may also be used as an opportunity to modify critical elements and performance requirements to reflect changes that have taken place since the performance plan was initially developed.

## **APPRAISING PERFORMANCE**

### ***Appraisal Period***

Senior executives must be given an annual summary rating. The agency SES appraisal system must indicate the beginning and ending dates of the official appraisal period.

The agency SES performance appraisal system must also establish a minimum appraisal period of at least 90 days. If an executive has not served the minimum period as of the end of the appraisal period, the appraisal period must be extended.

Example: A new executive is appointed to a position effective September 1. The agency's appraisal cycle ends September 30. Listed below are possible options for extending the appraisal period.

1. The executive's appraisal period is extended to November 30 allowing for completion of the 90-day minimum period.
2. The executive's appraisal period is extended to a total of 13 months adding the additional month to the next 12-month appraisal period.

In considering the options for extending the appraisal period, agencies should review their pay policies and the impact possible extensions could have on an executive's pay.

An agency may terminate the appraisal period at any time after the minimum period if there is an adequate basis on which to appraise and rate an executive's performance and doing so will promote effectiveness.

When an executive cannot be evaluated due to special circumstances that take the executive away from normal duties (e.g., extended sick leave), the supervisor should document the special circumstances on the appraisal form.

### **Reassignment or Transfer of Executive**

If an executive is reassigned, or transferred to a new agency, and had been in the former position for more than the minimum appraisal period, the former supervisor must appraise the executive's performance in writing, including through the use of an automated system, before the executive leaves and provide this information to the executive.

At times, an executive may receive an interim summary rating in a former position upon reassignment or transfer, but will not have served in the new position for the minimum appraisal period before the end of the official appraisal period. (For example, the executive is reassigned on August 1, and the period ends on September 30.) The agency system description or policy documentation should specify what to do in these instances. Listed below are possible options for addressing the situation.

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1. The agency may provide that the appraisal period will be extended until the executive has served the minimum period in the new position, so that the executive's initial summary rating can take into account the appraisal for that position along with any interim summary ratings for former positions held during the appraisal period.
2. The agency may provide that the appraisal period will end as scheduled, and the initial rating will be based on the interim summary rating, or ratings, received during the appraisal period.

### ***Detail of Executive***

If an executive is detailed for 120 days or longer to another position within the agency, the supervisor shall provide written critical elements, performance standards, and requirements as soon as possible after the beginning of the detail and appraise the executive's performance in writing, including through the use of automated systems, at the end of the detail. A summary rating is not required. If the executive is detailed to a position outside the agency, the employing agency must make a reasonable effort to obtain appraisal information from the outside organization. For example, the employing agency of an executive who has been on detail under an Intergovernmental Personnel Act assignment for at least 90 days during the appraisal period must make a reasonable effort to obtain appraisal information from the non-Federal organization.

### ***Departure of Supervisor***

Although not required by regulation, agencies may provide that supervisors who are leaving their positions must give an interim summary rating for all executives who have been under their supervision for the minimum appraisal period.

### ***Appointment of New Supervisor***

If at the conclusion of the appraisal period the supervisor has served for less than the minimum appraisal period, there are several options available, depending on agency policy, including the following:

- The new supervisor may give the initial summary rating.
- The next level supervisor may give the initial summary rating, if that supervisor has sufficient knowledge of the executive's performance.
- The appraisal period may be extended to allow a minimum appraisal period under the new supervisor before the initial summary rating is given.

In all cases, the initial summary rating must take into account interim summary ratings prepared by previous supervisors.

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### ***Moratorium***

Performance appraisals and ratings for career appointees may not be made within 120 days after the beginning of a new Presidential administration (i.e., the administration of a President other than the one in office immediately before the beginning of the current administration) [5 U.S.C. 4314(b)(1)(C)]. When the new President is inaugurated on January 20, appraisal actions may not be taken until May 20.

The moratorium applies to all phases of the formal appraisal process leading to an annual summary rating – the initial summary rating recommendation by the supervisory official, any review by a higher level official, review and recommendation by the Performance Review Board (PRB) and the annual summary rating by the appointing authority. The length of the performance appraisal period is not extended by the moratorium, which merely delays the appraisal and rating actions.

The moratorium does not preclude the issuance of a written appraisal when an executive changes positions, as required by 5 CFR 430.310, or when the supervisor leaves if agency policy requires a rating at that time. A progress review is not subject to the moratorium. Additionally, a reduction in pay based on a less than Fully Successful annual summary rating assigned prior to the beginning of a new Presidential administration is not subject to the moratorium.

## **RATING PROCESS**

### ***Initial Summary Rating***

The initial summary rating is the summary rating of the executive's performance made by the supervising official (normally the immediate supervisor) and provided to the Performance Review Board. The supervising official assigns an initial summary rating based on a comparison of the executive's performance with individual critical elements, performance standards, and requirements in the executive's performance plan.

In addition to balanced measures based on customer and employee perspective found in the performance plan, the agency's SES appraisal system also must require the consideration of performance appraisal guidelines as a factor when assigning an initial summary rating. Guidelines must be based upon assessments of organizational performance and provided by the oversight official to senior executives, rating and reviewing officials, PRB members, and appointing authorities at the conclusion of the appraisal period and before completion of the initial summary ratings.

**Appraisal of elements.** The executive must be appraised on each critical element in the performance plan, unless the executive has had insufficient opportunity to demonstrate performance on the element. The rating for each critical element depends on the degree to which the executive has achieved the performance requirement(s) for the element and met the performance standards. A brief explanation justifying the rating level selected, along with specific examples of accomplishments or failure, is desirable to communicate the basis for the supervising official's judgment and to support later steps in the process, particularly if the rating is below the Fully Successful level. The agency's appraisal system must include a mathematical method to derive an initial summary rating from the assessments/ratings on individual elements.

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**Consideration of interim ratings.** In preparing the initial summary rating, the supervising official must consider and appropriately factor in any interim summary rating prepared for an executive who changed positions during the appraisal period, any ratings on critical elements prepared for an executive on detail within the agency, and any appraisal information obtained on an executive detailed to another agency or outside organization.

**Discussion with executive.** There must be a discussion between the supervising official and the executive so that the official can review the appraisal with the executive, provide guidance and any necessary counseling, and receive feedback from the executive. The official should discuss and document areas for future emphasis or training and development.

**Proposed ratings.** An agency may elect to have proposed initial summary ratings considered by the next level supervisor to help ensure that appraisals are done in a uniform and equitable manner. Following this review, the supervising official would assign the official initial summary rating.

**Executive rights.** The executive must be given a copy of the official initial summary rating and advised of the right to respond in writing. The executive must also be advised of the right to request a higher level review of the rating, if such a review is not mandatory following the initial rating.

### ***Higher Level Review***

The agency's performance appraisal system or internal operational policy should specify when the higher level review is to take place and how the reviewer is to be determined. The reviewer must be at a higher organizational level than the supervising official, but not necessarily in the same organization. The reviewer should not be a member of the PRB or an official who participated in determining the initial summary rating. If agency policy requires all proposed initial ratings be reviewed by the next level supervisor, then the next level supervisor is considered to be involved in the initial rating process.

The higher level reviewer must be given a copy of any written response made by the executive regarding the initial rating. The agency may also provide the reviewer with additional information deemed relevant for conducting the review as outlined in the agency's policy. The review must precede action by the Performance Review Board, so that the Board will have the opportunity to consider the reviewer's comments in its deliberations.

An executive is entitled to only one higher level review during the rating process. Therefore, if agency policy provides for a mandatory higher level review of all initial ratings by an official who was not involved in the initial rating process, and if the executive was provided an opportunity to have his or her written comments on the initial rating considered by the reviewer, no further opportunity for higher level review is required unless agency policy so provides.

If a senior executive declines review by an agency-designated higher-level official, the agency may offer an alternative review by another higher-level official though it is not obligated to do so. The agency must document the executive's declination of the higher level review opportunity provided by the agency before offering an alternative review.

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When an agency cannot provide a review by a higher-level official because no such higher-level official exists in the agency (e.g., the agency head provided the initial summary rating, the higher-level reviewer position is vacant, etc.), the agency must offer an alternative review by an official the agency deems appropriate.

An official providing the higher level review or an alternative review is authorized to present the findings of the review and make recommendations, but not to change the initial summary rating. Copies of the reviewer's findings and recommendations must be provided to the executive, the supervising official who gave the initial summary rating, and the Performance Review Board. Although there is no statutory or regulatory requirement that the executive be given an opportunity to respond to the reviewer's findings and recommendations, agencies may want to permit a response, particularly if the reviewer recommends a lower summary rating than the initial rating.

### ***Annual Summary Rating***

The annual summary rating is the official final rating for the appraisal period assigned by the appointing authority (and may not be delegated to an official who does not have authority to make SES appointments), after considering 1) the initial summary rating, 2) any input from the executive or a higher level review, and 3) the recommendations of a Performance Review Board. Agencies should complete all steps in the rating process in time for the annual summary rating to be communicated to the executive in writing, including through the use of automated systems, normally no later than 3 months after the end of the appraisal period. Annual summary ratings should be based on an appraisal of both individual and organizational performance.

The annual summary rating shall be provided to the executive and the supervising official who made the initial summary rating. Review of the annual summary rating is subject to the following provisions:

- Under 5 U.S.C. 4312(d) and 5 CFR 430.309(d), there is no appeal of the annual summary rating.
- A career appointee may file a complaint with the Office of Special Counsel on any aspect of the rating process that the individual believes to involve a prohibited personnel practice.
- A career appointee who is removed from the SES as a result of the performance rating may request an informal hearing before the Merit Systems Protection Board on the removal.

An annual summary rating cannot be changed based on additional information obtained after the annual summary rating is issued to the executive. If the additional information the agency receives regarding the executive's performance has any bearing on his/her performance in the current appraisal period, it should be addressed appropriately and considered during the upcoming rating process.

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## **PERFORMANCE REVIEW BOARD (PRB)**

Each agency must establish one or more Performance Review Boards (PRB) to make recommendations to the appointing authority on the performance of executives (career, noncareer, and limited appointees), including recommendations on performance ratings, performance-based pay adjustments, and performance awards.

### ***Membership***

**Size.** Each PRB shall have three or more members appointed by the agency head or by another official or group (such as the Executive Resources Board) acting on behalf of the agency head.

**Composition.** PRB members must be appointed in such a manner as to assure consistency, stability, and objectivity in performance appraisal. One way to help achieve this objective is to include members from different organizational components, from both headquarters and the field, from different functional disciplines, etc. Agency heads are encouraged to consider diversity and inclusion in establishing their PRBs.

PRB composition can include all types of executives (e.g., noncareer appointees and military officials as well as career appointees) from both within and outside the agency. . OPM recommends that members of the PRB have at least a current Fully Successful performance rating, have applied agency appraisal systems effectively in their own organizations, possess a thorough knowledge and understanding of the agency appraisal system gained through experience and/or training, and occupy SES or equivalent positions.

**Career membership.** When reviewing appraisals and recommending performance-based pay adjustments or performance awards for career appointees, more than one-half of the membership of a PRB must be SES career appointees. SES members from other agencies may be used to meet this requirement when it cannot be met by using an agency's own career SES members. Exceptions to this requirement may be granted by OPM on receipt of a written request from the agency. However, since SES career executives from outside an agency may serve on PRBs, exceptions will be granted only in very rare circumstances.

**Small agencies.** Small agencies may find it beneficial to use an interagency PRB if desired.

**Publication.** Prior to serving on a PRB, the name of each PRB member must be published in the Federal Register. For large agencies, it may be beneficial to establish a PRB roster. An agency could appoint individuals to a PRB roster with multi-year membership terms, publish their names in the Federal Register, including the membership time period, and then establish specific PRBs from this roster.

### ***Procedures***

Each PRB reviews and evaluates the initial summary rating by the executive's supervisory official, the executive's written response (if any), and the written review of the initial summary rating by a higher-level executive, if such a review was made.

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The PRB must be provided and take into account when making recommendations appropriate assessment of organizational performance, as communicated by the oversight official through performance appraisal guidelines.

In its consideration, a PRB may obtain additional records and statements, and may call witnesses. The PRB may not review an initial summary rating to which the executive has not been given the opportunity to respond in writing, including through the use of automated systems.

The PRB should ensure that ratings adequately reflect consideration of both individual performance and the executive's contribution to organizational accomplishments. The PRB should attempt to achieve equity and consistency among the ratings of executives as well as the accuracy and fairness of individual ratings. Further, it should monitor ratings to ensure that they do not exceed the actual level of performance when compared against performance requirements and standards and to ensure the overall rating distribution generally reflects organizational performance.

PRB members may not be involved in deliberations involving their own appraisals, performance-based pay adjustments, and performance awards. Agencies may also, if they wish, exclude members from actions involving their own supervisors and subordinates. (An exception is when the member is called as a witness before the PRB.) A majority of remaining PRB members must be SES career appointees when acting on a career appointee's appraisal, performance-based pay adjustments, or performance award recommendation.

### ***Recommendations to the Appointing Authority***

The PRB must make a written recommendation, including through the use of automated systems, concerning an executive's annual summary rating and performance-based pay adjustments to the appointing authority. A written justification to accompany the recommendation is desirable when the PRB does not concur with the initial summary rating, or when the record shows employee or reviewing official disagreement with the initial summary rating.

The PRB must make recommendations concerning individual pay adjustments in accordance with 5 U.S.C. 5382 and for performance awards for career appointees whose recommended annual summary rating is Fully Successful or higher, in accordance with 5 U.S.C. 5384(c).

## **USING APPRAISAL AND RATING INFORMATION**

The annual summary rating, and the appraisal information on which it is based, shall be used as a basis for making decisions in the following situations, as indicated.

### ***Pay Adjustments***

Under 5 U.S.C. 5382, each senior executive shall be paid at one of the rates within the SES pay range based on individual performance, contribution to the agency's performance, or both, as determined under a rigorous performance management system. [See Chapter 4, SES Pay, Adjusting Individual Pay Rates]

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***Performance Award***

Under 5 U.S.C. 5384, a career appointee who has a Fully Successful rating or higher is eligible for a performance award. [See Chapter 6, Awards, Performance Awards]

***Performance Removals***

If the annual summary rating is less than the Fully Successful level, the agency must take the personnel actions required by 5 U.S.C. 4314(b) as follows:

- The executive must be reassigned or transferred to another position within the SES, or removed from the SES, for one Unsatisfactory rating.
- The executive must be removed from the SES for two Unsatisfactory ratings in a 5-year period.
- The executive must be removed from the SES for two less than Fully Successful ratings (Unsatisfactory or Minimally Satisfactory) in a 3-year period.

The agency must provide assistance in improving performance for those executives retained in the SES. This may include formal or on-the-job training, counseling, or closer supervision.

The agency must inform the executive of the effect of any personnel action being taken. If the executive is being retained in the SES, he or she should be advised of the effect of another less than Fully Successful rating.

***Reduction in Force***

Under 5 U.S.C. 3595(a), the determination of who shall be removed from the SES in a RIF is made primarily on the basis of performance ratings received under the appraisal system. [See Chapter 9, Reduction in Force.]

***Executive Development***

Under 5 CFR 412.401(a), each agency must establish a program(s) for the continuing development of its senior executives in accordance with 5 U.S.C. 3396(a). Such agency programs must include preparation, implementation, and regular updating of an Executive Development Plan (EDP) for each senior executive. Using input from the performance evaluation cycle, EDPs should be reviewed annually and revised, as appropriate, by an ERB or similar body designated by the agency to oversee executive development. [See Chapter 7, Executive Development.]

***Other Actions***

Performance is to be considered in making decisions about pay adjustments, rewarding, retaining, removing, and training and development activities, but other factors may also be considered as appropriate (e.g., the qualifications of the executive and the needs of the agency in a reassignment decision).

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## **OTHER GUIDANCE**

### ***USERRA***

Appraisal law and regulations require appraising executives at least annually and USERRA requires the agency to treat the executive as if he or she never left the agency. When no current rating is available, agencies must find another method, such as a carryover or modal rating, to serve as a basis for granting pay adjustments. (See Chapter 4 for information on SES pay).

### ***Timing of Rating***

Agencies should complete all the steps in the rating process in time for the annual summary rating to be communicated to the executive in writing, including through the use of automated systems, normally within 3 months of the end of the appraisal period.

### ***Distribution of Ratings***

An agency may not prescribe a distribution of levels of ratings for executives. Agencies must avoid any policies or practices that would lead to pre-determined ratings/a forced distribution.

### ***Communication of System Application Results***

Agencies must communicate to executives in writing, including electronic communication, the results of the previous appraisal period (i.e. overall ratings distribution, average pay adjustments, and average performance award for each rating level). Where such communication might compromise individual performance information, it is acceptable to communicate only the average rating, pay increase, and award. In extremely small organizations (less than 5 executives), this requirement may be waived. Such action is likely to promote confidence in the fairness of the process and is one of the certification criteria.

### ***Documentation and Records***

Individual PRB members and the appointing authority may document their recommendations and actions by signing the appraisal form of each executive, but this is not required as long as other adequate means are used. For example, it would be permissible for the Executive Secretary or the Chairman of the PRB to sign off for the Board on its written recommendations to the appointing authority and to indicate the action of the appointing authority on the annual summary rating (e.g., if the appointing authority approves the PRB recommendations as a group). If the annual summary rating does not actually appear on the appraisal form, documentation of the action should be attached to the form.

Agencies must retain SES annual summary ratings and the performance plans on which they are based for at least 5 years from the date the annual summary rating is issued. [See 5 CFR part 293 and OPM's Guide to Personnel Recordkeeping]

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## **PERFORMANCE APPRAISAL CERTIFICATION FOR PAY PURPOSES**

The statutes and regulations requiring agencies to implement a pay-for-performance system and apply a higher aggregate compensation limitation to senior executives or senior professionals implement significant features of a Federal compensation system that give the highest pay to agencies' highest performing employees. In order to access the flexibilities offered by these statutes and regulations, agencies must first obtain certification from OPM, with OMB concurrence, of their applicable performance appraisal system(s) under subpart D of 5 CFR part 430. An Office of Inspector General must obtain certification of its SES performance appraisal system separately from the agency SES system.

Certification may be granted for a period not to exceed 24 months beginning on the date of certification, unless extended by the Director of OPM for up to 6 additional months (this request is granted in limited circumstances such as when an agency has requested approval of its adoption of the Basic SES Appraisal System). Only one extension may be granted for a single certification period. Generally, the length of the period for which certification is granted will be determined by the degree to which the agency submission meets the criteria for certification. To assist in preventing a lapse in certification, an agency under the Basic SES Appraisal System should submit its request for certification 3 months prior to the expiration of its current certification. Other agencies using agency-designed SES appraisal systems should submit their requests for certification 6 months prior to the expiration of their current certification.

### ***Pay Limitations***

An agency may set the rate of basic pay for a senior executive or senior professional covered by a certified appraisal system at a rate that does not exceed the rate for level II of the Executive Schedule and must limit aggregate compensation in a calendar year to the Vice President's salary. An agency that does not have a certified appraisal system may set the rate of basic pay for a senior executive or senior professional at a rate that does not exceed the rate for level III of the Executive Schedule and must limit aggregate compensation in a calendar year to the rate for level I of the Executive Schedule. (See Chapter 4 for information on SES pay and Chapter 12 for information on SL/ST pay.)

## **CERTIFICATION PROCESSES**

Certification regulations contained in 5 CFR 430 Subpart D require performance appraisal systems for SL/ST and SES employees to meet the same certification criteria (see Certification Criteria section below). The processes used by OPM to review systems' compliance with those requirements differ based on the type of system for which certification is requested. Meaningful distinctions in performance must be accomplished through an agency's performance system for both SES and SL/ST employees. Additionally, systems must ensure pay differentiation, so that SES or SL/ST employees who have received the highest performance ratings also receive the largest corresponding pay adjustments, performance awards, and levels of pay, separately.

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### ***Streamlined SES Certification Process***

Since the design of the Basic Appraisal Systems (SES and SL/ST) meets all certification criteria, OPM and OMB only need to review the implementation and application of the system, reducing the amount of documentation required to be submitted to OPM for certification. Under the revised process, Performance Distinctions, Pay Differentiation, and Aligned Results (merging the former *Alignment* and *Results* criteria), are assessed by OPM and OMB. Agencies verify Organizational Assessment and Guidelines, Oversight, and Communication of System Application Results (previously included in *Evidence of Training*) with a provision for OPM spot check after the agency's initial submission under the revised process. *Consultation, Accountability, Balance, and Training* are no longer reviewed for certification purposes since these have been incorporated into the Basic Appraisal systems and are well established and incorporated practices within agencies' performance culture.

### ***SES and SL/ST Performance Appraisal Assessment Tool (PAAT)***

Agencies using their own OPM-approved appraisal system (different from the Basic SES or SL/ST Appraisal System) must request system certification using the Senior Executive Service Performance Appraisal Assessment Tool (SES PAAT) and/or the Senior-level (SL) and Scientific or Professional (ST) PAAT, as appropriate.

## **CERTIFICATION CRITERIA**

To obtain certification, agencies must demonstrate that their appraisal system(s), as designed and applied, makes meaningful distinctions based on relative performance and meets the certification criteria below.

### ***Aligned Results***

OPM requires measurable results and alignment for each performance requirement of the Results Driven critical element. Performance expectations must be derived from/aligned with the agency's mission, strategic goals, program/policy objectives, and/or annual performance plan. Alignment should be clear and transparent so that senior executives understand how their performance aligns with organizational goal achievement and can be cascaded to their subordinates to ensure alignment of their performance as well. The performance requirements for individual senior executives must —

- apply to their respective areas of responsibility;
- reflect expected agency and/or organizational outcomes and outputs, performance targets or metrics, or policy/program objectives;
- identify specific programmatic crosscutting, external, and partnership-oriented goals or objectives;
- include quality indicators and generally include other performance measures such as quantity, timeliness, cost savings, manner of performance, or other factors; and
- be stated in terms of observable, measurable, and/or demonstrable results.

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For agencies **not** using the Basic SES or SL/ST Appraisal System, the threshold to meet this criterion in member performance plans is crediting measurable results as at least 60 percent of the summary rating.

For agencies using the Basic SES or SL/ST Appraisal System, all performance requirements for the Results-Driven element must be written in terms of measurable results.

### ***Consultation***

Agencies must consult an executive in the development of his or her performance requirements. These performance requirements must be communicated to the executive at the beginning of the appraisal period and/or at appropriate times thereafter. For agencies using the Basic Appraisal System(s), this criterion is no longer reviewed for certification purposes.

### ***Balance***

Individual performance expectations must include measures of customer/stakeholder and employee perspectives and feedback, and leadership competencies or behaviors that contribute to and are necessary to distinguish outstanding performance, including two-way communication with customers and with employees. For agencies using the Basic Appraisal System(s), this criterion is no longer reviewed for certification purposes.

### ***Organizational Assessments and Guidelines***

The appraisal system must provide for appropriate assessments of an agency's performance. Such assessments may include reports of the agency's success in achieving its goals or annual organizational performance plans and targets. The appraisal system must also provide for individual performance evaluation guidelines based, in part, upon the assessments. Agencies must communicate the assessments and guidelines to senior executives and senior professionals, rating and reviewing officials, PRB members, and appointing authorities at the conclusion of the appraisal period, but before individual performance ratings are recommended, so they may serve as a basis for individual performance evaluations. Agencies should involve their Performance Improvement Officers when developing these assessments and guidelines. For agencies using the Basic Appraisal System(s), this criterion will be assessed by the agency with appropriate documentation provided to OPM as instructed.

### ***Oversight***

The appraisal system must provide for oversight by the designated individual who certifies that 1) the appraisal process makes meaningful distinctions based on relative performance; 2) the results of the appraisal process take into account the agency's organizational performance assessment; and 3) pay levels and adjustments and performance awards based on the results of the appraisal process accurately reflect individual performance and/or contribution to agency performance.

The oversight official provides a centralized review and assurance that the performance appraisal system is functioning as designed throughout the organization.

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Agencies should review the delegations of authority or other appropriate sources of assigned responsibilities to determine which official has been assigned these duties. Agencies are responsible for checking to see that the official has performed the assigned duties in a manner that ensures the appraisal requirements have been met. For agencies using the Basic Appraisal System(s), this criterion will be assessed by the agency with appropriate documentation provided to OPM as instructed.

### ***Accountability***

For supervisory senior executives and senior professionals— performance plans must include a critical element that holds them accountable for aligning subordinate performance plans with organizational goals and the rigor with which they appraise subordinate employees. For agencies using the Basic Appraisal System(s), this criterion is no longer reviewed for certification purposes.

### ***Performance Distinctions***

For agencies not using the basic SES appraisal system, the appraisal system must include summary rating level of performance that comply with the system standards in 5 CFR 430.305. For agencies using the basic SES appraisal system, this is incorporated into the system design. The system must result in meaningful distinctions among ratings based on relative performance. Agencies need to justify their rating distribution using organizational performance.

### ***Pay Differentiation***

The appraisal system must support pay differentiation so that those senior executives and senior professionals who have demonstrated the highest level of performance and/or contribution to the agency's performance receive the highest annual summary ratings and the largest corresponding pay adjustments, performance awards, and levels of pay, particularly above the rate for level III of the Executive Schedule. OPM reviews agency pay policies to understand the association between individuals' ratings and their performance pay (i.e., pay adjustments and performance awards). Time-off awards may not be used to demonstrate pay differentiation.

### ***Other Requirements***

OPM, with OMB concurrence, will certify only those agency performance appraisal systems that comply with relevant laws and regulations.

OPM requires agencies to train senior executives and senior professionals on the policies and operation of their performance appraisal and pay systems as well as communicate the results of the previous appraisal period (i.e., overall ratings distribution, average pay adjustments, and average performance awards for each rating level, as applicable). Agencies with a small number of senior employees should keep in mind that they may not disclose ratings for individuals, or pay or award amounts that would reveal the recipient's rating.

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Agencies must provide OPM with ratings, pay and awards data for their senior executives and senior professionals in accordance with the annual data call and at any other time as requested to support a certification request. OPM may also request an agency provide other additional information, as needed.

### **GAP IN CERTIFICATION**

If an agency's appraisal system certification expires (e.g., due to late submission, incomplete documentation, or a need for corrections), the agency will experience a gap in authority to apply the higher maximum rate of pay and higher aggregate limit. Once certification expires, the agency cannot set or adjust a senior executive's or senior professional's pay at a rate that exceeds level III of the Executive Schedule. (The rate of basic pay of a senior executive or senior professional that is above level III is not reduced upon expiration of certification.) Additionally, the agency must limit aggregate compensation received by a senior executive or senior professional to the rate for level I of the Executive Schedule.

OPM, with OMB concurrence, will grant an agency certification again when the agency has demonstrated it meets the certification criteria.

### **SUSPENSION OF CERTIFICATION**

When OPM determines that an agency's certified appraisal system is no longer in compliance with certification criteria, OPM, with OMB concurrence, may suspend the agency's certification. OPM will notify the head of the agency at least 30 calendar days in advance of the suspension and the reason(s) for the suspension, as well as any expected corrective action. OPM, with OMB concurrence, may reinstate an agency's suspended certification after the agency has taken appropriate corrective action.

Upon receiving a notice of suspension and until certification is reinstated, the agency cannot set a senior employee's pay at a rate that exceeds level III of the Executive Schedule. (The rate of basic pay of a senior employee that is above level III is not reduced upon suspension of certification. See Chapter 4, Restrictions on Reducing Pay.) Additionally, the agency must limit aggregate compensation received by a senior employee to the rate for level I of the Executive Schedule.

An agency's certification is automatically suspended when OPM withdraws performance appraisal system approval or mandates corrective action. Upon an agency's compliance with mandated corrective action(s), OPM may reinstate the certification of an appraisal system that had been automatically suspended. Reinstatement of a suspended certification does not alter the certification's original expiration date.

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## **CHAPTER 6: AWARDS**

**STATUTE: 5 U.S.C. 4501 - 4509 and 5384**

**REGULATIONS: 5 CFR Parts 451 and 534, Subpart D**

The law authorizes the granting of special recognition, awards, and incentive payments to members of the SES to help attract, retain, recognize, reward, and motivate highly competent executives. These payments and forms of recognition include: agency performance awards; Presidential Distinguished and Meritorious Rank Awards; and other forms of recognition. Only career appointees are eligible for rank and performance awards.

### **CHAPTER NOTE**

#### ***Awards Guidance on Spending Limitations***

For FY 2017, agencies must limit their aggregate spending on agency awards for SES members and SL/ST employees, in accordance with Executive Order (EO) 13714, – “Strengthening the Senior Executive Service (SES)” (<https://www.whitehouse.gov/the-press-office/2015/12/15/executive-order-strengthening-senior-executive-service>), issued on December 15, 2015, which OPM and OMB further clarified in guidance issued August 12, 2016 (<https://www.whitehouse.gov/sites/default/files/omb/memoranda/2016/m-16-22.pdf>).

Agencies must limit total awards spending on the following categories of awards:

- **SES individual rating-based performance awards:** Agencies may spend up to 7.5 percent of the aggregate salaries of their career executives at the end of the previous fiscal year on individual rating-based performance awards for career members of the SES.
- **SL/ST individual rating-based performance awards:** Agencies may spend up to 7.5 percent of the aggregate salaries of their SL/ST employees in career, career-conditional, or equivalent positions in the excepted service at the end of the previous fiscal year on individual rating-based performance awards for those SL/ST employees.
- **SES individual contribution awards:** Agencies may spend up to 1.0 percent of the aggregate salaries of their career executives at the end of the previous fiscal year on individual contribution awards (e.g., special act awards) that are paid throughout the fiscal year for career members of the SES.
- **SL/ST individual contribution awards:** Agencies may spend up to 1.0 percent of the aggregate salaries of their SL/ST employees in career, career-conditional, or equivalent positions in the excepted service at the end of the previous fiscal year on individual contribution awards (e.g., special act awards) that are paid throughout the fiscal year for those SL/ST employees.

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[NOTE: This guidance limits awards spending calculations to the aggregate salaries of SES career and SL/ST career-type appointments based on the prohibition on discretionary payments to political appointees in the August 2010 Presidential Memo and the ban on awards under 5 U.S.C. chapter 45 during the Presidential election period (June 30 to January 20.)]

Agencies should allocate awards made under the new recommended limit to be able to reward and retain more top performers by:

- providing substantial monetary awards for the very best SES and SL/ST performers; and
- allowing more variance of award amounts among rating levels, which is a common attribute of pay-for-performance systems.

In addition, The President's August 3, 2010, memorandum freezing discretionary awards, bonuses, and similar payments for political appointees continues, as communicated in the memorandum posted on the CHCOC Website (<https://www.chcoc.gov/content/guidance-freeze-discretionary-awards-bonuses-and-similar-payments-federal-employees-serving>). Prohibitions on awards during a Presidential election period are also in effect June 1, 2016, to January 20, 2017.

## GENERAL INFORMATION AND COMPARISON OF SES AWARD PROGRAMS

### *The Award Programs*

The three SES award programs are—

- Performance Awards;
- Presidential Rank Awards; and
- Other Awards

Agencies should develop written pay and awards policies that incorporate policies for all three SES award programs.

### ***Relationship Among Award Programs***

Performance awards and Presidential Rank Awards both recognize overall high-level performance by SES career appointees.

SES performance awards reflect performance over a single appraisal period while rank awards are based upon service over an extended period of time. A single Outstanding performance rating does not justify a rank nomination, but it may justify a performance award. Conversely, an unbroken record of Outstanding ratings over a period of years suggests that an individual may be a candidate for a rank award whether or not the individual has received a performance award each year.

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**Performance Awards.** Recognizes high quality performance during a 1-year appraisal period. Career SES members are eligible with Fully Successful performance ratings or higher. There is no specific numerical limitation in law on the number of awards that may be given by an agency. The supervisor nominates, the agency Performance Review Board (PRB recommends, and the agency head or designee decides. SES performance awards are 5 to 20 percent of the SES member's base salary; payment is a lump sum. If the amount brings total compensation for the calendar year (CY) over the Vice President's pay for executives covered by a certified appraisal system or over the rate of pay for Executive Schedule level I for executives not covered by a certified appraisal system, the excess is rolled over to the next CY.

**Presidential Rank Awards.** Recognizes sustained extraordinary accomplishment (Distinguished) or sustained accomplishment (Meritorious) over at least 3 years as SES or equivalent. (Service does not have to be all in same agency.) To be eligible, an executive must have at least 3 years of career or career-type Federal civilian service at the SES level, currently hold a career appointment in the SES, and be an employee of the nominating agency on OPM's nomination date. An executive cannot receive the same rank award within 4 fiscal years following receipt of that award. The agency head nominates, the OPM Director recommends (assisted by outside panels), and the President selects. For a Distinguished Rank Award, the SES member receives 35 percent of his/her annual basic pay, a gold lapel pin, and a Presidential certificate. For a Meritorious Rank Award, the SES member receives 20 percent of his/her annual basic pay, a silver lapel pin, and a Presidential certificate. Payment is made in a lump sum and is subject to the applicable aggregate pay limitation (same as the performance awards). There are Governmentwide limitations on the number of SES members who can receive Presidential Rank Awards each year. Only 1 percent of the career SES members can receive the Distinguished Rank and five percent of the career SES members can receive the Meritorious Rank.

**Other Awards.** Other forms of recognition are available to recognize a single, significant act or contribution that is not tied to overall performance. Examples include suggestion, invention, superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of Government operations or achieves a significant reduction in paperwork or a special act or service in the public interest in connection with/related to official employment. Unless otherwise restricted by a Presidential Administration, all SES members are eligible.

There are no numerical limitations in law. The process for these awards is determined by the agency in accordance with OPM regulations. Awards can be monetary, honorary, or informal recognition. The agency approves up to \$10,000; OPM approves up to \$25,000; and the President approves any higher amount. Payment is a lump sum and is subject to the applicable aggregate pay limitation (the same as for the performance and rank awards).

[**Note:** See previous information regarding spending limitations.]

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### ***Appropriate Use of Other Awards***

An award may be used to recognize a contribution (e.g., service on a task force, accomplishment on a detail to other duties, or an extraordinary effort on a project not anticipated in the employee's annual performance plan) or a scientific achievement that may have culminated after a significant period of time. These other forms of recognition should be considered for SES members only in those limited circumstances where a performance award would not be appropriate.

Receiving one of these forms of recognition does not bar an executive from receiving a performance award, or vice versa. Each award must be judged on its own merits and commensurate with the contribution it is recognizing. However, agencies should give careful consideration before granting both a performance award and another award to an SES member during the same year.

Given the sensitivity associated with executive awards, agencies should carefully document the reasons for any award to make clear that it is not being given in lieu of a performance award or in addition to an award that already recognized the same accomplishment.

### ***Paying for Awards***

Except as otherwise authorized by law, the cost of awards to SES members must be borne by the agencies in which they are employed. Because Presidential Rank Awards and performance awards occur on an annual basis and are a significant part of executive compensation, it is important that each agency budget for the resources necessary for their payment.

If a career SES appointee transfers to a new agency after receiving an annual summary rating but before his/her performance award is paid out, the losing agency may still pay the award to the executive. Payment procedures should be coordinated between the losing and gaining agencies.

### ***Presenting Awards***

Agencies are encouraged to have the agency head or other high ranking official present awards at an appropriate ceremony recognizing the contributions recipients made to the agency and to publicize the awards to the workforce as well as outside the agency. Agencies may fund travel for an employee and a guest to receive an award at a major award ceremony (e.g., Presidential Rank Awards) under the conditions in Comptroller General decision B-233607 (October 26, 1989).

### ***Documentation***

Agencies should document Presidential Rank Awards on an SF 50 and file it on the right side of the Official Personnel Folder (OPF). Agencies must document SES performance awards and other awards but OPM does not require an SF 50, and agencies may not file these awards on the right side of the OPF. [See OPM's Guide to Processing Personnel Actions, Chapter 29.]

### ***Reporting Requirements***

While OPM approval is not required before payment, there is a reporting requirement.

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Agencies must submit a report of their final distribution of performance ratings and performance awards to OPM in accordance with instructions in OPM's annual data call.

## **PERFORMANCE AWARDS**

**STATUTE: 5 U.S.C. 5384**

**REGULATIONS: 5 CFR 534.405**

Performance awards recognize and reward excellence of career appointees over a one-year performance appraisal period.

### ***Eligibility***

To be eligible for an SES performance award, the individual must be—

- an SES career appointee as of the end of the performance appraisal period and have at least a Fully Successful rating as the most recent annual summary rating;
- a former SES career appointee who elected to retain award eligibility under 5 CFR part 317, subpart H
- a reemployed annuitant with an SES career appointment; or
- an individual who is no longer in the SES at the time the performance award decision is made, but who was an SES career appointee at the end of the appraisal period.

A career SES appointee on detail to another agency is eligible in his/her official employing agency (i.e., the agency from which detailed).

### ***Restrictions***

To be recognized with an SES performance award, service must have been performed under an SES career appointment and must have been for no less than the agency's minimum appraisal period. If an individual has served less than a full year as an SES career appointee, the agency may take this into account in determining the amount of the award; however, an SES performance award may not be less than 5 percent of the individual's SES rate of basic pay as of the end of the performance appraisal period.

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***Award Pool***

The total amount of SES performance awards an agency pays during a fiscal year may not exceed the greater of—

- 10 percent of the aggregate amount of basic pay for SES career appointees in the agency as of the end of the fiscal year before the fiscal year in which the award payments are made. (For example, if the payments are made in September 2017 (FY 2017), the pool is calculated as of September 30, 2016 (end of FY 2016). However, if the payments are made in November 2017 (FY 2018), the pool is calculated as of September 30, 2017 (end of FY 2017)); or
- 20 percent of the average annual rates of basic pay to career SES appointees as of the end of the fiscal year before the fiscal year in which the performance award payments are made.

The salary of a former SES career appointee who elected to retain award eligibility under 5 CFR 317 subpart H is included in calculating the pool. If the level of basic pay of the individual is higher than the maximum rate of basic pay for the applicable SES rate range, the maximum rate of that SES rate range is used for crediting the agency award pool and calculating the award amount the individual may receive.

The salary of a career appointee who is on detail to another agency is included in calculating the pool of the agency from which the appointee is detailed. If the appointee is on a reimbursable detail, the agency to which the appointee is detailed may reimburse the employing agency for some or all of any award, as agreed upon by the two agencies; but the reimbursement does not affect the pool of either agency.

***Number and Amount of Individual Awards***

An agency may determine the number of executives who receive performance awards and the amount of each award, based on the dollars available in the pool and the guidelines below.

**Number of Awards.** The law does not intend that the maximum number of eligible executives necessarily receive awards. Performance awards are intended to be given only when there is a clear demonstration they are merited by performance. Awards are not to be used merely as supplements to basic pay and agencies should avoid giving awards on a rotational basis (e.g., giving half of their SES members a performance award one year and the other half a performance award the next year). Agencies rating executives above Fully Successful would be expected to pay performance awards to at least some of those executives, based on the criteria established in their agency pay plans.

**Amount of Awards.** A performance award may not be less than 5.0 percent or more than 20.0 percent of the appointee's SES rate of basic pay as of the end of the appraisal period [5 CFR 534.405(c)]. These percentages may not be rounded (i.e., the award amount may not be less than 5.0 percent or more than 20.0 percent).

An individual may not voluntarily agree to accept an SES performance award of less than 5 percent.

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For performance award purposes, basic pay includes the salary of a career SES member who receives critical position pay. If the executive's pay exceeds the agency's maximum SES rate, the amount credited to the bonus pool and the minimum (5.0%) and maximum (20.0%) should be calculated based upon the agency's maximum SES rate (EX-III or EX-II, as applicable).

If a former SES career appointee elects to retain award eligibility under 5 CFR part 317, Subpart H, and the individual's basic pay is higher than the maximum rate in the agency's SES pay range, the agency will use its maximum SES pay rate in crediting the agency award pool [5 CFR 534.405(a)(2)(i)].

### ***Award Determinations***

When making recommendations on a performance award, a PRB must be composed of a majority of career SES members, unless OPM has approved a waiver [5 CFR 534.405(a)(3)]. The agency head (or designee) must consider PRB recommendations, but he or she has the final authority as to who receives a performance award and the amount of the award [5 CFR 534.405(a)(4)].

### ***Payment Procedures***

Awards are paid in lump sums. Payments are not subject to retirement, health benefits, or life insurance deductions, nor are they included in the "high-three" average pay computation for retirement benefits or in basic pay for thrift savings plan computations. Payments are subject to income tax withholding, and are subject to FICA tax withholding if the individual is in FERS or CSRS Offset.

Awards are subject to the EX-I aggregate pay limitation for a calendar year for executives not covered by a certified appraisal system. For employees covered by a certified appraisal system, awards are subject to an aggregate pay limitation equal to the Vice President's salary. If the full award cannot be paid because of the ceiling, the excess amount is carried over and paid at the beginning of the next calendar year. However, the full award is charged against the agency award pool for the fiscal year in which the initial payment was made. For example, if an executive received a performance award of \$15,000 in FY 2016 (e.g., August 2016), but \$1,000 could not be paid until the beginning of CY 2017, that \$1,000 counts against the executive's applicable CY 2017 aggregate pay limitation; but the full \$15,000 is charged against the agency's FY 2016 award pool.

[**Note:** Agencies should pay performance awards generally within 5 months following the end of the applicable appraisal period.]

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## PRESIDENTIAL RANK AWARDS

**STATUTE: 5 U.S.C. 4507**

**REGULATIONS: 5 CFR 451, Subpart C**

### *Rank Award Descriptions*

The Presidential Rank Award (PRA) recognizes and rewards career Senior Executive Service (SES) members and Senior Career Employees (Senior-level (SL) and Scientific and Professional (ST)) who have demonstrated exceptional performance over an extended period of time. There are four types of rank awards:

The *Distinguished Executive Rank Award* is given for “sustained extraordinary accomplishment” to no more than one percent of the career SES members Governmentwide. The award includes a lump-sum payment of an amount equal to 35 percent of annual basic pay, a distinctive gold lapel pin, and a framed certificate signed by the President.

The *Meritorious Executive Rank Award* is given for “sustained accomplishment” to no more than five percent of the career SES members Governmentwide. The award includes a lump-sum payment of an amount equal to 20 percent of annual basic pay, a distinctive silver lapel pin, and a framed certificate signed by the President.

The *Distinguished Senior Professional Rank Award* is given for “sustained extraordinary accomplishment” to no more than one percent of the senior career employees Governmentwide. The award includes a lump-sum payment of an amount equal to 35 percent of annual basic pay, a distinctive gold lapel pin, and a framed certificate signed by the President.

The *Meritorious Senior Professional Rank Award* is given for “sustained accomplishment” to no more than five percent of the senior career employees Governmentwide. The award includes a lump-sum payment of an amount equal to 20 percent of annual basic pay, a distinctive silver lapel pin, and a framed certificate signed by the President.

### *Eligibility*

#### **SES Career Appointees – Distinguished and Meritorious Ranks**

Nominees must —

- hold a career appointment in the SES;
- be an employee of the nominating agency; and
- have at least 3 years of career or career-type Federal civilian service at the SES level. Service does not have to be continuous. Qualifying service includes career or equivalent appointments in the SES, Senior Foreign Service, and the Defense Intelligence Senior Executive Service, and other SES-equivalent systems (e.g., FBI/DEA SES). Appointments not qualifying include noncareer, limited term and limited emergency SES appointments, and senior-level (SL) or scientific and professional (ST) appointments.

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A reemployed annuitant who holds a career appointment or an executive with a part-time or intermittent work schedule is eligible as long as the individual meets the other criteria for nomination. However, agencies are advised to carefully consider whether such a nomination would be in the best interests of the agency and the program, in view of the limitation on awards that can be given.

An individual who leaves the SES after being nominated (e.g., retires, resigns, or takes a position outside the SES), but before being approved by the President, remains eligible unless the agency withdraws the nomination. An individual also remains eligible posthumously.

A Presidential Rank Award nominee remains eligible for the rank award even if the individual leaves the nominating agency:

- If the individual is selected as a finalist, the original nominating agency continues to have authority to award the individual after the individual leaves the agency and is responsible for paying the full amount to the individual.
- The nominating agency can withdraw the nomination of the individual at any time during the process, however, should the nominating agency allow the individual to continue through the process, OPM recommends the nominating agency contact the new agency to verify that the individual is still deserving of the award and that there are no issues that would cause embarrassment to the President or Administration, if the individual is selected.
- If the nominating agency withdraws its nomination that ends the individual's consideration for a rank award for that fiscal year.

Appointed employees in PAS Executive Schedule positions may **not** receive incentive awards, including Presidential Rank Awards, according to 5 U.S.C. 4509. However, PAS employees who were career Senior Executives and elected to retain their SES eligibility, remain eligible for rank awards [5 U.S.C. 3392]. Please use caution with these nominations, since Congress expressed concern about Executive Schedule awards and President Obama froze discretionary payments for political appointees.

Section 5 of the Inspector General Reform Act of 2008 (Pub. L. 110-409) provides that an Inspector General of an establishment or a designated Federal entity may not receive any cash award or cash bonus, including a Presidential Rank Award. Other SES members in IG offices are eligible for performance and other awards, including the Presidential Rank Awards. Under Pub. L. 110-409, SES IG office members other than the IG may be nominated for rank awards by the Council of the Inspectors General on Integrity and Efficiency established under the Act.

### **Senior Career Employees (SL/ST) - Distinguished and Meritorious Ranks**

Nominees must—

- hold a career appointment in an SL or ST position;
- be an employee of the nominating agency;
- have at least 3 years of career or career-type Federal civilian service above GS-15 or equivalent. Service does not have to be continuous.

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- Qualifying service does not include appointments that are time limited, or appointments to positions that are excepted from the competitive service because of their confidential or policy-making character.

### ***Restrictions***

The recipient of either a Distinguished or Meritorious Rank Award may **not** receive the same category of award again during the 4 fiscal years following the one for which the award is given. (For example, if an individual received a meritorious award in FY 2011, he or she is not eligible for another meritorious award until FY 2016.) However, there is no restriction on receiving one of the two categories (i.e., either Distinguished or Meritorious) of rank award and subsequently receiving the other category of rank award at a closer interval. There is no requirement that an individual receive a meritorious award before receiving a distinguished award.

An individual may receive both a rank award and a performance award during the same calendar year.

### ***Nomination Criteria***

**SES career appointees** are nominated and evaluated on the following criteria:

1. Program Results
2. Executive Leadership

**Senior Career Employees (Senior-level (SL) and Scientific and Professional (ST))** are nominated and evaluated on the following criteria:

1. Program Results
2. Stature in Professional Field

Specific examples are requested for each criterion cited showing how the nominee has demonstrated qualities of strength, leadership, integrity, industry, and personal conduct of a level that has established and maintained a high degree of public confidence and trust.

Although nominees will come from professional fields too diverse to permit a common definition of unusual accomplishment, their contributions will clearly have to greatly exceed simply “doing the job well.” These awards carry significant prestige — they are **not** to be proposed simply to recognize long and faithful service.

### ***Nomination and Selection Procedures***

**OPM call.** OPM issues an annual call for rank award nominations. The current criteria and deadline for submitting nominations are stated in the call. The call letter also includes nomination forms.

**OPM and Review Boards.** Review boards composed of private citizens, (normally from outside the Government), are established to assist the Director in reviewing and ranking nominations from agencies. OPM also conducts a background inquiry and criminal records check to verify the qualifications and suitability of nominees recommended by the boards for distinguished and meritorious rank.

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After the completion of the review boards, background inquiries, and records checks such as: federal taxes, Inspector General's complaints, EEO or equivalent related issues, and criminal records, the Director of OPM recommends candidates to the President for a final decision.

Nominees are considered on the basis of relative merit Governmentwide and not on the basis of agency size or number of submissions.

**Agency withdrawals.** Heads of Agencies may withdraw a nomination at any time during the process, up until the time of the President's final decision.

**Presidential action.** The President makes the final selections from the nominees recommended by the Director of OPM. Agencies must wait for OPM authorization to make external announcements of award recipients and to hold internal recognition ceremonies.

### ***Award Payment Procedures***

The award is paid by the recipient's agency as a lump-sum payment, in addition to basic salary. It is not subject to retirement, health benefits, or life insurance deductions. It is not included in the "high three" average pay computation for retirement benefits or in basic pay for thrift savings plan computation. The payment is subject to income tax withholding as well as FICA tax withholding if the individual is in FERS or CSRS Offset.

Awards are subject to the applicable aggregate limitation on pay for a calendar year. (See Chapter 4, Aggregate Limitation on Pay.)

Agency payment of ceremonial expenses in connection with the actual presentation of awards is authorized under 5 U.S.C. 4503.

### ***Tips for Writing Nominations***

Based on feedback we receive from board members as they review agency cases, here is some advice on preparing agency nominations for Presidential Rank Awards. In general, board members are impressed by the professionalism and accomplishments of the executives. However, there are some things that you can do to strengthen the case for your nominees.

- Avoid acronyms and "bureaucrat speak." Most PRA board members have not worked in a Federal environment and some are turned off by overly bureaucratic language. Be direct, be clear.
- Avoid broad statements. Describe how the nominee's **actions** led to specific **results**.
- Show the nominee's performance was exceptional and sustained. Board members give low scores to individuals who were "just doing their job."

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## OTHER AWARDS

**STATUTE: 5 U.S.C. 4501-4503, 4505, 4508, 4509**

**REGULATIONS: 5 CFR Part 451, Subpart A**

Under chapter 45 of title 5, agencies may grant cash, honorary, or informal recognition awards, or grant time off without charge to leave or loss of pay to SES members, individually or as a member of a group to recognize the following:

- a suggestion, an invention, superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of Government operations, or achieves a significant reduction in paperwork; or
- a special act or service in the public interest in connection with or related to official employment.

It is recommended the agency Office of White House Liaison be consulted prior to processing awards for noncareer SES members.

**Movement to an SES appointment.** If permitted by agency policy, SES members can use a time off-award received prior to their SES appointment. However, they may not receive compensation in lieu of the time-off award.

### *Eligibility*

In general, SES appointees of all types may receive other awards under chapter 45 under circumstances that warrant recognition. However, this general eligibility is subject to specific restrictions imposed based upon other applicable statutes and regulations or administration policy.

### *Restrictions*

Agencies **cannot use** these chapter 45 awards **to circumvent** either the statutory or regulatory provisions concerning—

- the limitations on eligibility for performance awards. For example, an agency should not give superior accomplishment awards to noncareer appointees in recognition of performance of their regular job duties and responsibilities to make up for their exclusion from performance award eligibility under 5 U.S.C. 5384;
- the limitations on the size of individual performance awards. For example, an agency should not give job-related superior accomplishment awards to career SES employees to supplement performance awards for overall performance or pay less than the minimum performance award required; and
- the limitations on the total amount of funds available to pay performance awards. For example, an agency should not give superior accomplishment awards to career SES employees in order to grant larger or more awards for job performance to executives than the agency's award pool can support.

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The following statutory restrictions have been placed on awards under chapter 45, subchapter I, for senior political officials.

- agencies may not grant any incentive award to noncareer or limited SES appointees, or Schedule C appointees, between June 1 of a Presidential election year and the following January 20 [5 U.S.C. 4508];
- agencies may not grant a cash award to Presidential appointees with Senate confirmation (PAS) in Executive Schedule positions or positions for which pay is set in statute by reference to a section or level of the Executive Schedule [5 U.S.C. 4509]. However, career SES members who are appointed to PAS positions and elect to continue SES performance award and rank award eligibility under 5 U.S.C. 3392(c) may still receive a performance award or rank award; and
- An Inspector General may not receive any cash award or cash bonus, including any cash award under chapter 45 of title 5 United States Code. [See the Inspector General Act of 1978, 5 U.S.C. Appendix Sec. 3(f)]

On August 03, 2010, a Presidential Memorandum placed a freeze on discretionary awards for Federal Political Appointees [see <http://www.whitehouse.gov/the-press-office/presidential-memorandum-freeze-discretionary-awards-bonuses-and-similar-payments>].

- Agencies may not authorize or pay single contribution-based special act awards for either individual or group achievements under the authority of 5 U.S.C. 4503 and 5 CFR part 451, subpart A, to political appointees as of August 03, 2010.
- Time-off awards and nonmonetary awards (e.g., a plaque or certificate) are not subject to the freeze. Agencies may continue to authorize or grant time-off awards and nonmonetary awards to political appointees. However, time-off awards are among the awards prohibited for certain employees during a Presidential election period.

The freeze on discretionary awards for Federal Political Appointees remains in effect until further notice.

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## **CHAPTER 7: EXECUTIVE DEVELOPMENT**

**STATUTE: 5 U.S.C., 3373-3375, 3396, 4103, 4121**

**REGULATIONS: 5 CFR 412.202, 412.301, 412.302, 412.401; 5 CFR Part 334**

**EXECUTIVE ORDER 13318**

Faced with constant challenges, changing technologies, and a fluid environment, executives must continually broaden their perspectives and strive for continual professional executive development. Executives must specifically strengthen and reinforce their Executive Core Qualifications (ECQs), skills, and knowledge to make informed decisions and devise new innovative solutions to the complex challenges they continuously encounter. Engaging in continued development will also ensure executives are able to think systemically, create an organizational vision, and ultimately lead their organization to the accomplishment of its strategic objectives.

There are many ways to provide learning and developmental opportunities for executives. Leadership development typically relates to instruction-led development, experiential activities, developmental relationships, assessments and feedback, and self-development. Specific activities may include: structured training programs, formal course work, skills workshops, web-based training, case discussion, cultural assimilation, action learning, personal growth programs, service learning, scenario planning, error management training, simulations, behavioral modeling, developmental assignments, job rotation, coaching, networking, mentoring, adaptive guidance, multisource feedback, formal classes, readings, seminars and conferences.

### **DEVELOPMENT OF CURRENT EXECUTIVES**

#### ***Executive Development Plan***

Each senior executive is required to prepare, implement, and regularly update an Executive Development Plan (EDP) as specified in 5 CFR 412.401. EDPs must be reviewed annually and revised appropriately by the agency's ERB, or similar body designated by the agency, to oversee executive development using input from the performance evaluation cycle. EDPs will:

- function as a detailed guide of developmental experiences, including short and longer-term experiences to help senior executives meet organizational needs for leadership, managerial improvement, and organizational results;
- address enhancement of existing executive competencies and other competencies to strengthen the senior executive's performance; and
- outline developmental opportunities and assignments to allow the senior executive to develop a broader perspective in the agency as well as Governmentwide.

Consistent with 5 U.S.C. 3396(d) and other applicable statutes, EDPs may provide for sabbaticals and other long-term assignments outside the Federal Government.

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Agencies are encouraged to use multiple strategies to hold executives accountable for continued development (e.g., as part of the competency element in their performance standards, ERB regular talent management review). In 2012 OPM released the Executive Development Best Practices guide. This guide contains a compilation of best practices used by the public and private sector to support the continued learning of executives. The information was gathered through an extensive literature review, as well as through interviews with a number of Fortune 500 companies and Federal agencies. OPM developed this guide to help agencies meet the development needs of Federal executives.

Many private organizations have recently shifted the focus of their leadership learning and development efforts from formal, classroom-based training programs to less formal on-the-job learning experiences. These organizations have largely made this shift in recognition of the abundant research demonstrating that **70%** of learning takes place on-the-job; **20%** of learning results from meaningful relationships and coaching; and **10%** of learning occurs through formal training. The *70-20-10* model of learning and development has been widely accepted by organizations and learning institutions.

For your convenience, this comprehensive guide is also available online at:  
<https://www.chcoc.gov/sites/default/files/trans5241.pdf>

### ***Executive Onboarding***

Executive onboarding refers to the acquiring, accommodating, assimilating and accelerating of new executives into the organizational culture and business. Onboarding is not “orientation” but is a longer, more involved and deliberate approach of a fast track to meaningful, productive work and strong employee relationships tailored specifically to the needs of the executives. Executive onboarding should be strategic, so that it not only prevents executive derailment, but expedites the executive’s contribution to optimize strategic achievement.

Agencies need onboarding solutions/programs that address three types of new SES:

- Those from outside the agency, but still within the Government
- External executives from outside the Federal Government
- Those who are promoted from within the agency

Onboarding of key executives is even more critical than it is for other employees because of the significantly greater performance expectations leaders face and the greater impact they have on the overall performance of the organization.

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**How to *Plan* an Executive Onboarding Program:**

- **Step 1: Create a Business Case**– Creating a business case and securing top leadership support for the program will ensure new executives have optimal support and resources in place to quickly and successfully assimilate into the organization. Use the 2011 Executive Onboarding Guide *Hit the Ground Running: Establishing a Model Executive Onboarding Program* to create and present a business case for executive onboarding for agency leaders.
- **Step 2: Plan Your Program**– Incorporate the key program requirements (see below) into the planning phase.
- **Step 3: Create Onboarding Checklists**– Use the checklists in the executive onboarding guide, mentioned above, along with the *Enhanced Executive Onboarding Model* to create checklists for executives, supervisors, and other individuals involved in the process (e.g., mentors, sponsors).

**Key Program Requirements (Planning Phase):**

Lessons learned from OPM executive onboarding pilots indicate the need for structure in the planning of the program. To help introduce and initiate structural changes, these components must be designed *before* program implementation:

- **Program Champion**– Executive onboarding programs should be led by a senior executive or other influential leader in the organization. Change management is a very important factor in program success so leadership support is critical. The program champion will keep the program visible while mitigating risks and solving organizational problems as they arise and risk compromising the integrity of the program.
- **Program Goal**– As a strategic business process, onboarding should be clearly tied to the organization’s mission. Clear contribution to the mission should be articulated in the program goal, communicated, and agreed upon by agency senior leaders. OPM has established four program objectives that must be incorporated into all executive onboarding programs. At the conclusion of the onboarding program, new executives should, at a minimum:
  - Understand the organizational culture;
  - Understand their performance expectations;
  - Have access to influential networks; and
  - Feel valued and supported by leadership.
- **Evaluation Plan**– Onboarding programs should benefit both individual and organizational performance; therefore, organizations should identify and establish *meaningful* evaluation criteria to measure program success and goal accomplishment.
- **Standard Operating Procedures**– Standard operating procedures are the “how to” for the program. It’s the document that describes the activities necessary to complete onboarding tasks and the individuals/offices/stakeholders integral to the process.

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- **Training**– Training of those involved in the process is critical to success of the onboarding process and program. Agency partners (e.g., security, IT, facilities) must know and understand their roles in the process.

Various agencies have piloted executive onboarding programs and have shared information, planning documents, and more. You can find these documents as well as templates and examples of these requirements on OPM's Executive Onboarding Wiki page at: <http://www.opm.gov/WIKI/training/New-Employee-Orientation.ashx>.

### **How to *Implement* an Executive Onboarding Program**

Your program is ready to implement after you have achieved buy in from top leadership, met all program requirements, and made the structural/process changes necessary to move forward.

- **Phase 1: *Initial Implementation***– During initial implementation, individuals begin to put into practice all that has been planned for during the planning stage. Keep in mind that practicing and implementing new skills with fidelity will take time. Demonstrated leadership support is critical to guide and manage the change process and help mitigate fear, feelings of loss, and resistance.
- **Phase 2: *Full Implementation***– Full implementation occurs when the program is integrated into the organization processes and culture. It now becomes especially important to maintain and improve the program through excellent monitoring, evaluation and purposeful improvement. Evaluations should determine if the program is being delivered as intended and if the program objectives are met.
- **Phase 3: *Program Sustainability***– Sustainability is only possible when full implementation has been achieved. Sustaining change can be challenging. As an executive development tool, onboarding programs are not frozen in time and must adapt continually to changes in the political environment, funding streams, and organizational priorities. At this stage, an organization should institutionalize a process to evaluate and use program data to continually assess the organizational effectiveness and quality of the program.

Documented examples show that the effective onboarding of executives minimizes the need for terminations and costly replacements, by helping newly placed executives navigate the area's most critical to their success. In light of the current hiring challenges, high-performing organizations use effective onboarding strategies to assimilate their leaders strategically; they do not apply a "sink or swim" mentality to new executives. Instead, these organizations understand they must provide support systems for new executives. The most successful organizations choose to invest valuable time and money positioning their executives to succeed rather than expending those same resources in lost productivity and turnover.

For questions and/or assistance in executive onboarding planning and implementation, please email [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

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### ***SES Situational Mentoring***

Federal agencies are required by law (5 U.S.C. 3396) to establish programs for the continuing development of senior executives. One tool that OPM has created to assist agencies is the SES Situational Mentoring program. Situational mentoring involves short-term discussions where executives have the benefit of obtaining valuable ideas and guidance on high-impact issues, problems, challenges or opportunities. The short-term discussion can be via email, telephone, over lunch, etc. This Governmentwide program will provide Federal executives with timely advice and support from experienced executive mentors across Government who can commit to short-term assistance. Through this program, executives will be able to easily connect to mentors across agencies through a new Situational Mentoring portal. For more information on enrolling executive mentees and mentors into the program, please email [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

### ***Mobility Assignments***

OPM encourages executives to pursue broadening developmental opportunities (see the December 15, 2015, Executive Order (EO) on *Strengthening the Senior Executive Service* <https://www.whitehouse.gov/the-press-office/2015/12/15/executive-order-strengthening-senior-executive-service> and November 7, 2008 memorandum to Chief Human Capital Officers, “Guidelines for Broadening the Senior Executive Service,” at <https://www.chcoc.gov/content/guidelines-broadening-senior-executive-service-ses>).

A rotation is defined as, “*a development process, involving movement to another position, that broadens the executive’s knowledge, skill and experience in order to improve talent development, mission delivery and collaboration.*” A rotation must last 120 consecutive days and provide experience outside the scope of an executive’s current role.

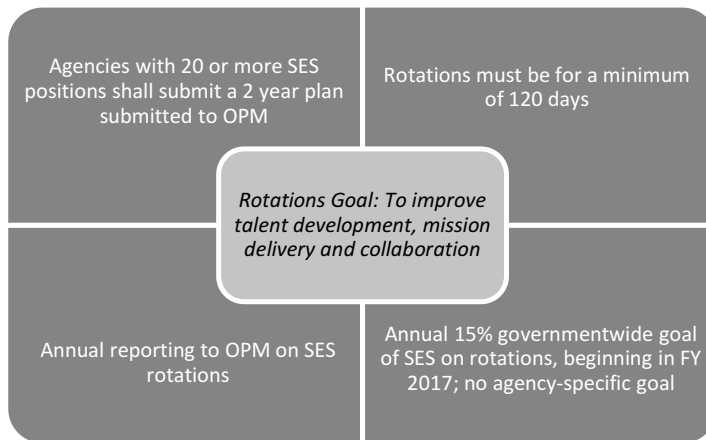
Examples of rotations may include, but are not limited, to the following:

- Executive reassignment
- Executive transfer between agencies
- Developmental assignment internal to the agency (e.g. Acting in an executive position)
- Detail or developmental assignment external to the agency (e.g. Intergovernmental Personnel Act (IPA) program; temporary assignment/detail to another Federal agency)
- Cross-agency projects that require practical knowledge and a deeper understanding of other organizations
- Assignment to certain “liaison” positions which provide the individual significant inter-agency experience
- Sabbatical

The requirements (specific to the EO) that define, support, and promote executive rotations are as follows:

- Agencies with 20 or more SES positions shall develop and submit to OPM a 2-year plan to increase their number of SES on rotations
- Rotations must be for a minimum period of 120 days
- Annual Governmentwide goal, beginning in FY 2017, of 15% of SES members on rotations (no agency-specific goal)
- Annual reporting to OPM on SES rotations

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It is recommended that opportunities for rotation be linked to individual Executive Development Plans (EDP) and the agency’s overarching annual talent management and succession planning processes that all Agencies will be creating in phases as outlined in the EO. OPM has developed a sample EDP for Agency use, and this EDP is available at: <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-development/edptemplate.pdf>.

**FIFTEEN PERCENT (15%) GOVERNMENTWIDE ROTATION GOAL**

The EO set an annual Governmentwide goal of 15 percent of executives on rotations lasting a minimum of 120 days, with no agency-specific goal. It is expected some agencies may rotate more than 15 percent annually, and others may rotate less than 15 percent to achieve the Governmentwide goal.

The frequency of SES rotations in any specific agency will depend on agency and individual needs. Not every executive in an agency is *required* to rotate; however, each agency should implement a systematic process to assess the development needs of each executive, enabling the agency to make strategic decisions on rotations and other types of development (see below for information on the annual Talent Management and Succession Planning Process).

**ANNUAL REPORTING TO OPM**

The EO requires “regular reporting on the status of each agency’s implementation of the provisions of the order.” OPM will report to OMB and Congress annually on the status of agency rotations and accomplishment of the annual fifteen percent (15%) governmentwide goal. To facilitate this requirement, agencies will need to:

- (1) Establish a reliable internal executive rotations tracking process, and
- (2) Accurately report this data to OPM, upon request.

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While agencies should track and measure data to determine effectiveness of rotations, agencies must also track and submit the following data to OPM, upon request:

- Total # of executives rotated for a minimum of 120 days from (date) to (date)
- Total # of agency executives from (date) to (date)
- # of each type of rotation (developmental assignment, detail, sabbatical, reassignment, transfer, acting in an executive position)
- # of internal agency rotations
- # of external agency rotations
- # of external Federal government rotations
- Qualitative data regarding executive's satisfaction with rotations (see Appendix A for sample qualitative questions)

*Note: In the case of transfers and details from one agency to another, both the losing and gaining organization will track and report the transfer/detail as a rotation.*

Along with this information, OPM may also gather additional data, for reporting purposes, through interviews and focus groups with agency executives and those responsible for implementing the rotations process in the agency.

The first request for data will occur at the end of FY 2017. At that time OPM will contact each agency's responsible executive, identified in the 2-year plan (i.e., SAO), with detailed information about data submission.

OPM encourages flexibility when agencies and their executives plan mobility assignments and opportunities. The assignments and opportunities should align with the agency's missions, and be incorporated into the agency's HR strategies. Agencies are urged to let their executives seek other assignments, positions or projects to enhance their development so as to foster better Government; and take the risk of hiring executives from other agencies for both permanent and temporary assignments. At the same time, executives are encouraged to seriously consider new and different job opportunities and assignments that promote professional growth and continued development.

## **ROTATIONS AND THE ANNUAL TALENT MANAGEMENT AND SUCCESSION PLANNING PROCESS**

In addition to the executive rotations requirement, the EO includes other actions for phased implementation including an *“annual talent management and succession planning process to assess the development needs of all SES members, and SL and ST employees as appropriate, to inform readiness decisions about hiring, career development, and executive reassignments and rotations. These assessments shall include input from each executive, as well as the executive's supervisor, and shall be used to recommend development activities and inform the organization's succession planning, decisions about duty assignments, and agency hiring plans.”*

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Select agencies will phase this annual process in over the period of 3 years (beginning in October 2016); however, OPM recommends every agency participating in executive rotations (agencies with 20 or more SES positions) establish and implement this or a similar process, to inform selection of executives for rotation or reassignment.

The annual talent management and succession planning process should take into consideration the capacity, potential, and career development needs of an executive before recommending development activities (e.g. reassignment, detail, coaching). The process is a series of structured, facilitated meetings involving the review of each executive's key strengths, career goals, stage of readiness, and areas for development. The agency Executive Resources Board (ERB), or equivalent, and the executive's supervisor should participate in the meeting. The information from these meetings is used to inform the executive's formal development activities for the year. The information should also be captured on a summary spreadsheet (or an alternative appropriate method) and used as a working tool for managing talent. It is important to note that the talent review process is meant to be a regular, ongoing process. Organizational goals and career plans change over both the short- and long-term and it is essential to keep the information current. The talent review information should be a working document that changes regularly.

### ***Intergovernmental Personnel Act Temporary Assignments***

Career SES appointees are eligible for temporary assignments to or from State, local, and Indian tribal governments, institutions of higher education, and other eligible organizations, under provisions of the Intergovernmental Personnel Act (IPA) of 1970 and title VI of the Civil Service Reform Act, in accordance with requirements in 5 U.S.C. 3373 and 5 CFR part 334. See <http://www.opm.gov/programs/ipa/mobility.asp> for more information on this program for Federal employees and non-Federal employees.

**Means of Assignment.** The executive may be detailed to the assignment or placed on leave without pay and appointed by the receiving organization during the assignment.

**Length of Assignment.** Assignments may be made for up to 2 years and may be extended by the head of the agency (or designee) for another 2 years.

**Detail.** The executive will continue to encumber the position held before the temporary assignment, and remain an employee of the agency. Executives on detail receive SES pay, earn and are charged for leave, are evaluated under the SES performance appraisal system, and maintain retirement and insurance coverage. The 720-hour limit on annual leave carryover remains in effect, as applicable.

**Leave Without Pay.** The executive is entitled to receive supplemental pay from the agency in the amount of the difference between pay in the receiving organization and the agency rate. The executive may choose to retain full retirement and life and health insurance benefits by continuing to pay the employee share of the costs. See 5 U.S.C. 3373(c) for further information.

**End of IPA Assignment.** When IPA assignments end, executives return to the positions occupied before the IPA assignments, or may be reassigned to other SES positions.

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**IPA Agreement.** Executives must agree in writing to serve with the Federal Government upon completion of IPA assignments for a period equal to the length of the assignments. The executives and the organization to which they are temporarily assigned shall enter into written agreements that record the obligations and responsibilities of all parties, as specified in 5 U.S.C. 3373 and 3375. The participating organizations determine the cost-sharing arrangements in IPA assignments and, Federal agencies may pay all, some or none of the costs of assignments.

### ***Sabbaticals***

Agency heads may grant sabbaticals for up to 11 months to SES career appointees for full-time study or uncompensated work experience which will contribute to their development and effectiveness (5 U.S.C. 3396(c); 5 CFR 412.401(b)). Sabbaticals can broaden professional skills and provide an opportunity for personal growth. Sabbatical activities can include—

- teaching, study (independent or structured), research, or some combination of these at a college or university;
- non-institutional study or research (independent or guided);
- periods of relevant and developmental work experience in the private sector; with non-profit organizations, or with State or local governments; and
- activities or projects not covered above (e.g., bench research, invention, design, development; trouble-shooting or problem-solving assignments; writing).

**Eligibility.** Career appointees must have completed 7 years of service in SES positions or equivalent civil service positions (i.e., classified above GS-15 and having responsibilities consistent with SES functions described in 5 U.S.C. 3132(a)(2)), and at least 2 of the 7 years specifically must have been in the SES. The appointee cannot be eligible for voluntary (optional) retirement at the time the sabbatical begins. A sabbatical may not be granted to the same individual more than once in a 10-year period.

**Conditions.** Agencies must assure that sabbaticals do not violate conflict-of-interest regulations. A sabbatical is a prolonged period of time away from work with all the benefits and is not a part-time activity. An agency's designated ethics official should advise on procedures appropriate to the agency's needs.

The SES member must sign an agreement to continue in the civil service for a period of 2 consecutive years following the sabbatical. The agency head may waive this requirement for "good and sufficient reasons" (e.g., disability retirement, reduction in force, or other involuntary separation). The following is suggested language for the agreement:

"I \_\_\_\_\_ agree, as a condition of accepting the sabbatical, to serve in the civil service upon completion of the sabbatical for a period of 2 consecutive years. I further agree that if I fail to carry out this agreement (except for good and sufficient reasons as determined by the agency head), I am liable to the United States for payment of all expenses (including salary) of the sabbatical. The amount shall be treated as a debt due the United States."

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**Employment Provisions.** While on sabbatical, the executive—

- continues to occupy his/her SES position of record and to receive SES pay;
- continues to earn leave and is charged for any leave taken;
- may receive such travel expenses (including per diem) as the head of the agency determines to be essential for the sabbatical study or experience. (In some cases, agencies have arranged to have the host organizations pay or share in travel and certain other expenses.); and
- remains subject to the SES performance appraisal system and must receive a performance rating in accordance with the requirements of that system. He or she should be evaluated against appropriate standards, including standards addressing activities involved in the sabbatical. Appropriate pay adjustments and performance awards may be given in accordance with agency's SES pay policy.

**Documentation and Program Review.** No later than the beginning of each sabbatical, agencies should submit the following information to OPM:

- name of the SES member;
- a general description of planned activities, developmental benefits, and expected contributions to the Government; and
- the approximate dates of the sabbatical.

Agencies should monitor their sabbatical programs, including the nature of participants' activities during their sabbaticals, to determine if developmental objectives have been met.

Records documenting the decision process in granting a sabbatical must be maintained for 2 years from the date the sabbatical is approved by the agency.

Submit the SES sabbatical documentation by letter to:

Senior Executive Services and Performance Management

ATTN: Work-Life & Leadership/Executive Development

U.S. Office of Personnel Management

1900 E Street NW, Room 7412

Washington, DC 20415

[SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov)

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## DEVELOPMENT OF FUTURE EXECUTIVES

Each agency is required to have an integrated training program, which supports the accomplishment of the agency mission (Federal Workforce Flexibility Act of 2004). The program must build the agency's leadership capacity and provide training for supervisors, managers, executives and potential candidates on actions, options, and strategies to improve employee performance and productivity, conduct performance appraisals, mentor employees, and deal with unacceptable performance.

Agencies must also establish systematic and comprehensive management succession programs for supervisory, managerial, and executive positions (5 CFR 412.202). These programs should be designed to:

- provide future executives with competencies and experiences needed to lead the continual transformation of Government;
- transition supervisors and managers into executives. The movement from manager to executive represents a fundamental shift of identity from one who manages human capital resources to one who sets the vision and leads the way; and
- transform an organizational environment where members of the SES develop and maintain a corporate perspective, develop a broad agency and Governmentwide perspective, align their management philosophy with the agenda of the President, become grounded in Constitutional values, and acquire increased appreciation for both merit and diversity.

In January 2012, OPM began working with the Federal Chief Learning Officers Council to develop a comprehensive supervisory training framework that would offer more thorough guidance to Federal agencies. The framework and guidance outlines mandatory and recommended training for aspiring leaders, along with current and newly appointed supervisors and managers. The framework also includes important objectives outlined in the Government Performance and Results Modernization Act of 2010, as well as critical leadership competencies and technical HR knowledge needed to succeed as a supervisor. The framework also includes the requirements outlined in 5 CFR 412.202 which indicates all leaders should be trained on managerial actions, options, and strategies that they may use:

- relating to employees with unacceptable performance,
- mentoring employees and improving employee performance and productivity, and
- conducting employee performance appraisals.

All agencies are required to provide training within 1 year of a critical career transition (e.g., non-supervisory to supervisory or manager to executive), and must follow up periodically, but at least once every 3 years, by providing each supervisor, manager and executive with additional training on the topics above (see 5 CFR 412.202).

The framework is available at <https://www.chcoc.gov/content/opm%E2%80%99s-supervisory-training-guidance-and-framework>.

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Continuing training and development improves both individual and organizational effectiveness. It can take many forms including new job assignments; interagency task forces and projects; sabbaticals; mentoring and coaching; temporary assignments in other agencies, State or local governments, or the private sector; and formal classroom experiences. According to OPM's **Executive Best Practices Guide**, many private organizations have recently shifted the focus of their leadership learning and development efforts from formal, classroom-based training programs to less formal on-the-job learning experiences. These organizations have largely made this shift in recognition of the abundant research demonstrating that **70%** of learning takes place on-the-job; **20%** of learning results from meaningful relationships and coaching; and **10%** of learning occurs through formal training. The *70-20-10* model of learning and development has been widely accepted by organizations and learning institutions.

### ***Coaching***

Coaching is one of the most effective leadership development practices and highly used in the private sector. OPM encourages agencies to provide coaching services as a supplement to leadership development efforts, particularly for new SES during their first year. Coaching is a practical, goal-focused form of one-on-one learning where the participant works with an internal or external coach who helps establish and monitor progress toward goals.

Coaching can be used to help individuals reach peak performance quickly and to support organizational change. Coaching is also a skill that Federal managers and executives can use to enhance employee performance and morale.

To be most effective coaching programs should:

- Support the agency's strategic plan and performance objectives
- Be aligned with the agency's training and continuous learning programs
- Include program evaluations

To learn more about Coaching Services offered by OPM's Center for Leadership Development, please click <https://cldcentral.usalearning.net/mod/page/view.php?id=258>.

### ***Federal Coaching Network***

A 2012 survey of agency leadership development efforts indicated coaching was being used widely at the executive level, often to remedy performance issues, and in a few agencies as a way to assist leaders' transition into new roles. Benchmarking done in the private sector indicated coaching is effective as a developmental tool to all employees. Studies are now emerging to indicate that developing a cadre of internal coaches can lead to significant increases in retention, engagement, productivity, and performance.

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**The Federal Coaching Network** emerged in early 2013 under the partnership between OPM and the Chief Learning Officer's Council, in an effort to bring together a community of individuals across Government who are invested in the practice of coaching and support its role in leadership development. The Network has an overarching goal of building and sharing coaching services across Government at no cost, and in April 2014 began training a cadre of Internal Federal Coaches. These Internal Federal Coaches, along with other trained coaches in the Federal Government, are listed in an online inventory housed on MAX.gov. This Database of Internal Coaches is accessible to points of contact within each agency, which can use this resource to share coaching services across agencies.

For more information about the Federal Coaching Network, please send an email to [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

### ***OPM Approved SES Candidate Development Programs***

**STATUTE: 5 U.S.C. 3396**

**REGULATION: 5 CFR Part 412**

The SES candidate development program (SESCDP) is one succession management tool agencies may use to identify and prepare aspiring senior executive leaders. An SESCDP provides SES candidates with Governmentwide leadership challenges, interactions with senior employees outside their department and/or agency, interagency training experience, executive level development assignments, and mentoring. The combination of these experiences should enhance their executive competencies and increase their understanding of Governmentwide programs and issues beyond their individual agency and profession. Graduates of an OPM-approved SESCDP who are selected through civil service-wide competition and are certified by OPM's Qualifications Review Board (QRB) may receive an initial career SES appointment without further competition. Certified graduates typically tend to be those who entered their SESCDP with experiences normally obtained at the GS-15 level. Agencies must have a written policy describing their program. Requirements for agency candidate development programs are in 5 CFR part 412. Revised 5 CFR 412 requires all agencies to submit their program's written policy to OPM for approval before announcing subsequent programs.

### ***OPM Approval of SES Candidate Development Programs (SESCDPs)***

As indicated in revised 5 CFR 412, as of December 2009, agencies must obtain OPM approval before they conduct an SESCDP. An agency that received approval prior to December 10, 2009 must apply for re-approval before initiating a new SESCDP and whenever there are substantial changes to the program. Agencies must seek re-approval every five years thereafter.

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***OPM Approval of SES Candidate Development Programs (SESCDPs)***

As indicated in revised 5 CFR 412, as of December 2009, agencies must obtain OPM approval before they conduct an SESC DP. An agency that received approval prior to December 10, 2009 must apply for re-approval before initiating a new SESC DP and whenever there are substantial changes to the program. Agencies must seek re-approval every five years thereafter.

Mail requests for OPM approval to:

U.S. Office of Personnel Management  
Senior Executive Services and Performance Management  
1900 E Street NW, Room 7412  
Washington, DC 20415

Email requests for OPM approval to: [Julie.Brill@opm.gov](mailto:Julie.Brill@opm.gov)

***Developing SESC DP Policies for OPM Approval***

OPM has developed an outline to assist agencies as they develop their SESC DP and operations document. The outline below includes program requirements, as stated in 5 CFR 412.302, which you must include to obtain OPM approval. Some of the components are described in more detail in the next sections of this chapter.

- A. Program Overview** – This section describes how your program’s objectives contribute to your agency’s workforce goals. The information in this section includes—
- Description of your program;
  - Statement of program’s purpose, goals and objectives;
  - Description of how the program supports the agency’s strategic plan;
  - Description of how the program conforms to relevant statutory and regulatory authorities related to staffing and SESC DPs;
  - Description of how the program’s success will be measured;
  - Description of methods to be used to ensure program graduates are considered when executive vacancies occur and the ways in which the agency will facilitate placement of program graduates into the SES; and
  - Description of how the program ties into the agency’s succession plan, how the program is linked to projected SES vacancies within the agency, and how the program will help the agency achieve its succession and workforce diversity goals.

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**B. Program Administration and Oversight** – This section describes how an agency will organize and run the program. This section includes the program scope and the roles and responsibilities of team members. The information in this section includes—

- Defined program scope– duration (including procedures for documenting the dates each candidate starts and finishes the program); target audience (e.g., all qualified individuals or only civil service employees); and organizational level responsible for program oversight (e.g., agency level, component level, multi-level);
- Description of the program-related roles and responsibilities of the following: Agency Head, ERB, SES Mentors, Human Resources Office, SESCO Program Office, Developmental Assignment Supervisors, and SES Candidates;
- How the agency will—
  - Handle external agency selections for the purposes of placement and payment of program expenses;
  - Periodically evaluate the program and incorporate the evaluation results into planning for future programs (please see OPM’s Training Evaluation Field Guide for information on evaluating your programs -- [http://www.opm.gov/policy-data-oversight/training-and-development/reference-materials/training\\_evaluation.pdf](http://www.opm.gov/policy-data-oversight/training-and-development/reference-materials/training_evaluation.pdf));

5 CFR 410.202 requires all agencies to “evaluate their training programs annually to determine how well such plans and programs contribute to mission accomplishment and meet organizational performance goals.” There are several methods agencies can use to evaluate training programs. One common method is Kirkpatrick’s Four Levels of Evaluation. The four levels are reaction, learning, behavior, and results. OPM has created the Training Evaluation Field Guide to help agencies evaluate their training programs. The OPM presentation on Evaluating the Effectiveness of SESCO also contains helpful information, sample outcomes, metrics and a dashboard to further assist agencies in evaluating their CDPs at the results level; this presentation is available on OPM’s Training and Development wiki (see the SES Candidate Development Program page);

- Plan, budget, and manage the overall program;
- Document the specifics of the candidate selection process;
- Ensure proper merit staffing procedures are followed in recruiting and selecting program participants;
- Determine candidates’ development requirements and approve each candidate’s individual development plan;
- Document the completion of all program requirements;
- Monitor candidate performance (particularly in developmental assignments) and completion of all program requirements, as well as removing candidates who do not make adequate progress; and
- Submit for QRB review only those graduates the ERB determines possess the executive qualifications for career appointment to the SES.

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**C. Program Announcement** – This section should describe all necessary vacancy announcement components. The information in this section must include—

- Scope of the announcement. For example, identify if the announcement will provide for recruitment from all groups of qualified individuals within the civil service, or from all groups of qualified individuals;
- Length of time announcement will remain open. The announcement must be open on **USAJOBS** at least 14 calendar days including the day of publication (5 CFR 317.501(b)(2));
- Minimum recruitment sources must include an announcement on **USAJOBS** and reflect efforts to solicit applications from women, minorities, and persons with disabilities to help create and maintain a diverse SES workforce; and
- Description of outreach recruitment plans which includes a list of diverse professional organizational groups.

OPM highly suggests agencies have their draft program announcements reviewed by OPM. Please send them to [HRDLeadership@opm.gov](mailto:HRDLeadership@opm.gov), or the current OPM SESCDP program manager, for review. In addition, please refer to the SESCDP announcement template on OPM's Training and Development wiki for additional guidance (<http://www.opm.gov/wiki/training/Senior-Executive-Service-Candidate-Development-Program.ashx>).

**D. Candidate Evaluation and Selection** – This section must describe the selection process and all relevant assessment criteria needed to evaluate the candidates. The information in this section must include—

- Information applicants must submit as part of the application process and the qualification requirements against which candidates will be evaluated (e.g., the five executive core qualifications and fundamental competencies);
- Basis for evaluating the degree to which candidates possess the required qualifications (e.g., demonstrated experience, executive potential, competencies, and training);
- Description of the mechanism(s) to be used to evaluate the candidates (e.g., review of applications, structured interviews, and assessment centers):
  - All eligible candidates must be rated and ranked on the same basis (5 CFR 317.501(c)(1)). Veteran's preference should be applied when necessary (i.e., to non-status candidates) in accordance with 5 CFR 412.302(d)(1).
  - **NOTE:** Supervisor evaluations and other recommendations on candidates may not be used in the rating and ranking process.

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- Description on how Veteran's preference will be applied during the selection process; and
- Documentation outlining the methodology used by the ERB to evaluate the qualifications of each candidate:
  - Preliminary qualifications screening, rating and ranking of candidates, which may be delegated by the ERB;
  - Provision of written recommendations on each candidate by the ERB to the appointing authority;
  - Identification of the appointing authority and an outline of his/her options for acting on the ERB's recommendations;
  - Description of how the merit staffing records will be maintained (i.e., for at least 2 years after the appointing authority approves the selections); and
  - Description of agency procedures for handling inquiries regarding the staffing process.

**E. Program Curriculum** – This section should describe the training program components including formal training, developmental assignments, assessment, mentoring and an executive development plan. The information in this section should include—

- Description of the process to be used to assess each candidate's individual executive development needs (e.g., 360 degree assessment and assessment center report);
- Description of how each candidate will develop the required executive development plan addressing developmental needs, which covers the entire period of the program. The development plan should include the following required components of an SESCDP:
  - Documentation that candidates receive a minimum of 80 hours of formal, interagency training addressing the executive core qualifications. Description includes how the agency intends to address the “wide mix” requirement for interagency training;
  - Explanation of the kinds of developmental activities (e.g., projects and details) candidates will be expected to complete in general, and specifically the 4-month (120-day) executive level assignment(s) outside the candidate's position of record. (It is required that at least one assignment be for a minimum of 90 consecutive days.) Minimum time interval for the executive level assignment(s) must be stated; and
  - Explanation of the agency's mentoring program and how the candidate will be matched with a current SES member mentor. Description also includes how often they will meet and any instructions both the mentor and protégé are provided; and
- Description of any required standard courses, seminars, activities, etc.

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- F. Program Completion and Candidate Certification** – This section should describe criteria and documentation needed for candidates to complete the program and receive QRB certification. The information in this section should include—
- Agency procedures for monitoring candidate progress throughout the program including:
    - Procedures for documenting candidate’s in-program performance and progress;
    - Procedures for documenting successful completion of the program;
    - Procedures for a pause in the program (i.e., medical emergency);
    - Procedures for discontinuing a candidate’s participation in the program; and
  - Description of the agency’s procedures for requesting Qualifications Review Board (QRB) certification including a requirement that certification should be completed in a timely fashion upon completion of the program; it is recommended all candidates’ QRB packages be sent to OPM for QRB certification *within 90 days of a candidate's successful completion of the program.*

### ***Organizational Oversight Level of SES Candidate Development Programs***

The organizational level at which OPM approval is granted becomes the organizational level responsible for assuring that all programs conducted by the covered components are consistent with the OPM-approved SESCDP plan. This includes reviewing the documentation for proposed SESCDP graduates, certifying compliance with program requirements, and successful completion of the individual’s executive development plan as approved by the agency Executive Resources Board (ERB). Departments and agencies may establish a single program on a department or agencywide basis, establish several programs at component levels, or pursue any combination of these options. However, a bureau or organization within a department may not independently propose a program to OPM without the approval of the department headquarters. The organizational oversight level of a candidate development program is entirely at the agency’s discretion.

**Department/Agency-level approval.** Departments/agencies may choose to obtain OPM approval of a single program at the department/agency level that covers all department/agency components. In this case, the department/agency is responsible for assuring that programs conducted meet the requirements of the department/agency approved plan. This includes reviewing the documentation and obtaining ERB certification of compliance with the plan and successful completion of the program.

**Component-level approval.** Departments/agencies may choose to allow major components to develop their own programs and individually seek OPM approval of their programs. In this case, each component is responsible for compliance with the plan and ERB certification.

**Multiple-level approval.** Departments/agencies may pursue a combination of these options. For example, they may permit major components to develop separate programs, while the department develops a program to cover those components that have not developed individual programs. In this case, the components may seek approval for their separate programs, while the department seeks approval for the remaining components.

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### ***Conducting Candidate Development Program in Partnership With Other Agencies***

Agencies may conduct a program in partnership with other agencies (see 5 CFR 412.301(b)). The benefits of partnering with other agencies include sharing costs and other resources of a CDP, as well as sharing developmental assignments across agencies.

For example, two agencies partner to conduct a CDP. Each agency selects 10 candidates. The two agencies mutually decided to share the costs by having one agency pay for the development and administration of the assessment portion of the program and another agency pay for the candidate orientation and interagency training.

If agencies decide to partner to conduct an SESCDP, the partnership must be documented in the program overview submitted to OPM for approval. Agencies must describe in their policy overview document each agency's roles and responsibilities.

Agencies may announce a program using a joint or separate USAJOBS vacancy announcement. If separate, the vacancy announcements must be consistent. Agencies may jointly rate and rank candidates. Each agency's ERB is responsible for identifying its best qualified candidates for the program.

### ***Recruiting for Candidate Development Programs***

The merit staffing procedures described in Chapter 2 also apply to entry into an SES candidate development program.

**Area of Consideration.** Recruitment for SESCDPs is either from all groups of qualified individuals within the civil service, or all groups of qualified individuals whether or not within the civil service. Graduates of programs, who were excepted from the recruiting area under the previous regulations (prior to December 2009) and who have been certified by a QRB must compete for entry to the SES; however they do not have to obtain a second QRB certification before appointment.

**Non-status appointment requirements.** Candidates from outside Government and/or employees serving on other than career or career-type appointments (e.g., term and temporary) are considered "non-status." Agencies must consider non-status civil service employees when announcing their program to all qualified individuals within the civil service. These candidates must be appointed using the Schedule B authority, see 5 CFR 213.3202(j). The appointment may not exceed or be extended beyond 3 years.

Assignments must be to full-time non-SES positions created for developmental purposes connected with the SESCDP. Candidates serving under Schedule B appointment may not be used to fill an agency's regular positions on a continuing basis.

Schedule B appointments must be made in the same manner as merit staffing requirements prescribed for the SES, except that each agency shall follow the principle of veterans preference as far as administratively feasible. Positions filled through this authority are excluded under 5 CFR 412.302(d)(1) from the appointment procedures of part 302 pertaining to employment in the excepted service.

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### ***Use of Recommendations in Selection Process***

Some agencies request an “executive letter of reference” during the application process. Solicitation of recommendations from supervisors for use in the rating and ranking process is not allowed. An ERB can take an executive letter of reference into account after candidates have been rated and ranked and the best qualified list has been determined. An appointing authority might also consider such recommendations when making selections from among candidates on the Best Qualified list.

### ***Memorandum of Understanding***

If an agency sponsors an SESCDP and selects candidates from outside the agency, 5 CFR 412.302(d)(3) requires that the sponsoring agency develop a memorandum of understanding (MOU) with the candidate’s home agency. The MOU would indicate the candidate can participate in the program even if leadership changes occur within the candidate’s home agency. The MOU should be signed by an official at a higher level than the candidate’s first line supervisor (preferably the Chief Human Capital Officer). A copy of the MOU must be submitted to OPM.

Terms of the MOU must be consistent with applicable provisions of 5 U.S.C. chapter 41. Items that could be included in the MOU are:

- Candidate’s Name;
- Home Agency;
- SESCDP Sponsoring Agency;
- Program Duration;
- Components of the program to be completed; and
- A provision that establishes which of the two agencies pays for what program-related costs (e.g., for training, details, travel, etc.).

Either agency may decline or discontinue a candidate’s participation if such terms cannot be negotiated or fulfilled.

### ***Formal Training Experience***

Candidates are required to complete at least 80 hours of formal training throughout the duration of the program. The formal training must address the ECQs and their application to SES positions, and it is recommended the training target competency gaps identified during the initial assessment phase of the program. Candidates’ training must include interaction with a wide mix of senior managers and executives outside the candidate’s department or agency to foster a broader perspective. A “wide mix” of senior managers and executives can also include state, local, and foreign governments, and private and non-profit sector personnel. The 80 hours of formal training requirement does not have to be met through one 80-hour course; it can be met through a series of courses. However, the formal training should target specific ECQs identified during the initial assessment for each candidate.

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***“Grandfathering” Recently Attended Training***

To some extent, candidates do have the option to count training they have recently attended towards the 80-hour interagency requirement provided that training included the necessary interaction with senior employees from outside the candidate’s department or agency. For this purpose, “interagency” and “multi-sector” participation is credited and includes state, local, and foreign governments as well as private sector and non-profit organizations.

- **A maximum of 40 hours of training can be counted towards the 80 hour requirement.** Types of training include:
  - Classroom training
  - Training targeted to meet one or more ECQs the candidate is trying to develop
  - Online/web-based training – it is unlikely a candidate would utilize web-based training to meet the 80-hour training requirement because the candidate needs to show how interaction with other senior employees met the requirement for substantive interaction with other senior executives.
  - Graduate level courses in a degree program accredited by the U.S. Department of Education. Based on American Council for Education guidelines, 40 hours of instruction are equivalent to about 3 graduate semester hours.
- **The nature of the training must be interagency and/or multi-sector.** This should be verified through review of sufficient supporting information, such as:
  - Syllabus of the training;
  - List of speakers;
  - Description of the types of participants including the participant’s agency or organization; and the nature of interaction during the training.
- **The candidate must show evidence of course completion and the training must address one of the ECQs the candidate identified at the beginning of the program as needing development.** Agencies must verify the candidate’s completion of the training and ensure the training addressed the ECQs.
- **The training must have been completed within a 1-year period prior to selection.** However, the training could have begun any time before the 1 year period prior to selection.

The focus of the entire program should be on closing competency gaps identified at the beginning of the program. If after all the requirements are met and the candidate’s competency gap(s) are not all addressed, the agency will need to provide training or other developmental opportunities (e.g., developmental assignments) to the candidate prior to QRB certification. Ultimately, the agency must provide the appropriate developmental strategies to enable candidates to address their competency gap(s) to meet the Criterion B qualifications.

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### ***Developmental Assignments***

One of the requirements listed in 5 CFR 412.302(c)(3) is a developmental assignment totaling at least 4 months of full-time service outside the candidate's position of record. One assignment must be at least 90 continuous days in a position other than, and substantially different from, the candidate's position of record. The purpose of the assignment is to broaden the candidate's experience and/or increase the knowledge of the overall function of the agency so the candidate is prepared for a variety of SES positions. The assignment(s) must include executive-level responsibilities and differ from the candidate's current and past assignments. The assignment(s) should challenge the candidate with respect to leadership competencies and the ECQs.

Developmental assignments do not need to be restricted to the candidate's home or sponsoring agency, the Executive Branch, or even the Federal Government, so long as the assignment(s) can be accomplished in compliance with applicable law and Federal and agency-specific ethics regulations.

Candidates are held accountable for organizational and/or agency results achieved during the assignment. If an assignment is in a non-Federal organization, the agency's ERB must provide for adequate documentation of the individual's actions and accomplishments and must determine the assignment will contribute to the development of the candidate's executive qualifications.

In line with the National Strategy for the Development of National Security Professionals, agencies should place particular emphasis on developmental assignments for SESCDP candidates who are designated as National Security Professionals (NSP) under Executive Order 13434, May 17, 2007. A developmental assignment is almost essential if the SESCDP candidate is currently in a NSP position or would like to develop NSP competencies. See OPM's November 13, 2008 memorandum to the Chief Human Capital Officers "Recommended National Security Professional Qualification for NSP SES" on Qualification for NSP SES" on <https://www.chcoc.gov/content/recommended-national-security-professional-qualification-nsp-ses> for more information.

An SESCDP developmental assignment listing has been developed to aid SESCDP candidates to find developmental assignments. Agencies submit developmental assignment opportunities to OPM by emailing [HRDLeadership@opm.gov](mailto:HRDLeadership@opm.gov) for review and approval. Once these developmental assignment opportunities are approved, they will be sent to SESCDP coordinators. Agencies should use this listing as a tool to offer opportunities for all SESCDP candidates and encourage their candidates to utilize this website when searching for developmental assignment opportunities.

### ***SES Mentors for SESCDP Candidates***

All SESCDP candidates are required to have an SES mentor. The SES mentor should have the knowledge and capacity to advise the candidate, consistent with the goals of the agency SESCDP. The SES mentor must be approved by the agency ERB. Candidates have the option of finding their own mentors, or agencies can facilitate the selection of mentors and candidates through the following options:

- Develop a list of ERB-approved SES mentors. Candidates can indicate their top choices. The program coordinator matches the candidates with one of their choices, if possible.

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- Match mentors and candidates using an automated tool. Candidates complete a profile online and indicate their top choices. The tool would assist the program coordinator in matching the candidate with a mentor.

Candidates and mentors are jointly responsible for developing a productive relationship during the program. However, agencies are responsible for establishing methods to assess these relationships, and facilitate or make appropriate changes, if necessary.

More information about SESCO DP Mentor Requirements and the SESCO DP Candidate Evaluation Form can be found on the OPM Training & Development Policy Wiki at <http://www.opm.gov/WIKI/training/Senior-Executive-Service-Candidate-Development-Program.ashx>.

**Documentation for a QRB Certification.** Participation in a CDP must be documented for each candidate in the ESCS data system, including the dates the candidate started and completed the program. Prior to submitting requests to OPM for a QRB certification of graduates' executive qualifications, the agency must update all pertinent data for the CDP in the ESCS (e.g., date individual completes SESCO DP), and create a request for the criterion B QRB case. Refer to the Criterion B cases in chapter 2 of this guide which details requirements for submitting Criterion B cases.

### **OPM RE-APPROVAL OF SES CANDIDATE DEVELOPMENT PROGRAMS (SESCDPs)**

As indicated in revised 5 CFR 412, agencies must submit for re-approval an updated or new program overview every five years from the approval date of their original plan to continue operating an SESCO DP. This approval helps to ensure the SESCO DP's continued and current alignment with the agency's succession plan. Agency should follow OPM's guidance for developing SESCO DP policies and complete a thorough analysis of their program evaluation efforts. Additionally, agencies should submit their SESCO DP's program evaluation results including:

- Description of cohort(s) characteristics (e.g., candidate demographic data, program completion rate, QRB-certification rate, SES placement rate, etc.);
- Description of candidate satisfaction with program components (e.g., interagency training, developmental assignment, mentoring relationship, etc.);
- Description of evaluation methods used to collect data (e.g., candidate surveys, focus groups, etc.);
- Description of the program impact on the agency's succession plan, SES vacancies within the agency, and workforce diversity goals;
- Description of evaluation conclusions and recommendations including: strengths of the program, recommendations for improvement, and other implications of the findings (e.g., policy implications, curriculum revisions, etc.).

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Mail requests for OPM re-approval to:  
U.S. Office of Personnel Management  
Senior Executive Services and Performance Management  
1900 E Street NW, Room 7412  
Washington, DC 20415

Email requests for OPM re-approval to: [Julie.Brill@opm.gov](mailto:Julie.Brill@opm.gov)

## **QUALIFICATIONS REVIEW BOARD CERTIFICATION**

### ***QRB Action***

The criteria for QRB Criterion B certification are the same as criterion A cases – possession of the Executive Core Qualifications. The QRB reviews each candidate’s mentor assessment, EDP, and training and developmental experiences based on the documentation provided to ensure the information provides the basis for certification of the individual’s executive qualifications as required by 5 U.S.C. 3393. If the agency has an OPM-approved CDP and the candidate has completed the program requirements in 5 CFR 412.104(e), the QRB will determine if the candidate possesses the executive qualifications required for initial career appointment to the SES.

If a candidate is not initially approved by the QRB, the agency has the option to revise the package and clarify any areas identified by the QRB panel. If a candidate is disapproved a second time, then the agency must address any competency gaps identified by the QRB panel before submitting the candidate for approval a third time.

### ***Certification***

To distinguish between candidates who may be appointed to the SES without further competition and those who must still compete because their entry into an SESCO was based on an exception to civil service-wide competition, the candidate’s QRB certificate will include either of the following statements:

- “This certification permits career appointment to the Senior Executive Service, without further competition, in any agency to any position for which this individual is determined to be otherwise qualified.”
- “This certification permits career appointment to the Senior Executive Service in any agency to any position for which this individual is determined to be otherwise qualified, after competition in accordance with 5 CFR 317.501.”

The option of providing less than civil service competition for an SESCO was removed upon OPM’s revision of 5 CFR 412 published December 10, 2009.

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## **APPOINTMENT OF SESCDP GRADUATES INTO THE SES**

SESCDP graduates, who competed at least civil service-wide, are eligible for an initial career appointment without further competition to any SES position for which they meet professional/technical qualification requirements. An agency may noncompetitively appoint any certified SESCDP graduate, regardless of whether they currently work in that agency. Positions filled noncompetitively do not need to be posted on USAJOBS or otherwise advertised. However, QRB certification does not guarantee placement in the SES.

The few SESCDP candidates who were selected through agency-wide competition under the previous 5 CFR 412 rule, not civil service-wide competition, must compete for their first SES career appointment even if they are certified by the QRB.

Certified graduates can also compete for any vacancy and be selected, and remain certified by the QRB.

### ***OPM Support For QRB-Certified SESCDP Graduates***

#### **CDP-Opps Listserv**

The U.S. Office of Personnel Management (OPM) has launched a new Senior Executive Service (SES) Candidate Development Program (CDP) Opportunities listserv (*CDP-Opps*) ([CDPOpps@listserv.opm.gov](mailto:CDPOpps@listserv.opm.gov)), to help ALL agencies recruit for SES vacancies as well as to help place current QRB-certified Candidate Development Program (CDP) graduates. The purpose of the listserv is to: (1) help agencies identify top talent for SES positions more quickly, and (2) increase the placement rate of QRB-certified CDP graduates. QRB-certified graduates who apply to vacancies and meet the position-specific technical qualifications can be immediately non-competitively appointed; allowing agencies to potentially identify top talent in a manner that will reduce time-to-hire from months to weeks.

Qualifications Review Board (QRB)-certified SES CDP graduates who register for the *CDP-Opps* listserv will be alerted to SES vacancies submitted by Agency Offices of Executive Resources. While agencies will still regularly announce SES vacancies on USAJOBS, *CDP-Opps* participants will receive notifications through the listserv and have opportunity to apply and have their applications immediately reviewed, including before the USAJOBS announcement needs to be posted or before it closes.

Agency Executive Resources (ER) offices are encouraged to share SES vacancies with certified graduates via the *CDP-Opps* listserv simply by sending an e-mail to [CDPOpps@listserv.opm.gov](mailto:CDPOpps@listserv.opm.gov). Each SES vacancy notification should include the following:

- Agency and Bureau
- Job Title
- Job Series
- Duty Location
- Travel
- Security Clearance

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- Technical Qualifications Requirement
- Brief Description of Duties
- List of required application materials, for example:
  - Current Resume
  - Technical Qualifications Statements (if necessary)
  - OPM-issued SES Certificate
  - Any other required items
- Application Submission Deadline
- Agency ER Contact Information (where candidates send their resume and application)

**Offices of Executive Resources are encouraged to announce to CDP-Opps as soon as a vacancy opens, but if the vacancy announcement is already on USAJOBS, please send the following to the listserv:**

- Agency and Bureau
- Job Title
- USAJOBS link
- Agency ER Contact Information (where candidates send their resume and application for advance non-competitive consideration)

OPM will regularly evaluate the listserv in terms of usage, feedback, and requested improvements.

QRB-certified SES CDP graduates can register for the CDPOpps listserv by following these steps:

4. Click on the link: <http://listserv.opm.gov/wa.exe?A0=CDPOpps>
5. Click “Join or Leave CDPOpps” (*Only QRB-certified CDP graduates are eligible to enroll.*)
6. Enter your Name and Email Address and click “Join CDPOpps”

For more information on the CDP-Opps listserv, please send an email [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

### **CDP Registry**

The SES Candidate Development Program (CDP) Graduate Registry is a searchable database that contains profiles of Qualifications Review Board (QRB) certified CDP Graduates that are ready to be appointed to the Senior Executive Service (SES). QRB-certified CDP graduates are available to be non-competitively appointed to SES vacancies, saving weeks or months when compared to traditional hiring timeframes using USAJOBS.

The goals of the CDP Registry are to increase the placement rate of QRB-certified CDP graduates and to fill SES vacancies more rapidly.

HR use only

While many agencies also utilize the CDP-Opps listserv to announce SES vacancies, the CDP Registry allows SES Hiring Managers to search for QRB-certified CDP graduates directly based on a number of search criteria. QRB-certified CDP graduates have been asked to send in their resume and profile form to [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov) and many have done so.

The CDP Registry is hosted at MAX.gov, offering SES Hiring Managers across government real-time access to a secure database of CDP Graduates. Points of Contact at each Agency will be identified to perform searches for their Agency in the CDP Registry. Version 1 of the CDP Registry will be administered by OPMs Leadership and Executive Development Team and future versions will be administered by Agency CDP Registry Points of Contact. Hiring Managers and other interested executives will then search the database based on their specific needs and will reach out to QRB-certified CDP graduates directly with invitations to interview for SES vacancies. The vision is that SES Hiring Managers will better recognize the existing talent that makes up the leadership bench and convert many to SES positions.

For more information on the CDP Registry, please send an email to [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

## **OPM EXECUTIVE DEVELOPMENT PROGRAMS**

Through its Center for Leadership Development (CLD), OPM offers career-long professional leadership development programs delivered through the Federal Executive Institute (FEI) and the two management development centers in Washington, D.C. and Denver, Colorado. In addition, CLD includes USALearning which provides IT solutions for aligning workforce development with organizational goals in order to attain the client agency's mission; OPM's Innovation Lab which provides Human Centered Design services worldwide; and the Presidential Management Fellows program.

The mission of OPM's Center for Leadership Development is to develop visionary leaders to transform government. <https://cldcentral.usalearning.net/mod/page/view.php?id=234> CLD programs:

- Include government-to-government educational courses, certificate programs, tailored solutions and technology systems by USALearning to respond to immediate and emerging challenges.
- Are delivered at OPM's facilities in Charlottesville, VA, Denver, CO, and Washington, D.C., as well as in locations throughout the country.  
<https://cldcentral.usalearning.net/mod/page/view.php?id=261>
- Employ a wide range of learning methods and approaches (including e-learning) to address the Executive Core Qualifications and competencies as identified by OPM for success in the Federal work environment.
- Are open to leaders and managers in career and noncareer positions, senior policy specialists, political appointees, and participants in similar positions and at appropriate levels in local, state, and foreign governments.

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The Federal Executive Institute (FEI) helps senior government leaders (SES and GS-15) improve the performance of their organizations. FEI programs exclusively for SES and SES-Equivalents are described below, followed by highlights of other CLD programs and divisions.

### ***SES Leading EDGE***

The FEI's new Executive Development Portfolio, *SES Leading EDGE*, strengthens the Federal senior executive through all phases of the senior executive life-cycle, starting with entry into the SES. Government-wide programs in the portfolio:

- Advance the enterprise leadership capacity of continuing networks of senior executives to deliver government excellence through constant and accelerating change;
- Promote cross-agency collaboration and innovation;
- Produce stronger performance across government;
- Deliver increased value to taxpayers, and
- Elevate esprit de corps and ideals of Federal service.

SES Leading EDGE provides senior executive development activities agencies are required to implement as indicated in the President's December 2015 Executive Order -- Strengthening the Senior Executive Service.

SES Leading EDGE, which came on line during FY 2016, implements the next generation of a government-wide program initiated by the President's Management Council and the Department of Veterans Affairs (VA) in conjunction with OPM's CLD/FEI, OMB, and participating agencies, which ran as *LeadingEDGE from 2012 to 2013*.

### ***Onboarding for New Senior Executives***

As a major component of the new SES Leading EDGE Executive Development Portfolio the CLD/FEI government-wide SES onboarding program is offered for new members of the Career Senior Executive Service (SES), SES-Equivalent, Senior Level (SL) and Scientific and Professional (ST), and is designed for senior executives in their first or second year of service. It includes the SES Orientation Briefings and the SES Onboarding Forums. Senior Executives will usually find the most value from this government-wide onboarding program when they attend the SES Orientation Briefing followed by the SES Onboarding Forums; however, the Orientation Briefing is not a prerequisite for attending the Forums.

Orientation Briefings accelerate the success of newly appointed senior executives in their first two years of Federal executive service. The program is designed to help new senior executives to "hit the ground running" in completing the transition into their new enterprise leadership roles.

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These programs are purposely designed to complement agency-level onboarding programs and to add a unique, enterprise perspective to the onboarding discipline.

### ***Career SES Orientation Briefings***

Twice each calendar year, OPM, through its Federal Executive Institute and in conjunction with the White House Presidential Personnel Office, conducts Briefings for new members of the career Senior Executive Service (SES) and SES-Equivalents as part of OPM's government-wide executive onboarding framework.

Participants:

- Discuss the Administration's priorities and initiatives,
- Gain practical advice and expanded networks to navigate unique challenges new career SES members face,
- Explore strategies to ensure the executive management of the Government of the United States is responsive to the needs, policies, and goals of the Nation and is otherwise of the highest quality
- Appreciate the career SES role as the major link between top Presidential appointees and the rest of the Federal workforce

The program is delivered by keynote speakers and panels with small group and plenary discussions. Speakers include a range of policymakers, current and former members of the SES, and subject matter experts. Each SES Briefing provides an opportunity for new executives to interact as a community and build the corporate perspective to meet the challenges facing a Government undergoing change and to lead a results-focused organization. Each Briefing concludes with an Oath of Office swearing-in ceremony, an affirmation of our Constitutional heritage and responsibility, and presentation of SES certificates.

For details go to: <https://cldcentral.usalearning.net/mod/page/view.php?id=3897>

### ***SES Onboarding Forums***

SES Onboarding Forums are immersive, interactive development experiences that feature access to public-private sector strategies, structured networking with other newly appointed SES leaders and subject matter experts, heightened awareness of interrelationships among Executive Core Qualifications (ECQs), support for the construction of effective executive development plans, and promotion of continued learning. SES participants gain real-world perspectives and strengthen effectiveness as enterprise leaders applying the OPM Executive Core Qualifications (ECQs) synergistically to foster a more efficient, effective, performance-driven Federal government. The Forums feature:

- Content developed from agency and industry executive onboarding best practices.
- Keynote speakers and session moderators experienced with achieving results.

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- Interaction and lessons learned with current and former SES members, public, private and nonprofit sector senior leaders.
- Discussions in small interagency groups; expert panel discussions.
- Individual study guides and self-assessment exercises.

The SES Onboarding Forums build upon the foundation created by the SES Leadership Onboarding Seminars which began in 2011 when the President’s Management Advisory Board partnered with OPM and several other agencies to create a pilot program of training sessions to help onboard and integrate individuals into the SES. For details go to:

<https://cldcentral.usalearning.net/mod/page/view.php?id=16422>

### ***Continuing Development for SES***

Following onboarding, FEI offers the *SES Enterprise Leadership Labs* for the continuing development for senior executives to hone their government-wide enterprise leadership skills to meet challenges inherent in leading federal agencies in a complex twenty-first century environment.

SES Enterprise Leadership Labs are immersive, interactive five-hour programs that generate new perspectives and approaches; and offer a safe, systemic, evidence-informed approach to hone skills to address enterprise and strategic “hot topics.” Two SES Enterprise Leadership Labs were offered during calendar 2016: “Using Strategic Foresight to Invent the Future” and “Cyber-Breach: What Every Senior Executive Needs to Know and Do When It Happens”.

For Details go to: <https://cldcentral.usalearning.net/mod/page/view.php?id=15414>

For more information on the SES Leading EDGE portfolio and its programs:

Federal Executive Institute

Voice: 434-980-6278

**Email:** [SES-Leading-Edge@opm.gov](mailto:SES-Leading-Edge@opm.gov)

### **Other CLD Leadership Development Programs**

The CLD faculty team designs and delivers innovative leadership development courses and services that build individual competencies and organizational capacity for outstanding leadership and management performance.

The full catalog of courses covers the competencies and methods to excel in leadership at all levels of public organizations. Courses may be taken separately or as an integrated 'Leadership Journey' through the very popular Leadership Education and Development (LEAD) Certificate Program. The Leadership and Education Development (LEAD) Certificate program provides a leadership development roadmap for veterans and employees who need to be qualified to lead at specific levels of their organizations.

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**Federal Executive Institute.** One of the nation's leading centers for executive development, FEI was established in 1968 to serve the learning needs of our nation's senior public servants. No matter the program, FEI uses the U.S. Constitution and the notion of public service values as underlying foundations upon which participants build their talents and perspectives required for leadership in today's complex world. Whether in FEI's four-week Leadership for a Democratic Society program, in programs designed to meet specific needs of a single agency, or in one of FEI's open enrollment programs, FEI guides participants to explore their personal strengths and to further develop their leadership capabilities related to personal leadership, organizational transformation, the policy framework in which the public sector leadership occurs, and the broad context of international trends that shape Government agendas.

For more information about FEI programs contact:

Federal Executive Institute  
1301 Emmet Street  
Charlottesville, VA 22903-4899  
Voice: 434-980-6200  
Email: [fei@opm.gov](mailto:fei@opm.gov)

**Eastern Management Development Center.** EMDC delivers leadership courses in Washington, D.C.; Shepherdstown, WV; and at locations throughout the country in facilities designed for a variety of learning approaches that support knowledge acquisition and action learning. EMDC's proximity to the center of Federal operations allows expanding experiential learning opportunities as well as easy access to top government experts.

Eastern Management Development Center  
1900 E Street, NW  
Washington, D.C. 20415  
Voice: 202-606-2005  
Email: [emdc@opm.gov](mailto:emdc@opm.gov)

**Western Management Development Center.** WMDC is located in the heart of the downtown Federal District in Denver just three blocks from Denver's famous 16<sup>th</sup> Street Pedestrian mall and conveniently located near light rail and numerous restaurants. The WMDC space includes two innovative learning spaces for up to 35 participants with conversion to a large auditorium space for 80, as well as eight breakout spaces for coaching and small group activities..

Western Management Development Center  
Byron Rogers Federal Building  
1961 Stout Street, Suite 16-111  
Denver, CO 80294  
Voice: 303-671-1010  
Email: [wmdc@opm.gov](mailto:wmdc@opm.gov)

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**USALearning.** USALearning<sup>R</sup> supports the development of the Federal workforce and advances the accomplishment of agency missions through simplified and one-stop access to high quality e-Learning products, information, and services. Offerings include the development and delivery of customized learning management systems (LMS); learning content management systems (LCMS) and associated services; e-Learning/Testing platforms; communities of practice; and other customized content and collaborative platforms to include object and document repositories, course development, and innovative software engineering services.

For details go to: <https://usalearning.gov>

USALearning  
1900 E Street, NW  
Washington, D.C. 20014  
Voice: 202-606-2029  
Email: [usalearning-info@opm.gov](mailto:usalearning-info@opm.gov)

**Customized Leadership Development.** OPM through its Center for Leadership Development can custom design a program to satisfy a one-time need or engage in a long-term strategic partnership to address an organization's ongoing needs or challenges. Such programs are tailored to meet agency specific requirements. Please contact any of the above CLD divisions for more information.

**Executive in Residence Program.** The Center for Leadership Development offers a limited number of Executive in Residence (EIR) developmental assignments at the Federal Executive Institute to members of the SES and senior managers. Individuals selected as EIRs are detailed to a center to serve as a member of the faculty for periods of up to 2 years. Information on the EIR program can be found at <https://cldcentral.usalearning.net/mod/page/view.php?id=252>.

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## **CHAPTER 8: REMOVALS AND SUSPENSIONS**

**STATUTE: 5 U.S.C. 3393(g), 3592, and 7541-7543**

**REGULATIONS: 5 CFR Part 359 and Part 752**

Procedural protections and placement or other rights to which an SES member is entitled are determined by law and regulation. They depend on the nature of the action being taken, the type of SES appointment held by the member and, at times, by the member's appointment status just before entry into the SES.

### **GENERAL INFORMATION**

**Discipline vs. unacceptable performance.** An agency may find it difficult at times to distinguish between unacceptable performance and misconduct, neglect of duty, or malfeasance. Each may result in the appointee's failure to carry out significant duties and responsibilities of the position. Unacceptable performance results when the employee cannot perform acceptably in their job because they lack the skill, specific knowledge, or the ability to meet the performance standard of an element or elements in their performance plan. Misconduct, neglect of duty, and malfeasance, on the other hand, denote a wrongful act on the part of the employee. Corrective action of Senior Executive Service employees does not require a finding of intent.

The U.S. Court of Appeals for the Federal Circuit ruled in *Berube v. General Services Administration* (820 F.2d 396, Fed Cir 1987) that "an employee's actions or inaction related to his job performance may or may not amount to misconduct, neglect of duty, or malfeasance depending on the circumstances. When they do not, the agency must proceed under 5 U.S.C. 3592 [performance removal]. When they do, the agency may proceed under 5 U.S.C. 7543 [adverse action removal]."

The MSPB ruled in *Beverly J. Berger v. Department of Energy* (DC07528610398, December 14, 1987) that although an agency may proceed to take an adverse action removal under 5 U.S.C. 7543 in a performance related case involving misconduct, neglect of duty, or malfeasance, there is nothing to preclude the agency from proceeding to take a performance removal action under 5 U.S.C. 3592.

**Off-duty conduct.** If an agency wishes to take disciplinary action based on the appointee's off-duty actions or misconduct, it must demonstrate a nexus between the off-duty actions and the appointee's ability to carry out the assigned responsibilities of the position to which assigned.

### ***Prohibited Actions***

Agencies should refer to 5 U.S.C. 2301 (merit system principles) and 5 U.S.C. 2302 (prohibited personnel practices) for information on practices that cannot be used as a basis for taking actions covered in this chapter.

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Under 5 U.S.C. 3392(d), the removal of an individual from any SES position in an independent regulatory commission “shall not be subject, directly or indirectly, to review or approval by any officer or entity within the Executive Office of the President.”

Under 5 U.S.C. 3393(g), a career appointee may not be removed from the SES or the civil service except in accordance with specifically cited provisions in Title 5, U.S.C. If a career appointee takes a position outside the SES under other circumstances, the voluntary nature of the action should be agreed to in writing before the action is effected, and the agreement should be retained as a permanent record in the Official Personnel Folder.

### ***120-Day Moratorium on Certain Removals***

The law [5 U.S.C. 3592(b)(1)] prohibits removals of career appointees during the probationary period or for performance reasons after completion of the probationary period:

- within 120 days after an appointment of the head of the agency; or
- within 120 days after the appointment in the agency of the career appointee’s most immediate supervisor who is a noncareer appointee and has the authority to remove the career appointee. Time spent “acting” in the supervisory position does not count toward the 120 day time period.

The purpose of the moratorium is to prevent peremptory actions during transition periods when the agency head or noncareer supervisor does not have adequate knowledge of an SES career appointee.

**Definitions and interpretations.** See Career Reassignments in Chapter 3.

**Waiver.** An appointee may voluntarily waive application of the 120-day moratorium to a specific removal action. The waiver must be in writing and be retained as a temporary record in the Official Personnel File.

**Effect on advance notice.** Any advance notice requirements for a removal action may run concurrently with the 120-day moratorium, but the removal normally may not be effected until the moratorium has ended.

### ***Appeals***

Merit System Protection Board (MSPB) requirements on what a decision notice regarding matters appealable to the Board should include and the procedures for filing an appeal are found at 5 CFR 1201.21 through 1201.24.

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## REMOVAL DURING THE PROBATIONARY PERIOD

**STATUTE: 5 U.S.C. 3592**

**REGULATIONS: 5 CFR Part 359, Subpart D**

An individual who receives an SES career appointment must serve a 1 year probationary period. Under 5 CFR 317.503, the probationary period as established by 5 U.S.C. 3393(d) is defined as a full calendar year. [See Chapter 2 for guidance on the probationary period.]

A career appointee may be removed from the SES during the probationary period for a variety of reasons, such as unacceptable performance, misconduct, conditions arising before appointment, and reduction in force. The procedural protections and placement rights to which the probationer is entitled are determined by the basis for the removal action and the individual's appointment status just before entering the SES.

**Timing.** Under a decision by an MSPB Chief Administrative Law Judge in the case of Walton D. Morris, Jr. v. Department of Interior (HQ35928610024, February 4, 1987), which was later affirmed by a U.S. District Court Order (Walton D. Morris, Jr. v. Department of Interior, et al, Civil Action 88-2063, August 9, 1993), the SES probationary period is considered to end when the individual completes his/her last scheduled tour of duty before the anniversary date of the appointment. After this, the individual is considered a non-probationary career appointee even if the anniversary date has not yet occurred. For example, when the last workday is a Friday and the 1-year anniversary date is the following Monday, any probationary separation would have to take place before the end of the tour of duty on Friday. An agency must also provide written notice to the employee before the effective date of a probationary removal for performance, conduct or reduction in force (5 CFR 359, subpart D). If the removal action takes effect on the individual's last workday, the removal notice must specify a time prior to the end of the individual's tour of duty. Otherwise, removal on the date would be presumed to be effective at the end of the day, which would normally be after the individual has completed the tour of duty and, consequently, the probationary period.

**Reemployed annuitants.** A career appointee who is a reemployed annuitant serves at the pleasure of the appointing authority. The removal of a reemployed annuitant who is serving a probationary period is effected under 5 CFR part 359, Subpart I. Actions taken under that subpart are discussed later in this chapter.

### ***Removal of Probationers for Unacceptable Performance***

Agencies use the probationary period to observe and evaluate the appointee's performance of assigned duties and responsibilities. If an agency finds that the probationer's managerial or professional/technical performance is unacceptable, the agency should consider whether remedial action (such as specialized training or assignment to other SES duties) or removal action is appropriate. Removal for unacceptable performance during the probationary period is effected under 5 CFR part 359, Subpart D.

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The removal of a probationer for unacceptable performance need not be predicated on a formal Unsatisfactory rating under the performance appraisal system established under 5 U.S.C. 4312-14 and 5 CFR part 430, Subpart C. However, if the agency has given a probationer a formal Unsatisfactory (or Minimally Satisfactory) rating of record, it can use that rating as the basis for the removal action.

Even though one Minimally Satisfactory rating is not the basis for removal of an individual who has completed the probationary period, it does not prevent the removal of a probationer on the basis of the rating. Further, even if an individual receives a formal Fully Successful or higher rating of record during the probationary period, it does not prevent the removal of the individual later in the probationary period if the individual's performance has become unacceptable. A new formal rating is not necessary.

**Notice.** The agency must give the probationer a written notice at least 1 day before the effective date of the removal. However, the agency may want to consider a longer notice period. The notice must—

- state the agency's conclusions as to the inadequacies of the probationer's performance;
- state whether the probationer has placement rights to another position outside the SES and, if so, identify the position to which the individual will be assigned; and
- show the effective date of the action.

**Guaranteed Placement.** Guaranteed placement at GS-15 or above (e.g., Senior-level) upon removal from the SES is limited to those probationers who, at the time of appointment to the SES held a career or career-conditional appointment, or an appointment of equivalent tenure as defined in 5 CFR 359.701(a). Probationers who are not entitled to guaranteed placement are separated from the Federal service.

**120-Day Moratorium.** The removal of a probationer for performance reasons is subject to the 120-day moratorium described at the beginning of this section. However, it should be noted that:

- there is an exception to the moratorium if the removal is based on a formal Unsatisfactory performance rating given before the appointment of the new agency head or noncareer supervisor which initiated the moratorium; and
- the moratorium does not extend the probationary period. Thus, it is possible for a probationer against whom an agency is contemplating removal action to complete the probationary period during a moratorium. In such case, a subsequent removal action for performance could not be processed as a probationary removal under 5 CFR part 359, Subpart D, but would be taken under 5 CFR part 359, Subpart E.

**Appeal.** The removal of a probationer for performance reasons is not appealable to the Merit Systems Protection Board and does not entitle the employee to an informal hearing before the Board. [MSPB decision, Brenda J. Gaines vs. HUD, HQ 12018110066, February 2, 1983.]

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### ***Removal of Probationers for Disciplinary Reasons***

Removal during the probationary period for disciplinary reasons is effected by 5 CFR part 752 or part 359, as appropriate. Part 752, Subpart F, applies when the probationer has adverse action coverage under 5 U.S.C. 7511 immediately before entry into the SES. Part 359, Subpart D, applies in all other instances. The requirements for taking a removal action under part 752 are discussed later in this chapter.

**Basis for action.** Under the CSRA, a removal under 5 U.S.C. 7543 had to meet the standard of “for such cause as would promote the efficiency of the service.” Subsequent legislation deletes that standard and substitutes for it “misconduct, neglect of duty, malfeasance, or failure to accept a directed reassignment or to accompany a position in a transfer of function.” Although these amendments do not directly alter the language dealing with the removal of probationers for disciplinary reasons under 5 U.S.C. 3592, equity considerations require the use of a uniform standard. Thus, the removal of a probationer for disciplinary reasons under 5 CFR part 359 should meet the same standard as in 5 U.S.C. 7543.

Off-duty actions or misconduct could support removal under 5 CFR part 359 provided there is a nexus between the off-duty actions and the probationer’s ability to discharge the responsibilities of the position.

**Notice.** Procedural requirements for effecting the removal of a probationer under 5 CFR part 359, Subpart D, for disciplinary reasons are similar to those governing removals for performance reasons. The agency must give the probationer a written notice at least 1 day before the effective date of the action. (To the extent that circumstances warrant and permit, it is recommended that the notice be given to the probationer at an earlier date.) The notice must indicate the basis for the removal action (e.g., misconduct, neglect of duty, or malfeasance), and show the effective date of the removal. These procedures are modified when a moratorium exists and the agency invokes a specific exception, as discussed below.

**120-day Moratorium.** The removal of a probationer under part 359, Subpart D, for disciplinary reasons is subject to the 120-day moratorium described at the beginning of this chapter, with the following exceptions:

- the disciplinary action was initiated before the appointment of the agency head or SES noncareer supervisor (i.e., before the appointment which initiated the moratorium); or
- there is reasonable cause to believe that the probationer committed a crime punishable by a prison sentence, or that retention of the probationer may pose a threat to the appointee or others; may result in loss of or damage to Government property; or may otherwise jeopardize legitimate Government interests. When this exception is invoked, the following additional procedural requirements must be met:
  - 1) the agency’s notice shall include the reasons for invoking the exception. The probationer shall be given a reasonable time (not less than seven days) to respond regarding the propriety of the exception.

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The agency shall give the probationer a notice of decision on the propriety of using the exception at or before the time the action will be effective; and

- 2) when circumstances require immediate action, the agency may place the probationer in a nonduty status with pay for such time as necessary to effect the removal.

Imposing a moratorium does not extend the probationary period. Thus, it is possible for a probationer against whom an agency is contemplating disciplinary action to complete the probationary period during a moratorium.

In such case, a subsequent disciplinary removal action could not be processed under 5 CFR part 359, Subpart D, but would have to be taken under 5 CFR part 752, Subpart F (Adverse Actions).

**Guaranteed Placement.** A probationer removed for disciplinary reasons is not entitled to placement in a position outside the SES.

**Appeal.** The removal of a probationer for disciplinary reasons under 5 CFR part 359, Subpart D, is not appealable to the Merit Systems Protection Board.

### ***Removal of Probationers for Conditions Arising Before Appointment***

An agency may separate a probationer for conditions arising before appointment to the SES when those conditions have a bearing on the probationer's fitness or qualifications for continued employment in the SES. Cases of this type should occur infrequently. Generally, they would involve an appointee from outside the Federal service, and the derogatory information would become known as a result of a post-appointment background review. In such cases, a removal for pre-appointment conditions would be effected under 5 CFR part 359, Subpart D.

However, in the event that the probationer had coverage under 5 U.S.C. 7511 immediately before entering the SES, the removal would be affected under 5 CFR Part 752, Subpart F. If the circumstance does not satisfy the standard of action at 5 CFR 752.603, the agency may want to consider whether action should be taken under part 731 (Suitability) for such cause as would promote the efficiency of the service.

**Procedures.** The procedural requirements governing the removal of a probationer for pre-appointment conditions differ significantly from those governing removal for performance or misconduct. When the removal is based, in whole or in part, on conditions arising before appointment to the SES, the probationer is afforded an opportunity to answer or refute the derogatory information bearing on fitness or qualifications for continued employment. The probationer is entitled to the following:

- an advance written notice showing the reasons for the removal;
- a reasonable time to respond;
- the right to reply orally or in writing, to furnish documentary evidence in support of the answer, and to be represented by an attorney or other representative; and
- a written decision which shows the reasons for the action and the effective date and which is delivered at or before the time the action will be made effective.

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As discussed below, these procedures are modified when a moratorium exists and the agency invokes a specific exception.

**120-day moratorium.** The removal of a probationer for pre-appointment conditions is subject to the 120-day moratorium described at the beginning of this chapter. The moratorium may be waived under the same conditions previously described in this section.

**Guaranteed placement.** A probationer removed for pre-appointment conditions is not entitled to placement in a position outside the SES.

**Appeal.** The removal of a probationer for pre-appointment conditions under 5 CFR part 359, Subpart D, is not appealable to the Merit Systems Protection Board.

### ***Removal of a Probationer Under a Reduction in Force (RIF)***

The provisions on competition for job retention in a RIF apply to all SES career appointees, probationers and post-probationers alike. All requirements for conducting a competition for job retention in a RIF situation are covered in Chapter 9.

**Placement rights.** A probationer who is affected by a RIF has no statutory or regulatory placement rights within the SES. However, an agency may on its own place the probationer in a vacant SES position for which qualified, if there is no post-probationer affected by the RIF who is entitled to the position.

If the probationer is not placed in another SES position, removal from the SES is effected under 5 CFR part 359, Subpart D, except that removal of a reemployed annuitant is effected under 5 CFR part 359, Subpart I.

**Notice.** The agency must give the probationer a written notice before the effective date of the removal showing—

- the action to be taken and its effective date;
- the reason for the action;
- the nature of the competition for job retention including the probationer's competitive area (if the competitive area is not agencywide) and competitive standing;
- a statement on whether the probationer has placement rights to another position outside the SES and, if so, the position to which he or she will be assigned;
- the probationer's eligibility for discontinued service retirement, if the applicable age and/or service requirements are met; [Chapter 11]
- the place where the probationer may inspect the regulations and records pertinent to the action; and
- the probationer's right of appeal to the Merit Systems Protection Board on the competitive procedures used for determining job retention, the time limit for making an appeal, and the MSPB office to which the appeal should be sent.

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**120-day moratorium.** The removal of a probationer from the SES by RIF is not subject to the moratorium.

**Guaranteed placement.** The probationer's placement rights outside the SES, if any, are governed by 5 CFR part 359, Subpart G. Guaranteed placement upon removal from the SES by RIF is limited to those probationers who, at the time of appointment to the SES, held a career or career-conditional appointment, or an appointment of equivalent tenure as defined in 5 CFR 359.701(a). [See Chapter 10 on placement provisions.] Probationers who are not entitled to a guaranteed placement are separated from the Federal service.

## REMOVAL OF POST-PROBATIONERS FOR PERFORMANCE REASONS

**STATUTE: 5 U.S.C. 3592**

**REGULATIONS: 5 CFR Part 359, Subpart E**

This section covers the removal of a post-probationer from the SES for less-than-fully-successful executive performance under 5 CFR part 359, Subpart E. The term "post-probationer" refers to an SES career appointee who completed the SES probationary period or was not required to serve a probationary period.

A career appointee who is a reemployed annuitant serves at the pleasure of the appointing authority. The removal of a reemployed annuitant is effected under 5 CFR part 359, Subpart I. Actions taken under that subpart are discussed later in this chapter.

For those situations that involve both performance and conduct factors, see *Removal and Suspension for Disciplinary Reasons*, for guidance on whether to effect a removal under performance or adverse action procedures.

### ***Performance Appraisal***

Each agency is required to have an SES performance appraisal system. One of the purposes of an appraisal system is to provide a basis for determining that an individual's performance either merits retention in the SES or warrants some remedial action, including the individual's removal from the SES. [See Chapter 5 for performance appraisal systems.]

The removal of a career appointee from the SES under 5 CFR part 359, Subpart E, must be based on the appointee's final SES rating (or ratings) of record assigned by the appointing authority following recommendation of a Performance Review Board.

An agency may terminate a performance appraisal period before its completion when it finds there is adequate basis on which to appraise and rate the executive [5 U.S.C. 4314(b)(1)(D)].

This means that an agency need not retain an Unsatisfactory performer in a position until the end of the SES rating cycle, although the executive must be given a reasonable opportunity to demonstrate competence in a position before being appraised. At the least, the minimum appraisal period must be met and the agency must complete the full rating process, including action by a Performance Review Board, and final rating by the appointing authority.

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If an executive receives an Unsatisfactory rating and is retained in the SES in another position, or if the executive receives a Minimally Satisfactory rating, the agency is required under 5 CFR 430.307 to provide the executive with advice and assistance, to improve his/her performance before the next annual summary rating is given.

### ***Optional Removal: One Unsatisfactory Rating***

An appointee who receives a final rating of “Unsatisfactory” cannot remain in the same position [5 U.S.C. 4314(b) (3)]. The agency must either place the appointee in a position outside the SES, or in another position in the SES for which the appointee is qualified. This may be done by reassignment within the agency, or with the appointee’s approval, by transfer to another agency. Placement in another SES position, rather than removal from the SES, would be appropriate when the individual is capable of performing at the SES level, but was not suited for the original SES position. However, should the agency choose to take a reassignment action, it cannot subsequently remove the individual from the SES solely on the basis of this one Unsatisfactory rating. The individual must receive another Unsatisfactory rating, or a Minimally Satisfactory rating, as described in the next paragraph.

### ***Mandatory Removal: Two Less-Than-Fully-Successful Ratings***

Under 5 U.S.C. 4314(b)(3) and (4), an agency must remove a career appointee from the SES when the appointee receives the following final ratings of record under an SES performance appraisal system:

- two ratings of “Unsatisfactory” within 5 consecutive years;
- two ratings of “Minimally Satisfactory” within 3 consecutive years; or
- one rating of “Unsatisfactory” and one rating of “Minimally Satisfactory” within 3 consecutive years.

The final ratings of record used to support the removal action may have been assigned under two different SES performance appraisal systems, or by two different agencies. Further, both ratings may be based on a shortened appraisal period when issued in accordance with the Performance Appraisal section above.

### ***Procedures***

The agency must give the career appointee a written notice at least 30 calendar days before the effective date of removal from the SES. The notice must include the following information:

- the reason for the removal, i.e., the annual summary rating(s) and date(s) when given that the agency is using to support the removal action;
- the appointee’s right to be placed in a position outside the SES. (If the agency makes a decision regarding the specific position to which the appointee will be assigned, this information should be included in the advance notice. As an alternative, the agency may advise the appointee of the new position in a supplementary notice issued at least 10 calendar days before the effective date of the action);

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- the appointee's right to request an informal hearing before an official designated by MSPB. (Advise the appointee that the request should be made to the Headquarters Office of the MSPB at least 15 days before the effective date of the action);
- the effective date of the removal; and
- when applicable, the appointee's eligibility for discontinued service retirement under 5 U.S.C. 8336(h) for CSRS or 5 U.S.C. 8414(a) for FERS.

### ***120-Day Moratorium***

The removal of a career appointee for performance reasons is subject to the 120-day moratorium, except for a removal based on an Unsatisfactory rating given before the appointment of the new agency head or noncareer supervisor that initiated the moratorium. This exception covers—

- an optional removal based on one Unsatisfactory rating;
- a mandatory removal based on two Unsatisfactory ratings in 5 years; and
- a mandatory removal based on two less than Fully Successful ratings in 3 years when the second rating is an Unsatisfactory rating.

For additional information on the moratorium, see *Career Reassignments* in Chapter 3.

### ***Placement***

A post-probationer removed for performance reasons is entitled to placement in a position outside the SES (See Chapter 10 for placement provisions). Note also that an SES appointee removed for performance reasons is not eligible for reinstatement in the SES (See guidance on reinstatement in Chapter 3).

### ***Informal MSPB Hearing***

A removal for performance is not appealable to MSPB under 5 U.S.C. 7701. However, under 5 U.S.C. 3592(a), a career appointee may request (and MSPB shall grant) an informal hearing before an official designated by MSPB.

Under MSPB regulations [5 CFR 1201.143-1201.145], the appointee and/or a representative may appear and present arguments. A transcript is made of the hearing.

The MSPB indicates that it lacks authority to change a performance rating or to order a specific remedy such as reinstatement to the SES, as a result of the hearing. However, it can comment on the executive's arguments and recommend appropriate action if a serious defect in the personnel action is manifest (e.g., misapplication of relevant statutory provisions, departure from important procedural rights, or an error going to the heart of the agency's removal determination). [ *Alfredo Mathew, Jr. v. Equal Employment Opportunity Commission*, HQ 12018110009, October 19, 1981, and *Pauline G. Johnson v. Agency for International Development*, HQ359283 10004, August 11, 1983]. In March 21, 1995, (case *James R. Alliston*, CB-3592-95-0016-U-1), the Administrative Law Judge (ALJ) stated in the summary of proceedings: "There are no provisions for the submission of testimony or other evidence by the appointee.

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There are no provisions for the presentation of evidence or arguments by the employing agency” and stated, “There are no provisions [the statute or regulations] for the issuance of a decision or for the granting of relief.”

The MSPB normally refers a copy of the record and any recommendations to the Special Counsel, as well as to OPM and the employing agency, for whatever action may be appropriate.

Conducting an informal hearing does not delay the effective date of removal.

## **REMOVAL AND SUSPENSION FOR DISCIPLINARY REASONS (ADVERSE ACTIONS)**

**STATUTE: 5 U.S.C. 7541-7543**

**REGULATIONS: 5 CFR Part 752, Subpart F**

This section deals with adverse actions resulting in the removal from the Federal service or suspension of SES career appointees and certain limited appointees for disciplinary reasons.

### ***Coverage***

Career appointees who have completed the SES probationary period or were not required to serve one.

Career appointees who are serving an SES probationary period if they were covered under 5 U.S.C. 7511 immediately before entering the SES. Essentially, 5 U.S.C. 7511 covers employees in the competitive service who are not serving a probationary period, preference eligible employees in the excepted service who have completed 1 year of current continuous service in an executive agency, and certain other employees in the excepted service who are not preference eligibles.

Limited emergency and limited term appointees who were covered by 5 U.S.C. 7511 immediately before entering the SES and who received their limited appointment in the same agency.

A career appointee who is a reemployed annuitant serves at the pleasure of the appointing authority. Removal of a reemployed annuitant is effected under 5 CFR part 359, Subpart I. Actions taken under this subpart are discussed later in this chapter.

### ***Standard for Action***

Adverse actions in the SES cover only two actions: removal and suspension for more than 14 days. Moreover, the standard for action in accordance with 5 U.S.C. 7543 is “misconduct, neglect of duty, malfeasance, or failure to accept a directed reassignment or to accompany a position in a transfer of function.”

**Removal.** “Removal” means removal from the Federal service.

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**Suspension.** “Suspension” means more than 14 days. The law is silent on short-term suspensions, i.e., a suspension of 14 days or less. Since there is no statutory authority for such action, agencies may not take a suspension of 14 days or less against an SES member. However, this does not restrict the agency from issuing a reprimand or admonishment for offenses which do not warrant a suspension.

**Disciplinary reasons.** A disciplinary reason is defined as misconduct, neglect of duty, malfeasance, or failure to accept a directed reassignment or to accompany a position in a transfer of function. [**Note**, however, that 5 U.S.C. 8336(d) provides that separation for failure to accept a directed reassignment or a transfer of function outside of the commuting area shall not be considered a removal for cause on charges of misconduct or delinquency for purposes of determining eligibility for discontinued service retirement.]

### ***Procedures***

Procedural requirements for taking an adverse action against an appointee are in 5 CFR part 752, Subpart F.

**Notice.** The agency must give the appointee a 30 day advance written notice that includes this information:

- the nature of the proposed action (If a proposed suspension, give the duration.);
- the specific reasons for the proposed action. (Identify and/or describe the instances of misconduct, neglect of duty, or malfeasance, or the reassignment or transfer of function the appointee declined);
- the appointee’s right to review the material the agency is using to support the charges;
- the appointee’s right to reply orally and in writing and to furnish affidavits and other documentary evidence (e.g. medical documentation). (Identify the agency official authorized to hear the oral reply. Advise the appointee of the time limit for making an oral and/or written reply);
- if agency regulations provide for one, the appointee’s right to a hearing in place of or in addition to the opportunity for written and oral reply; and [See 5 U.S.C. 7543(c)]
- the appointee’s right to be represented by an attorney or other representative.

**Exception to the 30-day notice period.** The 30-day advance notice period may be curtailed only if the agency has reasonable cause to believe that the appointee committed a crime for which a sentence of imprisonment may be imposed and is proposing a removal or suspension. In such cases:

- the advance notice must explain the reasons for curtailing the notice period;
- the agency may require the appointee to provide an answer to the proposed action, including any supporting affidavits or other documentary evidence within such time as the agency considers reasonable under the circumstances, but not less than 7 days; and

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- if the appointee challenges both the curtailment of the notice period and the proposed adverse action and the agency's final decision is to proceed with the action in less than 30 days, the agency may want to include in the final decision notice a statement on its conclusion about the propriety of curtailing the notice period.

**Other considerations.** If the agency does not have reasonable cause to believe that the appointee committed a crime for which an imprisonment may be imposed, the appointee has a right to the 30-day notice period. Even so, there may be circumstances where keeping the appointee in his/her present position may pose a threat to the appointee or others, result in loss or damage to Government property, or otherwise jeopardize legitimate Government interests. In such cases, an agency may act to reduce or remove the threat during the notice period. Such actions could include:

- assigning the appointee to duties where he or she is no longer a threat;
- placing the appointee on leave with his/her consent; and
- carrying the appointee in an appropriate leave status (i.e., annual, sick, leave without pay, absent without leave) if the appointee is voluntarily absent for reasons not originating with the agency.

If these options are not available, the agency could place the appointee in a paid, nonduty status during all or part of the 30-day advance notice period.

**Appointee review and response.** The documentary evidence used by the agency to support a disciplinary action must be made available for review by the appointee or a representative or designated physician, as applicable. An appointee in an active duty status must be given a reasonable amount of official time to review the documentary evidence and prepare a response. The agency official designated to hear the oral reply must be one who has authority either to make or to recommend a final decision on the proposed action.

**Appointee representative.** The appointee is entitled to be represented by an attorney or other representative. The agency may, under certain circumstances, disallow an appointee's choice of representative. This may occur when the appointee's choice would result in a conflict of interest. In addition, if the proposed representative is an agency employee, the agency may disallow the choice when that employee's assumption of the representational responsibilities would give rise to unreasonable costs, or undue interruption of priority work assignments.

**Agency review of medical information.** When medical information is supplied by the appointee, the agency may, if authorized,

- require a medical examination under 5 CFR 339.301, or
- offer a medical examination in accordance with 5 CFR 339.302.

If the appointee has the requisite years of service under CSRS or FERS, the agency must provide information concerning disability retirement.

[**Note:** Agencies must be aware of the requirements pertaining to reasonable accommodation of a qualified individual with a disability.]

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**Agency decision.** In arriving at a decision, the agency shall consider only the reasons specified in the advance notice and any written and/or oral response thereto by the appointee or a representative.

**Notice of decision.** The agency must give the appointee a notice of decision that:

- states the reasons for the agency's decision to take the removal or suspension action (The notice should indicate the agency's decision on each of the reasons specified in the advance notice.);
- shows the effective date of the removal or the duration and effective dates of the suspension (Except as provided for in the above paragraph on exceptions, the effective date may not be less than 30 calendar days from the date of the advance notice.);
- advises the appointee of the right of appeal to the Merit Systems Protection Board (The notice should indicate the time limit for making an appeal and the MSPB office to which the appeal should be sent.); and
- is delivered to the appointee at or before the time the action will be effective.

**Imposing a less severe penalty.** After consideration of the appointee's response, an agency may decide to substitute a less severe penalty. The substitute penalty may be a suspension for more than 14 days or a letter of reprimand. For the reasons discussed in the paragraph above, an agency may not impose a suspension of 14 days or less. The agency's decision to mitigate the penalty should be included in the notice of decision given the appointee.

### ***120-Day Moratorium***

The removal of a career appointee SES from Federal service or suspension from the SES under 5 CFR part 752, Subpart F, is **not** subject to the 120-day moratorium.

### ***Placement***

An appointee removed from the SES under 5 CFR part 752, Subpart F, is **not** entitled to placement in a position outside the SES.

Further, there is no authority for an agency to move the appointee directly from the SES to a non-SES position. However, following the action removing the appointee from the Federal service, an agency may subsequently as a separate action appoint the individual to a position outside the SES for which eligible.

[**Note:** The career transition regulations [5 CFR 330, Subparts F and G] apply to placement actions in the competitive service and in the excepted service in certain cases. Agencies should also make sure that the employee meets all the requirements pertinent to the new appointment, including suitability standards.]

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### ***Appeals***

Removal or suspension from the SES under 5 CFR part 752, Subpart F, **is appealable** to the MSPB under 5 U.S.C. 7701.

Under 5 U.S.C. 7701(b)(3), the Board has the authority to mitigate an adverse action penalty of a career SES appointee (e.g., change a removal to a suspension or change a 30-day suspension to 15 days). The Board's policy on mitigation is addressed through case law [e.g., *Douglas v. Veterans Administration*, 5 M.S.P.R. 280 (1981)]. Generally, the Board will review a penalty only to determine if the agency conscientiously considered all of the relevant aggravating and mitigating factors and exercised management discretion within tolerable limits of reasonableness. The agency should be able to show that the penalty was appropriate and reasonable under the circumstances. The Board has indicated that it may review a penalty to determine whether it is clearly excessive, disproportionate to the sustained charge, or arbitrary, capricious, or unreasonable.

## **REMOVAL AND SUSPENSION OF NONCAREER AND LIMITED APPOINTEES AND REEMPLOYED ANNUITANTS**

**STATUTE: 5 U.S.C. 3592(c)**

**REGULATIONS: 5 CFR Part 359, Subpart I, Part 317, Subpart F, and Part 752, Subpart F**

This section covers the removal and suspension from the SES of noncareer appointees, limited emergency appointees, limited appointees, and reemployed annuitants holding any type of appointment under the SES. A reemployed annuitant serves at the pleasure of the appointing authority whether holding a career, noncareer, or limited appointment.

Limited appointees who were covered by 5 U.S.C. 7511 immediately before SES appointments are covered by 5 CFR part 752 in disciplinary cases. Removal and suspension of these limited appointees is discussed in the previous section on disciplinary removals.

### ***Removal***

**Notice.** An individual covered by this section can be removed at any time. Removal is effected under 5 CFR part 359, Subpart I. The agency must give the appointee a written notice at least 1 day prior to the effective date of the removal and the notice must show the effective date of the removal. The notice should be given on a workday for the employee and not be effective on a non-workday (i.e., Saturday, Sunday, or holiday), unless there is at least 1 intervening workday following the day on which the notice was given. The agency may include a statement of the reason for the action, but it is optional.

**Expiration of appointment.** A limited appointment must be terminated when the appointment expires, or when the employee completes the maximum period of service permitted under law. The termination is processed as prescribed in the material on noncareer and limited appointments in Chapter 3 and not as a removal.

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**Placement.** The appointee is not entitled to placement in a position outside the SES, except as provided in the material on special conditions regarding limited appointments in Chapter 3.

### *Suspension*

The law does not specify procedural requirements regarding the suspension for disciplinary reasons of appointees covered by this section. Thus, an agency may suspend these appointees under whatever procedures it establishes.

### *120-Day Moratorium*

A removal or suspension covered by this section is **not** subject to the 120-day moratorium.

### *Appeals*

A removal or suspension covered by this section is **not appealable** to the Merit Systems Protection Board.

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**CHAPTER 9: REDUCTION IN FORCE (RIF), RIF PLACEMENT, AND FURLOUGH. 9-2**

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## **CHAPTER 9: REDUCTION IN FORCE (RIF), RIF PLACEMENT, AND FURLOUGH**

**STATUTE: 5 U.S.C. 3595, 3595a**

**REGULATIONS: 5 CFR Part 359, Subpart F and Subpart H**

### **GENERAL INFORMATION**

This chapter covers SES RIF, OPM's RIF placement program, and furlough. The procedures on competition for job retention in a RIF and the appeal rights described in this chapter, apply to both probationers and post-probationers. The procedures on placement, separation, and notices, apply only to post probationers (See Chapter 8 for procedures for probationers).

As defined in 5 U.S.C. 3595(d), RIF includes the elimination or modification of a position due to reorganization, lack of funds, curtailment of work, or any other factor. These would include OPM withdrawal of SES spaces, a total agency shutdown, or the determination that a position no longer meets the criteria for inclusion in the SES.

For RIF purposes, "agency" means an executive department or an independent establishment. For example, the Department of Defense is one agency, with Army, Navy, and Air Force being components within that agency.

### **REDUCTION IN FORCE**

Agencies are required by law to establish competitive procedures to determine who shall be removed from the SES in reductions in force. These procedures must be designed to ensure RIF determinations are based primarily on performance.

#### ***Agency RIF Plans***

Each agency is responsible for implementing the statutory provisions on RIF. An agency must publish its written RIF procedures before initiating any specific RIF action. These procedures should:

- identify the area or areas of competition, i.e., the full agency or a specified portion of the agency;
- indicate how positions or employees will be grouped within a competitive area;
- indicate how retention registers will be set up;
- describe the competitive procedures used to determine job retention;

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- establish a mechanism for considering post-probationers for vacant SES positions and indicate whether probationers will be considered for such positions;
- establish a procedure for referring post-probationers to OPM for placement assistance when they cannot be placed in the SES within the agency;
- provide for placement outside the SES of post-probationers who cannot be placed in the SES;
- provide for the separation, or placement outside the SES, of probationers affected by RIF;
- provide for the separation from the Government of a post-probationer who declines a directed reassignment in his/her own agency (an adverse action taken under 5 CFR part 752); and
- set forth the notice requirements for implementing RIF actions.

Agencies may consult with Senior Executive Services and Performance Management when developing or significantly modifying their plans, to ensure the plans comply with law and regulation.

Agencies shall provide Senior Executive Services and Performance Management a copy of their final SES RIF plan and any substantive changes.

### ***Agency Pre-RIF Actions***

Agency management organizes the SES workforce to accomplish agency objectives within the given constraints on funds and personnel spaces. When faced with the possibility of a RIF, the agency should carefully examine its SES positions and determine how each may be affected. If necessary, the agency can draw up new SES staffing requirements.

**Minimize negative impact.** Agencies can take action to minimize the negative impact of a RIF on their SES members. For example, an agency may find that by taking a series of reassignment actions, it can reduce the number of SES members affected or, perhaps, obviate the need for a RIF. If an SES member's position is abolished, the agency can reassign the individual to a vacant SES position for which qualified, without invoking RIF procedures. In addition, the agency may help interested executives locate suitable positions in other Federal agencies or the private sector, either through its own efforts, or through OPM's RIF placement program. The agency may also consider contacting OPM about the appropriateness of discontinued service retirement or a voluntary "early out" retirement authority.

**Effect on SES spaces.** As soon as it is evident that a RIF cannot be avoided, the agency should decide how the cuts will be distributed among its career, noncareer, and limited appointees. In making this decision, the agency should consider the impact on its SES structure with respect to the position authorization requirements in 5 U.S.C. 3133 and the appointment limitation requirements of 5 U.S.C. 3134 (e.g., the 25 percent limit on noncareer authorities), and consult with OPM on any necessary adjustments. Depending on the circumstances, agencies that apply a RIF to their SES workforce are subject to withdrawal of the affected SES spaces, and should be prepared to justify any proposal to retain the spaces.

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**Advance notice.** Agencies are asked to advise OPM as far ahead as possible about potential RIF activity, so that OPM can plan for placement assistance and ask other agencies for assistance. It would also be beneficial for agencies to advise executives early about possible RIFs, as they must search for job opportunities themselves, and obtain placement assistance provided by their agencies and OPM.

### ***Competitive Procedures***

5 U.S.C. 3595(a) requires competition for job retention. This requirement applies to all SES career appointees, probationers as well as post-probationers. However, reemployed annuitants who serve at the pleasure of the appointing authority, are excluded from SES RIF procedures by 5 CFR 359.601(a) (2), and may be removed without competition under 5 CFR part 359, Subpart I.

If an agency is being abolished (without a transfer of functions) and its SES members are being separated at the same time or within 3 months of the abolishment, it is not necessary to use competitive procedures [5 CFR 359. 602(a)(4)].

**Competitive Area.** As a first step, the agency establishes the area of competition. The competitive area may be the full agency or a major component of the agency (normally one that reports to the head of the agency). Agencies are advised to define the competitive area in such a way as to ensure adequate competition, especially in situations where the competitive area is other than the full agency.

**Retention Registers.** Retention registers must be developed for affected employees. There are different ways this can be done, and two examples are shown below:

(1) An agency can establish competitive levels within each competitive area and then develop a retention register for each level, as is done in the non-SES RIF [5 CFR part 351]. Competitive levels consist of all positions in the competitive area that are sufficiently alike in qualifications requirements, duties, and responsibilities, that the agency may readily assign the incumbent of any one position to any of the other positions, without unduly interrupting the work.

Under this procedure, when a position in a competitive level is abolished, selection for release is in inverse order of standing on the retention register for that level beginning with the employee with the lowest retention standing. If employees are listed by group, the agency may select for release any SES member in the lowest group on the retention register.

(2) An agency can develop a retention register that contains all SES incumbents within the competitive area. Under this procedure, when a position is abolished, the incumbent displaces the lowest ranking person on the retention register (or a person in the lowest group on the register). The incumbent must meet the qualifications requirements of the displaced person's position.

**Ranking.** An agency must have a method for ranking individuals on the retention register. The competitive procedures used for ranking must be designed to assure that retention determinations are primarily based on performance, as determined under an approved SES performance appraisal system.

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Beyond this, however, the agency has a good deal of flexibility in developing a ranking plan. The agency could group employees by performance rating level and then use factors such as length of SES service or receipt of a Presidential Rank Award or a performance award to rank employees within the group. (Veterans' preference may not be considered since SES members are excluded by law from such preference.) As an alternative to grouping employees by performance rating level, the agency could use a point system, provided the majority of points are assigned for performance (e.g., 75 points for performance and 25 points for other factors).

**Performance Rating.** In ranking SES members on a retention register, an agency must use the final annual summary rating given under an SES performance appraisal system, and not any interim rating [5 CFR 359.602(a)(2)]. The agency may consider performance for more than 1 year.

The following are two examples of how an agency could group SES members on a retention register. As indicated below, individuals can be further ranked within each group. The use of unnecessarily large groups from which any employee can be chosen for release may subject the agency's actions to challenge as being arbitrary or capricious.

#### **Plan I**

Post-probationer with Outstanding rating  
Probationer with Outstanding rating  
Post-probationer with Exceeds Fully Successful rating  
Probationer with Exceeds Fully Successful rating  
Post-probationer with Fully Successful rating  
Probationer with Fully Successful rating  
Post-probationer with Minimally Satisfactory rating  
Probationer with Minimally Satisfactory rating  
Post-probationer with Unsatisfactory rating  
Probationer with Unsatisfactory rating

#### **Plan II**

Post-probationer with Outstanding rating  
Post-probationer with Exceeds Fully Successful rating  
Post-probationer with Fully Successful rating  
Probationer with Outstanding rating  
Probationer with Exceeds Fully Successful rating  
Probationer with Fully Successful rating

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Post-probationer with Minimally Satisfactory rating

Probationer with Minimally Satisfactory rating

Post-probationer with Unsatisfactory rating

Probationer with Unsatisfactory rating

If a probationer and a post-probationer have the same retention standing, the post-probationer must be retained over the probationer.

### ***Placement in the SES***

**In the Agency.** A post-probationer who is selected by competition for release from the retention register, has a statutory right to be assigned to any vacant SES position in the agency for which the employee meets the qualifications requirements, whether in the same or a different commuting area, and without regard to the type of appointment used to fill the position in the past. Since “agency” refers to an executive department or an independent establishment, this placement right cannot be restricted to SES jobs in an organizational component, regardless of the competitive area established for the RIF.

[**Note:** The Department of Defense is considered one agency for this purpose.]

If an individual is qualified for two or more vacant positions, the agency may decide to place the individual in either position.

If two or more individuals released from a retention register are qualified for the same vacant position, the agency may decide which individual to place in the position.

[**Note:** A post-probationer has priority placement rights over a probationer.]

If an individual fails to accept a directed reassignment in a RIF placement, the agency may initiate an adverse action removal under 5 CFR part 752, Subpart F.

[**Note:** The agency cannot refer this individual to OPM for priority placement, if there is a vacant SES position within the agency for which he or she is qualified (See Chapter 8, Removals).]

If there is no vacant SES position within the agency for which a post-probationer is qualified, the executive is entitled to placement assistance by OPM. This includes individuals from abolished agencies where competitive RIF procedures were not used.

During the period of OPM placement assistance, the individual remains on the agency rolls in an SES pay status. Further, the agency has a continuing obligation during the period to place the post-probationer in the SES, should a vacancy occur in the agency for which the individual is qualified.

**OPM Placement Assistance.** The specifics of OPM’s RIF placement assistance program are described later in this chapter, including the responsibilities of agencies, SES members, and OPM.

For a post-probationer to receive OPM placement assistance, the agency head must certify in writing that there is no vacant SES position in the agency for which the employee is qualified. Placement assistance begins when OPM acknowledges the agency head’s

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certification and continues for 45 calendar days, unless the employee is appointed to another SES position, declines a reasonable offer of placement, leaves the Government, or fails to request assistance.

If, in an emergency, the agency lacks work or funds for all or part of the period during which OPM is attempting to place the employee, the agency may, with or without the employee's consent, place the employee on annual leave or in a leave without pay (LWOP) or non-pay status. Placement in an LWOP or non-pay status, however, may require the use of furlough procedures.

### ***Removal and Placement Outside the SES***

If a post-probationer declines a reasonable offer of placement, OPM will advise the employing agency. OPM's notice will identify the agency that made the offer, the title of the position offered, its geographical location, the date the offer was made, and the date the offer was declined. Under 5 U.S.C. 3595(b)(4), the employing agency may initiate a removal action from the SES based on the declination.

If a post-probationer is not placed in another SES position by the end of the 45-day OPM placement period, OPM will notify the employing agency in writing that it may initiate a removal action from the SES.

A post-probationer is entitled to placement outside the SES (See Chapter 10 on Guaranteed Placement.). The agency must place the individual in a continuing position at the GS-15 level or above, or an equivalent position. An individual affected by a RIF may accept placement outside the SES before the end of the 45-day OPM placement period, if they voluntarily agree in writing.

### ***Notice Requirements***

**On release from the retention register and certification to OPM.** The agency must give a written notice to a post-probationer if the employee is released from a retention register and cannot be placed in another SES position in the agency. The notice must be given at least 45 days before the employee's removal from the SES. Typically, the notice should be given no later than the time when the employee is referred to OPM for the 45-day placement period. The notice must include the following information:

- the nature of the RIF competition, including the appointee's competitive area (if less than the agency) and standing on the retention register;
- the place where the appointee may inspect the regulations and records pertinent to the competition for job retention;
- efforts made to place the employee in a vacant SES position within the agency;
- the date on which the agency certified the employee to OPM for placement assistance;
- information about OPM's placement assistance program, including what the employee has to do to apply;

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- the prospective effective date of removal if the individual cannot be placed elsewhere in the SES during the 45-day OPM placement period. If the specific date is not known, the agency may use a “no later than” date. (A specific termination date is needed to ensure eligibility for discontinued service retirement.); and
- the appointee’s right to appeal the competitive procedures used in the RIF to the Merit Systems Protection Board if removed from the SES, the time limit for making an appeal, and the MSPB office to which the appeal should be sent.

**Removal from the SES.** At least 1 day before removal the agency must inform the post-probationer in writing of:

- the basis for the removal, i.e., 5 U.S.C. 3595(b)(5) if the basis is expiration of the 45-day OPM placement period, or 5 U.S.C. 3595(b)(4) if the basis is declination of a reasonable placement offer. In the latter case, identify the position offered and the date the employee declined;
- the effective date of the removal;
- reminder of the employee’s appeal rights;
- placement rights outside the SES, i.e., the GS-15 or above position in which the executive will be placed;
- when applicable, the appointee’s eligibility for discontinued service retirement; and
- if the employee is being separated from the Federal service (e.g., due to the abolishment of the agency), information concerning how to apply for unemployment insurance. [See Chapter 11 for other provisions affecting the SES.]

### ***120-Day Moratorium***

The 120-day moratorium does not apply to a removal as a result of RIF.

The MSPB maintains that the 120-day moratorium addressed in 5 U.S.C. 3592(b)(1) on removals of career appointees following the appointment of a new agency head or noncareer supervisor, “is not applicable to a removal pursuant to a RIF” [*Gordon C. Facer v. Department of Energy* (DC035 18310289, November 9, 1984)]. The Board noted that in the case of post-probationers, section 3592 covered only performance removals and that Congress had created a separate provision for RIF removals in section 3595, because it does not have the 120-day moratorium.

[**Note:** RIF is traditionally understood as a means to take actions solely for bona fide management needs, such as lack of work or shortage of funds, and not for personal reasons related to the individual.]

However, agencies also need to consider the 120-day moratorium regarding involuntary reassignments in 5 U.S.C. 3395(e). When applicable, an agency must observe this restriction except when doing so would result in the violation of another law taking precedence. For example, an agency may involuntarily reassign a career appointee during the moratorium period if funding for an activity stopped, all the positions in the activity are being abolished in a RIF, or failure to make the reassignment would violate the Anti-Deficiency Act.

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Also, an agency may offer a reassignment and, if the offer is acceptable to the appointee, make the reassignment without regard to the moratorium. [See Chapter 3 for information on the moratorium on reassignments.] Agencies should take care to ensure that RIF actions, even when legally permitted, are not used to circumvent the moratorium provisions on removals and involuntary reassignments. To the extent possible and practicable, agencies may want to avoid RIF actions while the moratorium periods are in effect, to avoid even the appearance of circumvention.

### ***Appeals***

5 U.S.C. 3595(c) provides a right of appeal to MSPB, under 5 U.S.C. 7701, for career appointees (both probationers and post-probationers) on the competitive procedures taken under a RIF.

### ***Noncareer and Limited Term Appointees and Reemployed Annuitants***

This section covers actions affecting SES noncareer, limited term, and limited emergency appointees, as well as reemployed annuitants holding career appointments.

Under a RIF situation, an agency is not required to use competitive procedures in making reductions from among these groups of employees, but may do so at its discretion. Noncareer and limited appointees must be placed on separate retention registers from career appointees and the agency plan should include information regarding the treatment of these employees.

The removal of an employee covered by this section is effected under 5 CFR part 359, Subpart I [See Chapter 8 on Removals.] The employee is not entitled to receive placement assistance from OPM, to be placed in a position outside the SES (except a limited appointee with “fallback” rights as described in Chapter 3), or to appeal to the MSPB.

### ***Records***

The agency must retain all records pertaining to a RIF for at least 2 years from the effective date of the RIF. These records include retention registers and information on efforts made to place the appointee within the SES. The agency shall allow the inspection of its retention registers and related records by an appointee to the extent that they have a bearing on the appointee’s situation.

## **OPM RIF PLACEMENT PROGRAM**

**STATUTE: 5 U.S.C. 3595(b)(3)**

**REGULATIONS: 5 CFR 359.603**

### ***Eligibility for Priority Placement***

OPM provides priority placement assistance to career SES members who successfully completed the SES probationary period and who, but for placement rights accorded under 5 U.S.C. 3595, would be removed from the SES because of a RIF within an agency. Eligible SES members are entitled to priority placement assistance from OPM for a period of 45 **calendar** days.

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This 45-day period begins on the date OPM acknowledges receipt of the agency's certification that the individual cannot be placed in an SES position in that agency. Agency RIF certifications should be mailed to:

U.S. Office of Personnel Management  
Senior Executive Services and Performance Management  
1900 E Street NW, Room 7412  
Washington, DC 20415

The key to successful RIF placements is partnership; OPM, the agencies, and the executives share the responsibility for working together cooperatively to place career executives affected by a RIF. Agencies are expected to seriously consider referred executives. Executives are expected to join with agencies and OPM and actively search for placement opportunities and to tailor their application packages when they are referred to positions. OPM will promote the partnership, assist the agencies and the executives, and facilitate the placement initiative.

**Status during priority referral.** During the priority referral period, the executive remains an SES career appointee of the agency that certified him or her as surplus.

**Declination of offer.** If an SES member turns down an offer for a career SES appointment from any agency to which referred by OPM, OPM's placement efforts will cease immediately, and all outstanding priority referrals will be cancelled. The appointee may be removed from the SES at the expiration of the agency notice period.

### ***Agency Action***

**Agency placement action.** The agency must place the surplus employee internally in a vacant SES position for which the SES member is qualified.

**Agency head certification.** If the agency cannot place the surplus SES member in a vacant position, the agency head must certify, in writing, to the Director of OPM that there is currently no vacant SES position in the agency for which the individual is qualified. (By regulation, this certification authority may not be delegated below the Assistant Secretary level in departments, or an equivalent official above the director of personnel in other agencies.) The certification should include a copy of the employee's RIF notice and a statement describing internal placement efforts made on the employee's behalf.

**OPM acknowledgement.** OPM's 45-day placement assistance program begins after the OPM Director acknowledges receipt of the certification, in writing, to the agency head.

**Agency notice to SES member.** The agency should notify the SES member that he or she must apply to OPM for placement assistance.

**Agency action during OPM placement period.** The agency taking the RIF action has a continuing obligation to seek opportunities to place the SES member in an SES position if a vacancy occurs for which he or she is qualified.

**Certification on QRB cases.** If an agency has certified an SES member as surplus, that agency shall certify, in writing, any QRB case submitted to OPM during the OPM placement period. The certification must state that the RIF'ed executive does not meet the position's technical qualifications.

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***SES Member Action***

**Application for assistance.** The SES member must apply to OPM for placement assistance. The individual provides Senior Executive Services and Performance Management a completed, signed, and current application for employment (resume, or equivalent) along with the most recent SES performance evaluation, information about geographic availability, information about the pay level the executive is willing to accept, and a Privacy Act statement that gives permission to release this information to other agencies and other potential sources of employment. If this information is not provided, OPM will consider the individual declined OPM placement assistance.

**Resumes.** Individuals are encouraged to prepare a one-to-two-page synopsis of their technical and managerial accomplishments, addressing the five executive core qualifications that is suitable for publication.

**Tailored applications.** Individuals are urged to tailor applications to meet specialized qualifications requirements of the positions to which they are referred in the OPM placement process.

***OPM Placement Activity***

**Information sources.** OPM reviews SES vacancy announcements on USAJobs to identify vacant positions to which surplus executives may be referred.

**Qualifications review.** OPM matches individual qualifications with qualifications requirements of vacant positions, based on information provided by the agency and SES member.

**Referral to agencies.** OPM Agency Officers call their SES contacts in agencies where there are vacancies, to give advance notice about potential referrals. Informal contacts are followed by formal letters referring surplus executives for particular vacancies and these referral letters specify action the agency must take and set a time limit for response. Executives may be referred to more than one agency at a time. OPM gives the executive a copy of each referral notice.

**Temporary space.** OPM may provide an additional SES space when appropriate, at the agency's request, to facilitate a priority placement.

**Intervention in the staffing process.** OPM has the authority to intervene in the staffing process to make a priority referral at any time before the QRB approves a candidate's executive qualifications. Such intervention could defer QRB consideration of one or more agency cases until the priority referral has been resolved. However, unless OPM determines that an agency is not giving serious consideration to referrals, it will not intervene in a staffing action after a selection has been approved by the appointing authority.

**Action at the end of the placement period.** At the end of the 45-day priority placement period, OPM will advise the agency that the placement period expired and summarize the results of the placement activity. The agency may then proceed with actions to separate from the SES the executives who were not placed during the 45 calendar days.

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### ***Agency Action on OPM Referrals***

**Suspension of Appointment Action.** When OPM refers a priority candidate for a vacant SES position, the agency may not fill that position with anyone from outside the SES or another agency, until OPM informs the agency that the priority candidate was offered an SES position in another agency, or the agency informs OPM why it is not placing the priority candidate.

**Consideration of the Referred Executive.** The agency must place the referred executive in the position to which referred unless it determines that the individual does not meet the position's qualifications requirements (see *Agency Objections* below). The agency must ensure that the selecting official gives a priority referral bona fide consideration for the position. Agencies are strongly encouraged to interview priority referrals.

**Alternate position.** If there is another SES position in the agency for which the referred executive is qualified and which falls within his/her area of geographic availability, the agency may offer the executive that position instead of the one to which referred.

**Pay rate.** The agency must match a priority candidate's current rate of basic pay unless the individual voluntarily agrees to accept a lower rate.

**Timeframe.** The agency has 10 calendar days to respond in writing to the referral, unless OPM grants an extension. When an extension has been granted, the agency should keep OPM informed of consideration action. If an agency fails to respond to the referral in a timely manner, OPM may intervene in the staffing process or take other appropriate action.

#### **Agency Objections.**

Qualifications. A referred executive is entitled to be placed in the agency unless the head of that agency determines that the appointee is not qualified for the position to which referred. Since all SES members whose performance is not in question meet the basic SES executive qualifications by virtue of QRB certification, any objection to placement of a priority candidate must be based on failure to meet the professional/technical qualifications for the position. Required professional/technical qualifications must be clearly justified by the duties of the position. It is inappropriate for an agency to object to an SES member on the basis that he or she lacks experience that can be gained only in that agency.

Certification to OPM. If an agency declines to place a priority candidate because it determines that the candidate is not qualified for the position, or for any other reason (e.g., cancellation of the position), the agency head (or acting agency head in the absence of the agency head) must certify this decision in writing to OPM. (The agency head may not delegate this authority below the Assistant Secretary level in departments or an equivalent official above the director of personnel in other agencies.) A certification that a priority candidate is not qualified for a position must be accompanied by a copy of the qualifications standard and a detailed explanation of why the candidate is not qualified.

Cancelled positions. If the agency fails to place a priority candidate because the agency cancels the position, the candidate will be entitled to priority consideration for the position if it or a successor position is reestablished in the SES within 1 year of the cancellation date (and the candidate has not been placed in another SES position).

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***RIF in Inspector General Organizations***

SES reduction in force provisions in 5 U.S.C. 3595 apply to any Office of Inspector General (OIG) that employs career SES appointees. The Inspector General Reform Act of 2008, PL 110-409, October 14, 2008 (5 U.S.C. App 6(d)) provides that the Office of Inspector General is a separate agency and the Inspector General (IG) is the head of that agency for all provisions related to the Senior Executive Service (as determined by the Office of Personnel Management). However, the term “agency” in 5 U.S.C. 3595 has the meaning set forth in 5 U.S.C. 3132(a)(1). Consistent with this, 5 CFR 359.601(a)(3) specifies that “agency” means an executive department or an independent establishment for purposes of 5 CFR 359 subpart G, Removal of Career Appointees as a Result of Reduction in Force. OPM considers the statutory and regulatory definitions of agency to govern a career appointee’s placement right described in 5 U.S.C. 3595(b)(3)(A) and 5 CFR 359.602(b). Even though an OIG is a separate agency, it is not an executive department or an independent establishment. Accordingly, the following instructions apply.

**Competitive area.** As the head of a separate agency for purposes of SES statutes, an IG may determine when SES RIF is required in the OIG and establish any OIG competitive area separate and apart from the parent agency. An OIG should not be included in an SES RIF conducted by a parent agency.

**Competitive procedures.** Before conducting an SES RIF within the OIG, the IG must establish competitive procedures in writing to be used in identifying which career appointees will be displaced in any reduction in force of career appointees within the OIG. If the IG wants to adopt or adapt existing written competitive procedures of the agency within which the OIG is established, the IG must establish them in writing for the OIG and assure the written procedures meet the requirements of 5 CFR 359.602(a).

**Agency certifications of surplus executives.** Upon identifying through competitive procedures any career appointees to be displaced, the IG must determine and certify to OPM that there are no positions in the Office of Inspector General for which the surplus career appointee qualifies. However, 5 U.S.C. 3595(b)(3)(A) also requires the head of the agency within which the OIG is established to determine and certify that there are no vacant non-OIG SES positions within the agency for which the executive qualifies. To confirm the career appointee’s assignment entitlement has been addressed, the IG and the agency head must each provide the certification required under 5 CFR 359.603(a) to enable OPM to initiate placement efforts affecting other agencies.

**OPM priority referrals to agencies.** If OPM directs a priority referral to an OIG, the IG must consider the career appointee for SES vacancies within the OIG and OPM will accept technical objections from the IG. Such a referral will not obligate the head of the agency within which the OIG is established.

Similarly, if OPM directs a priority referral to an agency head, the agency head must consider the career appointee for non-OIG SES vacancies within the agency and OPM will accept technical objections from the agency head. The referral will not obligate the IG unless OPM so provides.

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**Placement upon removal through SES RIF.** Under 5 CFR 359.703, the IG is responsible for placing an executive removed from the OIG under 5 U.S.C. 3595(b)(4) or (5) in an appropriate position within the OIG, arranging placement in an appropriate position in the agency within which the OIG is established, or arranging transfer to an appropriate position in another agency.

[See Chapter 11, *Other Actions Affecting the SES*, for information on actions affecting Inspector General Organizations.]

### ***Career Transition Regulations***

In accordance with 5 CFR 330, Subparts F and G, agencies are required to offer career transition services to their employees to give them the skills and resources needed to find other employment. Services may include such things as skills assessment; resume preparation counseling, and job search assistance. These career transition services are available to all employees, including SES members. Although not required, agencies are encouraged to develop career transition and outreach programs especially for executives that include information about job search techniques as well as employment opportunities in the private as well as the public sector.

Agencies are also required to establish Career Transition Assistance Plans (CTAP) and Interagency Career Transition Assistance Plans (ICTAP), which provide priority selections to well-qualified RIFed employees before other candidates from within or outside the agency and for reemployment priority to former employees separated through RIF. These programs and requirements do not apply to the SES, although they do apply to SL and ST employees in the competitive and excepted service in certain cases.

## **FURLOUGHS**

**STATUTE: 5 U.S.C. 3595a**

**REGULATIONS: 5 CFR Part 359, Subpart H.**

“Furlough” means placing an SES appointee in a temporary status without duties and pay because of lack of work or funds, or other nondisciplinary reasons.

Former career SES appointees who accepted appointments at level V of the Executive Schedule or higher and elected to retain SES leave benefits under 5 U.S.C. 3392(c) are subject to furlough at the agency’s discretion.

### ***Short Furloughs***

A short furlough is one that will last for 30 consecutive calendar days or less (or for 22 workdays or less if the furlough does not cover consecutive days) within a 12-month period beginning on the first day of the furlough.

An agency need not use competitive procedures in selecting the SES appointees to be furloughed for short periods. However, it should make its selections for sound management reasons.

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### ***Long Furloughs***

A long furlough is one that will last for more than 30 consecutive calendar days (or for more than 22 workdays if the furlough does not cover consecutive days) within a 12-month period beginning on the first day of the furlough. The furlough may not exceed 1 year.

An agency may furlough an SES appointee for more than 30 days only when it intends to recall the appointee to a duty status with pay within 1 year from the beginning of the furlough. A furlough should not be used when an agency knows it will have to separate an SES appointee through a RIF action when the furlough ends.

An agency must use competitive procedures in selecting SES career appointees for long furloughs of more than 30 days. Agencies may use the same procedures they established for competition for job retention under a RIF situation.

Additional information on shutdown furloughs or administrative furloughs may be found at <http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/>.

### ***Requirements For Career Appointees***

**Notice Requirements.** An agency must give the career appointee a written notice at least 30 calendar days before the effective date of the start of the furlough. The notice must include the following information:

- the reasons for the agency decision to take the furlough action;
- the expected duration and the effective dates of the furlough;
- the basis for selecting the appointee for furlough when some, but not all, SES appointees in a given organizational unit are being furloughed;
- the place where the appointee may inspect the regulations and records pertinent to the action;
- The reason if the notice period is less than 30 days;
- the appointee's right to appeal the furlough to MSPB, the time limit for making an appeal and the MSPB office to which the appeal should be sent; and
- if the appointee is serving a probationary period, the effect (if any) on the duration of the probationary period. [See information on Probationary Periods in Chapter 2.]

The 30-day notice period may be shortened or waived in the event of unforeseen circumstances, such as sudden emergencies requiring immediate curtailment of activities, or when furlough of employees is necessary to avoid violation of the Anti-Deficiency Act. If the notice period is shortened or waived, the agency must include the reason in the notice.

Agencies should inform SES members who are being put on long furloughs of any changes to their retirement, health benefits, or life insurance coverage during such furloughs.

**Appeals.** The furlough of an SES career appointee (for any length of time) is appealable to the MSPB.

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***Requirements for Noncareer, Limited Term or Limited Emergency Appointees and Reemployed Annuitants***

An agency may furlough an SES noncareer, limited term, or limited emergency appointee, or a reemployed annuitant holding a career appointment, under agency designated procedures.

Agency procedures should meet certain minimum requirements. The appointee should be given a written notice, delivered at least one day prior to the beginning of the furlough, and it should indicate the reasons for, the duration of, and the effective dates of the furlough.

The furlough of noncareer and limited appointees and reemployed annuitants is not appealable to the MSPB.

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## **CHAPTER 10: GUARANTEED PLACEMENT**

**STATUTE: 5 U.S.C. 3594**

**REGULATIONS: 5 CFR Part 359, Subpart G**

### **GENERAL INFORMATION**

Guaranteed placement (“fallback”) to a position outside the SES applies to a career appointee (other than a reemployed annuitant) who is removed from the SES under the following circumstances:

- during the SES probationary period for other than disciplinary reasons, if at the time of appointment to the SES the individual held a career or career-conditional appointment, or an appointment of equivalent tenure as defined in 5 CFR 359.701(a) [See Chapter 8, Removals and Suspensions, for information on removal during probation.];
- after the SES probationary period as the result of less than Fully Successful performance [See Chapter 8 for information on removal for performance.]; and
- after the SES probationary period as the result of a reduction in force. [See Chapter 9, Reduction in Force, RIF Placement, and Furlough, for information on RIF removal of post-probationers.]

### **CONDITIONS OF OFFER**

The placement offer must meet the following conditions:

- the offer must be to a continuing position; (To be considered “continuing” a position must last at least 3 months.)
- the position must be one at GS-15 or above, or equivalent, even if the individual entered the SES from a position below the GS-15 level;
- the individual must meet the qualifications requirements for the position; and
- the tenure of the appointment must be equivalent to the tenure of the appointment held by the individual at the time of entry into the SES, if it was a career or career-conditional appointment (or an appointment of equivalent tenure). This provision does not apply if the agency does not have a position with an appointment of equivalent tenure or if the appointee is willing to accept a position having a different tenure.
- if a post-probationer does not have reinstatement eligibility in the competitive service and if there is no regular excepted appointment authority the agency can use, the agency may use the Schedule B authority under 5 CFR 213.3202(m).

The placement may not cause the separation or reduction in grade of any other employee. If there is no current vacant position for which the individual is qualified, the agency must create one.

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## EQUIVALENT TENURE

Appointment to a position in the excepted service that is of “equivalent tenure” [defined at 5 CFR 359.701(a)] to that of a career or career-conditional appointment in the competitive service means an appointment other than—

- an appointment to a Schedule C position established under 5 CFR part 213;
- an appointment to a position that meets the same criteria as a Schedule C position (i.e., is policy determining or involves a close and confidential working relationship with the head of an agency or other key appointed official), but which is filled under a different appointment authority; or
- an appointment to a position where the incumbent traditionally changes when Presidential administrations change.

## AGENCY RESPONSIBILITY FOR PLACEMENT

It is the agency’s responsibility to place the employee in an appropriate position within the agency. In the rare event that internal placement is not possible, the agency is responsible for arranging a transfer to an appropriate position in another agency (5 CFR 359.703). Except when a transfer of function is involved, the transfer must be mutually acceptable to both the employee and the gaining agency.

**RIF situations.** A RIF will often affect both SES and non-SES positions and personnel. It may be difficult to find a position outside the SES in which to place an SES member. Even so, the agency is obligated by law to place the individual in a continuing position at GS-15 or above unless the action would violate the Anti-Deficiency Act or other applicable statute.

If it appears that the position in which the individual is placed outside the SES will be abolished sometime after the 3 month period, the agency should continue its effort to find an appropriate position for the individual, either internally or in another agency.

Any future RIF action affecting an individual after placement outside the SES would be taken under 5 CFR part 351. Although the agency could issue a part 351 RIF notice during the 3 month period, the action may not be made effective until the period is over.

**Abolished agencies.** If an agency is being abolished (without a transfer of functions) and an employee is being removed from the SES within 3 months of the effective date of the abolishment, the employee is not entitled to placement in a position outside the SES in the agency since there is no continuing position.

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[**Note:** If an individual has placement rights outside the SES following removal, the agency is subject only to the notice requirements governing the removal and not to the notice requirements governing SES reassignments. For example, if the non-SES position is in a different geographic area, the agency does not have to provide a 60-day advance notice to the individual, but the agency would be subject to any advance notice requirements applicable outside the SES to geographic moves. If the individual fails to report to the new position, the individual may be removed from the civil service under adverse action procedures that are applicable for employees outside the SES, i.e., 5 CFR part 752, Subpart D.]

**Effect of Career Transition Requirements.** SES members exercise placement rights without regard to priority selection requirements for certain RIFed employees provided under the career transition regulations in 5 CFR part 330, Subparts F and G.

## SAVED PAY

Under 5 U.S.C. 3594(c)(1)(B), an employee placed in a non-SES position under the guaranteed placement provisions at 5 U.S.C. 3594 is entitled to be paid at the highest of:

- the rate of basic pay for the non-SES position to which assigned;
- the current rate of basic pay for the civil service position which the employee held immediately before entry into the SES; or
- the rate of basic pay held under the SES immediately before removal.

In determining which of the above three alternatives is highest for purposes of establishing the saved pay rate, the “basic rate of pay” for the first two alternatives includes any applicable locality payment under 5 U.S.C 5304, special rate supplement under 5 U.S.C. 5305, or similar payment under other legal authority (see 5 CFR 359.705(b)). However, for an employee placed in a General Schedule position, once the saved pay rate has been established, it is not to be supplemented by a locality payment, a special rate supplement, or a similar payment under other legal authority (see 5 CFR 359.705(c)(1)).

If placement is in a position in another agency, the employee is still entitled to saved pay. The saved pay of an employee receiving saved pay under 5 U.S.C. 3594(c) based on the rate of basic pay held in the SES immediately before removal is subject to the limitation on SES pay under 5 U.S.C. 5382 of EX-II if the individual is placed in a General Schedule position. [5 CFR 359.705(c)(2)]

**Effect of rate increase.** An employee receiving saved pay will have his/her basic pay rate increased by 50 percent of the amount of each increase in the maximum rate of basic pay for the grade in which placed (including any applicable locality payment, a special rate supplement, or a similar payment under other legal authority), until the pay rate is equal to the rate in effect for the position in which placed [5 U.S.C. 3594(c)(2)].

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If, as a result of an increase in the scheduled rate(s) of the grade of the employee's position, the employee's saved pay becomes equal to or lower than the maximum rate of that grade, saved pay ceases and the employee receives the maximum rate. For example, if the saved pay falls to between GS-15/8 and GS-15/9, the employee is entitled to the GS-15/10 rate.

**Effect of limited appointment.** If an employee on saved pay at GS-15 receives a limited SES appointment and then returns to the GS- 15 position after the limited appointment terminates, without a break in service, the employee shall resume the saved pay based on what the pay would have been had the employee remained at GS-15.

**Limited appointees who return to the General Schedule.** These appointees are not eligible for retained pay, but they may have pay set under the "maximum payable rate" rule, as determined by the agency. It does not matter whether the return to the General Schedule is voluntary or is the result of a management decision. However, the SES appointment must have been for more than 90 days, even though the appointee may have not actually served that long. In determining the General Schedule rate, agencies may take into account such factors as how long the individual served under the limited appointment and what the individual's pay would have been had the individual remained in the General Schedule.

**Termination of saved pay.** Termination of saved pay is covered by 5 CFR 359.705(f).

## DISCONTINUED SERVICE RETIREMENT

An employee may elect discontinued service retirement if eligible in lieu of guaranteed placement. [See Chapter 11, *Other Provisions Affecting the SES.*]

HR use only

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## **CHAPTER 11: OTHER PROVISIONS AFFECTING SES MEMBERS**

**STATUTE: 5 U.S.C. Chapter 61 and Chapter 34**

**REGULATIONS: 5 CFR Part 340, Chapters 13 and 24; and Part 610**

### **GENERAL INFORMATION**

The Civil Service Reform Act (CSRA) did not remove Senior Executive Service (SES) members from the normal provisions of law governing leave and hours of work. Therefore, as a general rule, it is necessary to establish a 40-hour basic administrative workweek under 5 U.S.C. 6101(a), for SES members on a full-time work schedule in the same way agencies must for other employees who are subject to the leave system. There are certain flexibilities, however, available to agencies. For example, agencies **may adopt** flexible or compressed work schedules under an alternative work schedule (AWS) program for SES members under 5 U.S.C. Chapter 61, Subchapter II. (For additional information, see 5 CFR part 610, subpart D, and OPM's Handbook on Alternative Work Schedules at <http://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/alternative-work-schedules/>.)

### **WORK SCHEDULES**

**Prohibition on compensatory time off (overtime and travel).** SES members **are not eligible** for overtime pay. Therefore, they also **may not receive** compensatory time off in lieu of overtime pay under 5 U.S.C. 5543 for work performed as an SES member. Each agency should establish policies governing the handling of accrued compensatory time off for an employee who is subsequently placed in an SES position and thus no longer covered by 5 U.S.C. 5543. The agency may choose to (1) provide payment for any balance of compensatory time off accrued before placement in the SES position at the rate at which it was earned; or (2) allow the employee to use the accrued compensatory time off while in the SES position, subject to the normal time limits established in 5 CFR 550.114.

Members of the SES **are not eligible** to earn compensatory time off for **travel** under 5 U.S.C. 5550b and 5 CFR 550, subpart N. If an individual has unused compensatory time off for travel at the time of appointment to the SES, the individual forfeits it.

**Credit hours.** SES members **are prohibited** from accumulating credit hours under a flexible work schedule program, effective December 1, 1993. SES members can use credit hours accumulated prior to their SES appointment. However, they may not receive compensation in lieu of any unused credit hours.

**Part-time and intermittent employment.** SES members **may be employed** on a part-time basis (regularly scheduled tour of duty) or an intermittent basis (no prearranged scheduled tour of duty), when appropriate. The employee must be able to perform at the SES level under the work schedule established.

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Under 5 U.S.C. 3405(b), employees in positions paid at a rate equal to or greater than the minimum rate for SL positions are exempt from the part-time career program requirements (5 U.S.C. 5376) e.g., the 16 to 32 hours per week tour-of-duty requirements. Therefore it is possible for a part-time SES employee to be placed on a tour of duty that exceeds 32 hours per week.

Intermittent employment in the SES is rare, due to the nature of the duties SES members must perform, but might be used, for example, in a rare instance when someone may be returning from sick leave.

## LEAVE

### STATUTE: 5 U.S.C. Chapter 63

### REGULATIONS: 5 CFR Part 630

**General.** SES members are subject to the same annual and sick leave system and policies as other non-SES employees, except for the annual leave rate of accrual and a higher maximum annual leave carryover ceiling.

**Annual leave accrual.** SES members and employees in SL/ST positions are entitled to accrue annual leave at the rate of 8 hours per biweekly pay period, without regard to their length of service in the Federal Government.

**Annual leave accumulation.** SES members have a maximum annual leave ceiling of 720 hours. Public Law 103-356 amended 5 U.S.C. 6304 to place a 90-day (720-hour) limit on the amount of annual leave an SES member could carry over from one leave year to the next.

[**Note:** Previous to the amendment, there was no limit.]

Effective October 13, 1994, SES members who had fewer than 720 hours of annual leave and new SES members became subject to the maximum annual leave ceiling of 720 hours. However, SES members who had an accumulated annual leave balance of more than 720 hours were permitted to carry that balance forward as a personal leave ceiling (excluding any restored or advanced annual leave).

SES members employed on a part-time basis (regularly scheduled tour of duty) are also subject to an annual leave ceiling of 720 hours.

**Leave year.** Each new leave year begins on the first day of the first full biweekly pay period in a calendar year and ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year. Specific leave year beginning and ending dates are found at <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/leave-year-beginning-and-ending-dates>.

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**Personal leave ceiling.** The personal leave ceiling is the maximum amount of annual leave in excess of 720 hours that may be carried over to a new leave year. The personal leave ceiling is subject to reduction under the rules in 5 U.S.C. 6304(c) and 5 CFR 630.301. An SES member's personal leave ceiling must be reduced at the beginning of any leave year in which the annual leave balance falls below the personal leave ceiling. When the personal leave ceiling falls below 90 days (720 hours), the personal leave ceiling is eliminated and the SES member becomes subject to the 90-day (720-hour) limit. Agencies are responsible for notifying employees of any reduction in the personal leave ceiling. Amounts of annual leave that are advanced or restored to SES members **are not included** in the personal leave ceiling.

**Use or lose leave.** If an SES member has annual leave in excess of the applicable leave ceiling on the last day of the leave year, he or she is subject to the "use or lose" rules for the forfeiture of excess annual leave under 5 U.S.C. 6304(c) and 5 CFR 630.301. Thus, an SES member who has 1,000 hours as a personal leave ceiling at the start of a leave year and earns 100 hours more than he or she uses in that year, will lose those 100 hours, and his or her personal ceiling remains at 1,000 hours at the beginning of the next leave year. Conversely, an SES member who has 1,000 hours as a personal leave ceiling at the start of the leave year and a balance of 920 hours of annual leave at the beginning of the next leave year will have his or her personal leave ceiling reduced to 920 hours for that next leave year.

**Lump-sum payments upon separation.** At the time of an SES member's separation from Federal service, the member is entitled to a lump-sum payment for any unused accumulated and accrued annual leave to his or her credit, including any restored annual leave. Generally, a lump-sum payment will equal the pay the employee would have received had he or she remained employed until expiration of the period covered by the annual leave and used that leave. Therefore, if an SES member had remained in Federal service and would have received a pay adjustment, the lump-sum payment is adjusted to reflect the increased rate beginning on the effective date of the pay adjustment (5 U.S.C. 5551). See <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/factsheets/lump-sum-payments-for-annual-leave/> for additional information.

**Example:** The agency appointing authority approved a 3 percent performance-based pay adjustment for an SES member in December 2016 to be effective on January 8, 2017. The SES member retires effective December 31, 2016, with 500 hours of unused accumulated and accrued annual leave. The member's lump-sum payment for 40 hours of annual leave (January 1 and January 2-6) is calculated using the employee's pay prior to the pay adjustment and 460 hours of annual leave is calculated to include the 3 percent pay adjustment. (Note that the January 2 holiday is counted as a day on which the annual leave would have been used. See 5 U.S.C. 5551(a) and 5 CFR 550.1204(a).)

**Home leave.** SES members who have completed 24 months of continuous service outside the United States may be granted leave of absence at a rate not to exceed 1 week for each 4 months of service. The leave is for use in the United States or if the employee's residence is outside the area of employment, in its territories or possessions (5 U.S.C. 6305 and 5 CFR 630, subpart F).

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**Military leave.** SES members are entitled to military leave for certain types of active or inactive duty in the Armed Forces' Reserves and National Guard. Any full-time Federal civilian employee whose appointment is not limited to 1 year is entitled to military leave under 5 U.S.C. 6323(a) and (b). For additional information on military leave, see <http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/factsheets/military-leave/>.

**Movement to an SES appointment.** If an individual moves from a non-SES appointment to an SES appointment, any annual leave at the time of the move in excess of the employee's maximum accumulation level is subject to forfeiture, if not used by the beginning of the first full biweekly pay period in the leave year immediately following entry into the SES. (5 CFR 630.301(f)(1)) Annual leave can be restored under conditions provided at 5 U.S.C. 6304(d). Entry into the SES does not change the time limit under 5 CFR 630.306 during which restored leave must be used to avoid forfeiture.

Example: A GS-15 employee with a maximum accumulation level of 240 hours of annual leave is selected for an SES position. At the time of appointment, the employee has 300 hours of accumulated annual leave, i.e., 60 hours in excess of the 240-hour ceiling. The employee earns 100 additional hours in the SES before the end of the leave year. If the employee uses less than the 60 hours of excess leave (e.g., 40 hours) during the remainder of the leave year while in the SES, the employee's leave balance at the beginning of the new leave year is 340 hours (the maximum 240 hours that the employee could accumulate as a GS-15 plus the 100 hours earned in the SES). The employee forfeits 20 hours of leave (i.e., the 60 hours excess leave brought into the SES, minus the 40 hours used). If the employee uses more than the 60 hours of excess leave (e.g., 80 hours) during the remainder of the leave year while in the SES, there is no forfeiture since the amount of leave used exceeds the 60 hours of excess leave. In this case, the employee's leave balance at the beginning of the new leave year is 320 hours (the maximum 240 hours that the employee could accumulate as a GS-15, plus the 100 hours earned in the SES, minus the 20 hours used above the 60 hours of excess leave).

**Movement from an SES appointment.** If an SES member moves to a non-SES or equivalent position, any annual leave in excess of that which otherwise would be permitted remains to the employee's credit. Subsequently, if the individual uses more annual leave in a leave year than earned, the balance carried forward will become the new personal leave ceiling if it is still above the maximum limit normally permitted for the position (5 CFR 630.301(g)). The employee's annual leave balance is subject to reduction under the rules in 5 USC 6304(c).

Example with a personal leave ceiling: An individual was in the SES in October 1994 with accumulated leave in excess of 720 hours and became entitled to retain that leave as a personal leave ceiling when 720 hours was set as the annual limit on the accumulation of annual leave for SES members. Later, the SES member moved to a GS-15 position with a retained personal leave ceiling of 800 hours of accumulated annual leave. The employee earned an additional 100 hours before the end of the leave year.

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If the employee uses 150 hours of annual leave in the GS-15 position (i.e., 50 hours more than the 100 hours earned), the employee's personal leave ceiling for the next leave year is reduced to 750 hours. However, if the employee uses only 40 hours (i.e., 60 hours less than the 100 hours earned), the personal leave ceiling for the next leave year remains at 800 hours and the employee loses 60 hours of annual leave.

Example without a personal leave ceiling: An SES member with 750 hours of accumulated annual leave moves to a GS-15 position. The individual does not have a personal leave ceiling as described in 5 CFR 630.301(h). The employee earns 100 additional hours in the new (GS-15) position before the end of the leave year. If the employee uses 150 hours of annual leave in the new position (i.e., 50 hours more than the 100 hours earned), the employee's carry over amount to the next leave year is 700 hours. However, if the employee uses only 40 hours (i.e., 60 hours less than the 100 hours earned), the carry over amount to the next leave year is 720 hours, and the employee loses 90 hours of annual leave.

In addition, an SES member who moves to a non-SES or equivalent position will no longer be entitled to the higher annual leave accrual rate. The employee's annual leave accrual rate is determined based on years of creditable service as provided in 5 U.S.C. 6303(a). (5 CFR 630.301(d)).

**Appointed by the President with or without Senate confirmation.** In general, officers and employees who are appointed by the President to a PAS or PA position are not covered by the Federal leave system established by 5 U.S.C. chapter 63 if their rate of basic pay equals or exceeds the rate for level V of the Executive Schedule. (See 5 U.S.C. 6301(2)(x) and 5 CFR 630.211(a)(3).) These Presidential appointees do not earn annual and sick leave and cannot be charged leave for absences from work. Nevertheless, OPM has determined that an individual who is appointed by the President to an SES, SL or ST position (regardless of his or her rate of basic pay) is covered by the Federal leave system unless the individual is an officer designated (for exclusion) by the President under 5 U.S.C. 6301(2)(xi). The President has delegated the responsibility for making exclusions under section 6301(2)(xi) to OPM, and OPM has delegated responsibility to the head of each agency consistent with the provisions of 5 CFR 630.211.

Career SES members who are appointed by the President, with Senate confirmation, to a civil service position outside the SES at a rate of pay equivalent to Executive Schedule level V or higher, are entitled to elect to retain SES annual and sick leave coverage (and certain other career SES benefits, including SES basic pay) in accordance with 5 U.S.C. 3392(c)(1). Career SES members who are appointed by the President (without Senate confirmation) to a civil service position outside the SES, which is covered by the Executive Schedule, or the rate of basic pay for which is fixed by statute at a rate equal to one of the levels of the Executive Schedule, have the same entitlement under 5 U.S.C. 3392(c)(2). If Federal leave system coverage is retained, the individual continues to accrue leave and is charged leave as if still in the SES. If the individual separates from the Government immediately following the Presidential appointment, any lump-sum annual leave payment is based on his/her current pay (i.e., SES pay, if retained, or Executive Schedule or equivalent pay, if SES pay was not retained). (See 5 CFR 550, subpart L)

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A current Federal employee who receives a Presidential appointment to a civil service position (other than an SES, SL or ST position) with a rate of basic pay that equals or exceeds level V of the Executive Schedule (including such an employee who held a career SES position immediately before the Presidential appointment and who does not retain leave coverage under 5 U.S.C. 3392(c)(1) or (2)), is not covered by the Federal leave system but does not receive a lump-sum payment for his/her unused annual leave at the time of the Presidential appointment. The unused annual leave is held in abeyance for re-credit if and when the employee is subsequently reemployed in a position covered by the Federal leave system. If the individual separates from Federal service while under a Presidential appointment, he or she will receive a lump-sum payment for unused annual leave based on the rate of pay in effect for the position the employee held immediately before the employee accepted the Presidential appointment. (5 U.S.C. 5551(b) and 5 CFR 550, subpart L). (If the Presidential appointment is to an SES or SL/ST position, the employee is covered by the Federal leave system regardless of the employee's rate of basic pay.)

## UNEMPLOYMENT COMPENSATION

### STATUTE: 5 U.S.C. Chapter 85

#### *Unemployment Compensation for Federal Employees*

Presidential appointees, noncareer SES appointees, and Schedule C employees who resign by request due to a change in agency leadership, or as a result of the transition to a new Presidential Administration or Term, may be eligible for Unemployment Compensation for Federal Employees (UCFE). Career and limited SES appointees who are involuntarily separated from the civil service may also be eligible for unemployment compensation, depending on the reason for the involuntary separation.

In general, unemployment compensation is provided through the State of the individual's last official duty station. Eligibility requirements and benefit levels vary from State to State. For further information about UCFE requirements and benefits, contact the appropriate State Employment Security Office.

Whether an individual's resignation is requested or not requested may affect entitlement to unemployment compensation. Resigning before receiving a request to resign is generally considered an unprompted resignation and is not usually viewed as sufficient for unemployment compensation purposes. To assure that State unemployment offices are aware that the separation by request is due to a change in agency leadership, it is important that this reason is clearly indicated on the SF-50 and all UCFE claims inquiry forms. Individuals are advised to provide a copy of the request for resignation to the State unemployment compensation office when filing.

For additional information about these services, see  
<http://workforcsecurity.doleta.gov/unemploy/unemcomp.asp>.

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***Dislocated Worker Services***

These employees may also be eligible for dislocated worker services, including retraining and placement assistance, which are funded through Department of Labor grants. Benefits and eligibility requirements vary from state to state. For further information about Dislocated Worker Services and eligibility requirements, contact the State Dislocated Worker Unit in the state in which the individual was employed.

For additional information about these services, see [www.dol.gov/dol/topic/training/dislocatedworkers.htm](http://www.dol.gov/dol/topic/training/dislocatedworkers.htm).

**RETIREMENT**

**STATUTE: 5 U.S.C. Chapters 83 and Chapter 84**

**REGULATIONS: 5 CFR Parts 841 – 847, 850, 880, 891**

**THE GUIDE TO PROCESSING PERSONNEL ACTIONS: Chapter 30**

**Coverage.** For individuals appointed to the SES after December 31, 1986, with no prior civilian service that is creditable for retirement:

- all career appointees are covered by the Federal Employees' Retirement System (FERS);
- all noncareer appointees are covered by FERS even if the appointment is designated as "indefinite"; and
- a limited appointee is covered by FERS if the appointment is for more than 1 year.

For individuals appointed to the SES after December 31, 1986 with prior Government service, refer to the CSRS and FERS Handbook for Personnel and Payroll Offices to determine the retirement coverage. Some provisions to note regarding noncareer and limited SES appointees:

- noncareer appointees; (These individuals are covered by Social Security, even though they may have continuous service without a break in service of more than 365 after December 31, 1983, from an appointment where they were under regular CSRS); and
- limited appointees. (Individuals normally are excluded from FERS or CSRS if they are serving under an appointment limited to 1 year or less. This exclusion does not apply, however, if the individual moves from a position covered by FERS or CSRS into the excluded type of appointment with no break in service or a break of 3 days or less.)

Certain noncareer appointees who were covered by CSRS on December 31, 1983 and were mandatory covered by Social Security on January 1, 1984, had a special retirement election opportunities during the July-December 1987 FERS open season. At that time, they could elect to retain the coverage previously elected (full CSRS with Social Security, reduced CSRS and Social Security, or Social Security only) or to have CSRS Offset or FERS coverage.

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These elections generally remain in effect upon subsequent appointments. See Chapter 101, Appendix A of the FERS & CSRS Handbook for Personnel and Payroll Offices

Under Pub. L. 100-647, if an SES career appointee takes a PAS appointment on or after November 10, 1988, where the maximum rate of pay payable for their position is at or above the rate for level V of the Executive Schedule, and the position is listed in 5 U.S.C. 5312-5317, the appointee is subject to mandatory Social Security coverage even if the appointee elected to continue SES benefits under 5 U.S.C. 3392(c). (See the CSRS and FERS Handbook, Chapter 101, Special Retirement Provisions for Senior Officials.)

If the appointee was under full CSRS in the SES and had at least 5 years of creditable civilian service at the time of the Presidential appointment, the appointee is under CSRS Offset and has a six month opportunity to elect FERS.

If the appointee was under FERS or CSRS Offset in the SES, the appointee remains under FERS or the CSRS Offset.

If an individual under Social Security coverage in a civil service position (e.g., in a Presidential or noncareer SES appointment) takes an SES career appointment on or after November 10, 1988, the individual remains subject to full FICA deductions in the SES position, in addition to CSRS or FERS coverage, as appropriate.

Under FERS there is no authority to allow credit for service performed after 1988 under appointments excluded from FERS coverage. Thus, service after 1988 under an SES limited appointment that is for 1 year or less not only is not covered by FERS at the time of the appointment, but also is not creditable for eligibility or computation purposes, if the individual takes an appointment that is covered by FERS.

**Optional retirement.** Eligibility for optional retirement is the same for SES members as for other employees.

If the individual is covered by CSRS, eligibility is at least age 55 with 30 years of service or more, at least age 60 with 20 years of service or more, or at least age 62 with 5 years of service or more.

If the individual is covered by FERS, eligibility is at least 5 years of service and age 62, at least 10 years of service and the Minimum Retirement Age (reduced benefits), at least 20 years of service and age 60, or at least 30 years of service and the Minimum Retirement Age. The Minimum Retirement Age is the first year in which an individual can receive benefits and varies according to the year born. See Chapters 41 and 42 of the CSRS & FERS Handbook for more information about the minimum Retirement Age.

Under both CSRS and FERS, a minimum of 5 years of civilian service is required. There are special provisions for law enforcement officers and certain other personnel.

**Discontinued service retirement.** To be eligible for discontinued service retirement (DSR), an individual must have completed 25 years of service or have completed 20 years of service and be 50 years of age. Further, the individual must be involuntarily separated other than for cause on charges of misconduct or delinquency. General information on DSR is in the CSRS and FERS Handbook for Personnel and Payroll Offices, Chapter 44.

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[**Note:** Although the eligibility criteria for DSR are the same under CSRS (5 U.S.C. 8336(d)) and FERS (5 U.S.C. 8414(b)), the benefit formulas differ.]

Subject to the requirements described in Chapter 44 of the CSRS and FERS Handbook, after a notice of specific action, a resignation in lieu of involuntary is qualifying for discontinued service retirement.

- separates from the SES as the result of a reduction in force following notification that there is no vacant SES position in the agency for which qualified. (Eligibility exists even if the individual declines OPM placement assistance, declines an SES position offer in another agency, separates during the OPM placement period, or declines placement in a position outside the SES.);
- separates from the SES following position abolishment, even though no reduction in force was conducted, if the employee did not have an offer of another SES position in the agency at the time of separation;
- separates from the SES following notice of directed reassignment to another commuting area or transfer of function to another commuting area, and the notice indicates the employee would be subject to removal under adverse action procedures for declining the proposed move; or removed under adverse action procedures (or during the probationary period) for declining to accept the proposed move. (The individual is eligible for DSR even if the separation occurs before the effective date of the reassignment. The employee is not eligible for DSR, however, if at the time of appointment the employee's position description, or other written agreement or understanding, provided for geographic mobility. SES employment in itself does not automatically establish a mobility agreement.);
- separates from the SES, when reporting directly to a Presidential appointee, in response to a specific written request from a recognized representative of a new Administration having authority to request such resignation or from a new department or agency head  
[**Note:** The separation of a career appointee in these circumstances cannot be required; the appointee must voluntarily agree to the request.]; or
- separates from the SES, if a noncareer appointee, when reporting directly to a Presidential appointee who is leaving; (Otherwise a noncareer appointee who resigns without being asked is not eligible for DSR.); and
- length of service even if the appointee has placement rights in a position outside the SES:

(1) removed from the SES for less than Fully Successful performance under 5 U.S.C. Chapter 43, Subchapter II; or

(2) removed from the SES during the probationary period for reasons not involving conduct.

A Presidential appointee who is eligible for DSR upon separation maintains that eligibility even if entitled to reinstatement to the SES as a former career SES appointee. This is true even if the appointee has received a job offer in the SES since tenure is different in the SES from that under the Presidential appointment.

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**Disability retirement.** The eligibility requirements for disability retirement are the same for SES as for non-SES personnel and the same under FERS as under CSRS. The individual must have at least 18 months of civilian service for FERS and 5 years for CSRS.

## TRAVEL AND TRANSPORTATION

**STATUTE: 5 U.S.C. 5723 and 5724**

**REGULATIONS: 5 CFR Part 572**

**Pre-employment interviews.** An agency may pay candidates' travel expenses incurred for pre-employment interviews requested by the agency. This authority may be used regardless of whether the candidate is presently in another SES position, is currently employed by a Federal agency in a non-SES position, is applying for reinstatement to the SES from outside the Government, or never worked for the Government. The authority covers candidates for career, noncareer, or limited SES appointment (5 U.S.C. 5752).

**Travel to first duty station.** An agency may pay travel expenses of a new appointee (career, noncareer, or limited) to the SES from outside the Government. (A new appointee includes not only individuals first appointed to Government service, but also individuals appointed after a break in Government service.) An agency may also pay transportation expenses of the appointee's immediate family and household goods and personal effects, to the extent authorized by 5 U.S.C. 5724, from the appointee's place of residence at the time of selection to the duty station (5 U.S.C. 5723(a)).

Payment may be made only after the individual agrees in writing to remain in Government service for 12 months after appointment, unless separated for reasons beyond the individual's control which are acceptable to the agency concerned. If the individual violates the agreement, the payment is recoverable from the individual as a debt due the United States (5 U.S.C. 5723(b)).

**Change of duty station.** The provisions in law (5 U.S.C. 5724) and the travel regulations concerning payment of travel and transportation expenses when an employee is moved in the interest of the Government are applicable to SES members, including those individuals newly appointed to the SES from other positions in Government without a break in Government service. A permanent change in duty station which is outside the employee's commuting area shall take effect only after the employee has been given advance notice for a reasonable period.

**Last move home.** Under 5 U.S.C. 5724(a)(3), an SES career appointee is entitled to travel, transportation, and household goods moving expenses upon retirement from Government service, to the place where the individual will reside, if the individual:

- retires on or after September 22, 1988;
- was moved geographically by the Federal Government as a career appointee in the SES; and

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- was eligible for optional retirement, or within 5 years of optional retirement; or was eligible for discontinued service retirement at the time of the last Federal Government directed move.

Entitled individuals include:

- individuals who were geographically moved while a career appointee in the SES as the result of a reassignment or a transfer;
- individuals who at the time of the move were going from an appointment outside the SES (e.g., at GS-15) to a career appointment in the SES; and
- individuals who at the time of the move were going from a limited or noncareer SES appointment to a career appointment in the SES.

Coverage includes families of deceased employees who were eligible for the benefits at the time of death, effective January 1994.

Noncareer and Limited appointees are not eligible for “last move home”.

**Regulatory provisions.** See the Federal Travel Regulation issued by the General Services Administration for further information. The information on Relocation Allowances is codified in 41 CFR Chapter 302. For more information visit [www.gsa.gov/transportationpolicy](http://www.gsa.gov/transportationpolicy).

## STUDENT LOAN REPAYMENTS

The Federal student loan repayment program permits agencies to repay certain types of Federally made, insured, or guaranteed student loans as a recruitment or retention incentive for job candidates or current employees of the agency. The program implements 5 U.S.C. 5379, which authorizes agencies to set up their own student loan repayment programs to attract or retain highly qualified employees. The authority is used at the discretion of the agency. SES members are eligible, unless otherwise excluded in the agency’s implementation plan. Agencies may wish to consider the following when implementing this program:

- limiting SES eligibility to executives serving on career appointments only, and
- using the standard recruitment incentive as a first choice in recruiting new executives.

For more information visit <http://www.opm.gov/policy-data-oversight/pay-leave/student-loan-repayment/>.

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## OFFICE OF INSPECTOR GENERAL POSITIONS

The Inspector General Reform Act of 2008 (Pub. L. 110-409, October 14, 2008) revised the Inspector General (IG) Act of 1978 (Pub. L. 95-452). A key provision of the Act designated the Office of Inspector General (OIG) a separate agency for the purpose of applying statutory provisions relating to the SES but did not make it an executive agency, as that term is defined in 5 U.S.C. 105. Otherwise, every OIG could be considered an executive agency covered by the SES under 5 U.S.C. 3132(a)(1) whether or not the agency within which the OIG is established is covered by the SES. If the agency within which an OIG is established is covered by the SES, so is the OIG, but if the agency within which an OIG is established is not covered by the SES, then neither is the OIG. In an OIG to which the SES applies, a reference to the agency head in any SES statute is considered to be a reference to the IG. Where there is a question of how this principle specifically applies, agencies should consult with Senior Executive Services and Performance Management. It should be noted that the IG Reform Act of 2008 did not designate the OIG a separate agency, and the IG the head of that agency, with respect to senior-level (SL) positions or scientific and professional positions (ST). However, for allocation requests of SL/ST positions the OIGs should independently submit separate requests from the ones submitted by their agencies.

Section 4(a) of the IG Reform Act of 2008 revised the pay of Inspectors General in an “establishment” (as defined in section 12(3) of the IG Act of 1978) by providing for a rate of basic pay equal to EX-III plus 3 percent. For these IGs, biweekly pay is computed by multiplying the applicable hourly rate by 80 hours. The applicable hourly rate is derived by dividing the annual rate of EX-III plus 3% by 2,087 hours and rounding to the nearest cent.

Section 4(b) of the IG Reform Act of 2008 also provided rules for establishing and compensating IGs in a “designated Federal entity” (DFE) (as defined in section 8G of the IG Act of 1978). First, section 4(b) provided that an IG at a DFE must be classified at a grade, level, or rank designation, as the case may be, at or above those of a majority of the senior-level executives of that DFE. For example, this provision could result in an IG at a DFE being placed in the SES pay system instead of the General Schedule classification and pay system. Second, section 4(b) provided that the pay of a DFE IG shall be not less than the average total compensation (including performance awards) of the senior-level executives of that designated Federal entity calculated on an annual basis—i.e., section 4(b) establishes a pay floor. The DFE agency head must continue to determine the IG’s pay in accordance with the applicable pay system rules (i.e., regular pay entitlement without regard to the pay floor) and the resulting pay will be compared to the pay floor established by section 4(b). The higher amount will be payable.

OPM established a pay plan code “IG” for IGs in establishments whose rate of basic pay is fixed at the rate for EX-III plus 3 percent. In addition, OPM established a pay rate determinant code “D” for IGs in DFEs to recognize their coverage under a provision providing a special classification authority and pay floor.

**[Note:** There is no new pay plan code for IGs at DFEs. The pay floor provision in section 4(b) does not constitute a pay system but rather interacts with the applicable pay system. (The applicable pay system may have been determined under the other provision in section 4(b) guaranteeing that a DFE IG has the same grade or level as the majority of senior executives in the same DFE).]

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Career SES members who are appointed to an IG position and are entitled to elect to continue certain SES benefits under 5 U.S.C. 3392 may do so with the exception that SES performance awards and awarding of ranks will not apply. Furthermore, notwithstanding any provision of law, career Federal employees serving on an appointment under an authority other than 5 U.S.C. 3392 may not suffer a reduction in pay (not including any bonus or performance award) as a result of being appointed to an IG position. (See section 4(c) of the IG Reform Act of 2008.) An IG of an establishment or a designated Federal entity may not receive any cash award or cash bonus, including any cash award under 5 U.S.C. chapter 45. (See section 3(f) of the IG Act of 1978, as added by section 5 of the IG Reform Act of 2008.) These provisions apply solely to an IG and not to other SES members within an OIG. Accordingly, other SES members in IG offices are eligible for performance and other awards. Career SES appointees in an OIG may be nominated for rank awards. (See Chapter 6, Presidential Rank Awards, for additional information.)

Each IG or agency head, as applicable, is responsible for implementing and administering the provisions of the IG Reform Act; however, OPM has responsibility to determine how to interpret and apply SES provisions with respect to the designation of each OIG as a separate agency and the IG as the head of that agency. Where there is a question of how to apply SES provisions, agencies should consult with Senior Executive Services and Performance Management.

As head of a separate agency, each IG has the authorities and responsibilities of an agency head with respect to the OIG with respect to the administration of any SES statute. (See section 6(d) of the IG Act of 1978, as amended by section 14 of the IG Reform Act of 2008.) For example, each IG establishes an Executive Resources Board (ERB) to conduct merit staffing for career appointments and establishes a Performance Review Board (PRB) to make recommendations regarding SES performance ratings and SES performance awards for OIG senior executives. IGs normally establish a separate performance appraisal system to cover OIG SES members. With respect to such a system, the IG is the highest-level official in the OIG; therefore, higher-level review is not available to a senior executive for whom the IG is the initial rater, although the IG can administratively provide for an alternative review. IGs determine rates of basic pay for their senior executives and may provide SES performance awards from an SES performance award pool calculated based upon salaries of career SES appointees within the OIG. As head of a separate agency, each IG is independent of the agency within which the OIG is established with regard to SES actions, e.g., recruitment and selection of executives, reassignment or transfer of executives, position management, performance appraisal, compensation, awards, adverse actions, and reduction-in-force.

When an IG is appointed as a career SES member by the head of a DFE, normal application of SES rules would require the DFE agency head to appraise the DFE IG's performance annually. Based upon the results of appraisal, the DFE agency head could adjust the pay of the DFE IG or even remove the DFE IG. However, OPM considers such authority would contradict the purpose of the IG Reform Act of 2008 to "amend the Inspector General Act of 1978 to enhance the independence of Inspectors General." We therefore advise, pursuant to OPM's authority under section 6(d)(1)(B)(iii) of title 5 Appendix to determine how SES provisions apply for purposes of section 6(d), that for the purpose of SES performance appraisal a DFE IG should not be considered to occupy a DFE position but a position in the DFE Office of Inspector General, which under section 6(d)(1)(A)(i) "shall be considered to be a separate agency."

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Since the DFE IG does not occupy a position in the DFE for this purpose, a DFE agency head should not establish performance requirements for the DFE IG under 5 U.S.C. 4312(b)(1) or appraise the DFE IG's performance. It follows that a DFE agency head will not be able to adjust SES pay for a DFE IG under SES rules or remove a DFE IG from the SES based upon performance ratings. A DFE agency head must still set pay in accordance with section 4 of the IG Reform Act of 2008, which includes setting the DFE IG's pay at his or her existing SES rate of basic pay—computed under normal rules without regard to the section 4(b) pay floor—if it is higher than that pay floor. The head of a DFE may also take an adverse action against a DFE IG under 5 U.S.C. 7543, consistent with section 3 of the Act, including a removal action that is not based on a performance rating.

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## **CHAPTER 12: SENIOR POSITIONS OUTSIDE THE SES**

### **EXECUTIVE SCHEDULE POSITIONS**

At the top of the Federal civilian personnel hierarchy are positions placed by statute in the Executive Schedule, or established at pay rates equivalent to the Executive Schedule. This personnel system is divided into five levels, EX-I (the highest) through EX-V (the lowest). The Executive Schedule includes cabinet secretaries; under, deputy, and most assistant secretaries; heads of most of the independent agencies; members of regulatory commissions; and a number of other key officials (e.g., certain general counsels and bureau directors). Executive Schedule and equivalent positions are generally filled by Presidential appointment with Senate confirmation.

#### ***Title 5 Listings***

Positions placed by statute in the Executive Schedule are listed in 5 U.S.C. 5312 through 5316. By Executive order, the President may also place up to 34 positions in EX-IV and V combined, under 5 U.S.C. 5317. Requests should be sent to the Office of Management and Budget; however, section 5317 is not appropriately applied to any position that would meet the definition of an SES position at 5 U.S.C. 3132(a)(2) if placed in EX-IV or V.

[**Note:** Many positions listed in 5 U.S.C. section 5315 (EX-IV) and 5316 (EX-V) or that have been placed in EX-IV or V under section 5317 are established as positions in the SES if they are in an agency to which the SES applies and meet the definition of an SES position at 5 U.S.C. 3132(a)(2), e.g., a position at EX-IV or EX-V, or equivalent, that performs SES functions and is not required to be filled by Presidential appointment with Senate confirmation.]

Occasionally, a new law will establish a position that performs SES functions and place it in level IV or V of the Executive Schedule without providing for it to be filled by Presidential appointment with Senate confirmation. Unless the law specifies that the position is exempt from the SES definition at 5 U.S.C. 3132(a)(2), the position is to be established in the SES and becomes subject to SES provisions, including determination of pay by the agency head under 5 U.S.C. 5382 and 5383.

#### ***Pay***

Section 5318 of title 5, United States Code, provides for annual adjustment of the rates of pay for Executive Schedule positions at the beginning of the first applicable pay period commencing on or after the first day of the month in which an adjustment takes place under 5 U.S.C. 5303 in the rates of basic pay under the General Schedule. OPM calculates the rates of basic pay for levels I through V of the Executive Schedule annually based upon the formula in section 5318 and publishes them online at: <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>.

See the chapter notes for chapter 4 regarding the pay freeze for certain senior political appointees.

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**SENIOR-LEVEL (SL) AND SCIENTIFIC AND PROFESSIONAL (ST) POSITIONS****STATUTE: 5 U.S.C. 5376, 5108, 3324, 3104, 3325****REGULATIONS: 5 CFR Part 319 and Part 534, Subpart E**

Unless an agency is excluded from the SES by statute (e.g., 5 U.S.C. 3132(a)(1)) or by the President under 5 U.S.C. 3132(c), any agency position classified above the GS-15 level or in level IV or V of the Executive Schedule, or an equivalent position, that is not required to be filled by Presidential appointment with Senate confirmation is to be placed in the SES, if it meets any of the functional criteria set forth in 5 U.S.C. 3132(a)(2). Positions that are classified above the GS-15 level in an agency covered by the SES but do not meet the SES functional criteria are established as SL positions or ST positions depending on the nature of the work. [See *Establishing SES Positions* in Chapter 1 for information on the SES functional criteria and determining whether a position should be established as SES, SL or ST.]

***Scientific and Professional Positions***

Under 5 U.S.C. 3104, OPM is authorized to determine, and from time to time revise, the maximum number of scientific and professional positions for carrying out research and development functions requiring the services of specially qualified personnel that may be established outside the General Schedule. OPM authorizes agencies to establish such positions under 5 CFR 319.202 and they are assigned the pay plan code ST. By regulation, a position is appropriately established as ST only if it is classified above the GS-15 level and involves performance of high-level research and development in the physical, biological, medical, or engineering sciences, or a closely related field (e.g., cybersecurity research). However, the statute also provides that 5 U.S.C. 3104 shall not apply to a position that is an SES position under 5 U.S.C. 3132(a). Therefore, a position classified above GS-15 that meets the SES functional criteria is to be established as SES even if it involves research and development functions otherwise supporting establishment of an ST position.

Research and development positions are characterized by the following features:

- systematic investigation of theory, experimentation, or simulation of experiments;
- application of the scientific method, including problem exploration and definition, planning of the approach and sequence of steps, execution of experiments or studies, interpretations of findings, and documentation or reporting of findings; and
- exercise of creativity and critical judgment, variation in which may materially affect the nature of the end product.

Research and development functions are defined in the Guide to Data Standards, Human Resources under the data element “Functional Classification” (<http://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/reporting-guidance/part-a-human-resources.pdf?clearcache=1>).

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The qualifications, stature, and contributions of an individual involved in research and development have a direct and major impact on the level of difficulty and responsibility for the work performed. ST incumbents would be expected to possess a graduate degree, significant research experience, and a national or international reputation in their field. Typically, the incumbent of an ST position—

- has authored fundamental papers in the field of expertise that are widely used and cited;
- has received significant honors from major organizations for his/her accomplishments and contributions; and
- is sought as an advisor and consultant on scientific and technological problems that extend beyond his/her specialty.

### ***Senior-Level Positions***

A position classified above GS-15 that is established in an executive agency based upon a position allocation from OPM under 5 U.S.C. 5108 is called a Senior-level (SL) position and is assigned the pay plan code SL. OPM allocates these positions to agencies under 5 CFR 319.202. Before the Civil Service Reform Act (CSRA), positions classified above GS-15 were in GS-16, 17 and 18 of the General Schedule and were covered by the Executive Assignment System. When CSRA was implemented in agencies covered by the Senior Executive Service, most of those positions became SES because they met the SES functional criteria. In general, positions that remained in GS-16, 17 and 18 (also called supergrades) were classified at those levels based on other criteria, or were executive positions in agencies not covered by the SES. The Federal Employees Pay Comparability Act of 1990 (FEPCA) abolished grade levels GS-16, 17 and 18, authorized OPM under 5 U.S.C. 5108 to determine the maximum number of positions in any executive agency that may be classified above GS-15 (i.e., SL positions) and included those positions, along with Scientific and Professional (ST) positions established under 5 U.S.C. 3104, in the new pay system for “certain senior-level positions” established by 5 U.S.C. 5376.

### ***Distinguishing Among SES, SL and ST Positions***

In an agency that is covered by the Senior Executive Service, an SL or ST position may not be established based upon duties classified above GS-15 that meet the SES functional criteria because 5 U.S.C. 3132(a)(2) defines such positions as SES positions.

In any agency, an SL position should not be established based upon duties classified above GS-15 that involve performance of high-level research and development in the physical, biological, medical, or engineering sciences, or a closely related field because 5 U.S.C. 3104 states that it provides for the maximum number of such positions (i.e., ST positions) that may be established outside the General Schedule.

By regulation, a position classified above GS-15 is not established as ST if it involves performance of high level research and development **in a field other than** the physical, biological, medical and engineering sciences or a closely related field. For example, a position classified above GS-15 that performs research in the field of economics or social sciences is not appropriately established as ST; however, an SL position could be established for that purpose.

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In an agency that is not covered by the Senior Executive Service, a position that is classified above GS-15 that meets the SES functional criteria normally will be an SL position. An ST position could also be used for such a position if it involves performance of high-level research and development in the physical, biological, medical and engineering sciences, or a closely related field. As in any of these cases, establishment of such position requires the appropriate position allocation from OPM.

### ***Supervisory Duties***

Among the five SES functional criteria identified in 5 U.S.C. 3132(a)(2)(A) through (E), questions are most frequently asked about paragraph (D), which includes in the SES a position above GS-15 that—

(D) supervises the work of employees other than personal assistants.

In particular, agencies ask about how to determine whether the extent of supervision exercised by a position classified above GS-15 precludes it from being established as an SL or ST position. Generally, for those agencies covered by the SES, an appropriately established SL or ST position will not include duties incorporating the full range of supervisory authorities (e.g., authority to hire, promote, reward etc.), as such duties would cause the position to meet the SES criterion in paragraph (D) of § 3132(a)(2). Instead, SL and ST positions usually involve leading projects and teams in a capacity similar to that of a Team Leader position. SL positions incorporate duties that are broad and complex enough to be classified above GS-15 but do not involve supervisory authority to an extent that meets the SES criterion. The same holds true for ST positions that are focused primarily on performance of high-level research and development. If an agency determines that an SL or ST position incorporates some supervisory responsibilities, it should carefully examine each of the SES criteria at § 3132(a)(2). If the position meets any of the other SES criteria, the position is to be established as an SES position.

### ***SL/ST Employment and Pay Provisions***

**Recruitment.** An SL position is in the competitive service as provided in 5 U.S.C. 2102, unless the position is excepted from the competitive service by or under statute. Under 5 U.S.C. 1104, OPM has delegated authority to agency heads through 5 CFR 319.401 to recruit and examine for SL positions in the competitive service, establish competitor inventories, and issue certificates of eligibles. Recruitment actions under this delegation must conform to section 319.401 and other applicable statutory and regulatory requirements, e.g., use of the category rating approach (as authorized by section 3319, U.S.C.) to assess and select job applicants for positions filled through competitive examining. Veteran's preference must be applied to SL positions consistent with rules of competitive and excepted service examining. OPM provides training, guidance and oversight in the conduct of delegated examining activities and certifies individuals identified by agencies to conduct examining operations. Employees involved in delegated examining must receive initial training from OPM, and instructions in the Delegated Examining Operations Handbook ([http://www.opm.gov/deu/Handbook\\_2007/DEO\\_Handbook.pdf](http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf)) are applicable to recruitment for SL positions in the competitive service.

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Actions to fill SL positions in the competitive service by reassignment, promotion, transfer, or reinstatement of individuals with competitive status are subject to the regulatory provisions applicable to those actions in general. Under 5 CFR 335.103(a), an agency may establish a promotion or internal placement program that will apply in recruiting to fill SL positions from among individuals with competitive status. Under 5 CFR 335.103(c)(3)(vii), an agency has discretion to except from such competitive procedures the appointment of a career SES member who has competitive service reinstatement eligibility (at any level) to any position in the competitive service for which he or she qualifies, including an SL position. If the agency has a vacant allocated SL space, OPM approval is not required for such an appointment. An agency may make a temporary or term SL appointment in accordance with 5 CFR 316, if the position is in the competitive service.

Regulatory provisions related to the excepted service in general apply to SL positions in the excepted service. SL positions may be established and filled in the excepted service under schedules A, B or C, as applicable, in accordance with the requirements of 5 CFR parts 302 and 213, provided that there is no grade level or other applicable restriction on use of the particular excepted service appointment authority. Temporary or time-limited appointments may be made consistent with the requirements of 5 CFR 213.104.

As provided at 5 U.S.C. 3325, all ST positions are in the competitive service but are filled without competitive examination upon approval of the qualifications of the proposed appointee by OPM or its designee. Accordingly, competitive procedures are not required for any appointment to an ST position, including a temporary or term ST appointment under 5 CFR 316. An agency that elects to hold a competition for an ST position is not obligated to follow delegated examining rules. An ST appointee has competitive status immediately, and no probationary period is required. OPM has delegated to agency heads authority to approve the qualifications of SL and ST appointees under 5 CFR 319.302.

**Pay.** The Senior Professional Performance Act of 2008 (Pub. L. 110-372, October 8, 2008) changed the pay system for SL/ST employees effective April 12, 2009. Under the law, the pay range for both SL and ST positions has a minimum rate of basic pay equal to 120 percent of the basic pay rate for GS-15, step 1, and the maximum rate of basic pay is equal to the rate payable for level III of the Executive Schedule (EX-III). However, for any agency certified under 5 U.S.C. 5307(d) as having a performance appraisal system which, as designed and applied, makes meaningful distinctions based on relative performance, the maximum rate of basic pay is the rate payable for level II of the Executive Schedule (EX-II). As of April 12, 2009, pay for all SL/ST employees converted to a single base pay rate. This rate was equal to current rate of basic pay plus any applicable locality pay, the sum of which was capped at EX-III. The amount of SL/ST cash awards was **not** changed by the law and remains the same. Under 5 CFR part 534, subpart E, agencies are required to set and adjust pay for SL and ST employees based on individual performance, contribution to the agency's performance, or both, as determined under a rigorous performance appraisal system. Agencies must also establish written procedures that provide transparency in the processes for making pay decisions.

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The aggregate compensation limit for an SL or ST employee not covered by a certified performance system is level I of the Executive Schedule (EX-I). Agencies that obtain certification of their SL/ST performance appraisal system must apply a higher aggregate compensation limitation that is equivalent to the total annual compensation payable to the Vice President.

Section 1912 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84, October 28, 2009) provides that SL and ST employees whose official worksite is in one of the nonforeign areas on the day before the effective date of the section (defined as the first day of the first pay period beginning on or after January 1, 2010) will receive the locality pay rate for that area. The locality rates are subject to the limitations in 5 U.S.C. 5304(g) and section 1915(b) of the Act. Employees who are assigned to SL and ST positions in the nonforeign areas on or after the effective date are not eligible for locality payments, but will be eligible for an offset COLA rate in effect for their official worksite. The nonforeign cost-of-living allowance (COLA) areas include Alaska, Hawaii, Guam and the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. For additional information see CPM 2009-27, available at <https://www.chcoc.gov/content/nonforeign-area-retirement-equity-assurance-act>.

SL or ST employees are eligible to earn compensatory time off in lieu of overtime pay and compensatory time off for travel (<http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off/> and <http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off-for-travel/>). They may also earn credit hours if an agency's policies for flexible work schedules or union agreements permit (<http://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/credit-hours-under-a-flexible-work-schedule/>).

### ***SL/ST Annual Leave Maximum Carryover Ceiling***

Effective January 28, 2008, the annual leave carryover ceiling for employees in SL and ST positions is 90 days (720 hours). Any restored annual leave that an SL or ST employee may have does not count towards the 90 day annual leave carryover ceiling. Under the provisions of 5 U.S.C. 6304(d)(2), restored annual leave is credited to a separate leave account, and leave in a restored leave account does not count towards an employee's annual leave carryover cap.

**Movement to an SL/ST appointment.** If an employee moves from a GS position to an SL/ST position, any annual leave accumulated prior to the move in excess of the employee's maximum accumulation limit for the former position is subject to forfeiture, if not used by the beginning of the first full biweekly pay period in the leave year immediately following appointment to an SL/ST position (5 CFR 630.301(f)(1)). Annual leave can be restored under conditions provided by 5 U.S.C. 6304(d). The SL/ST appointment does not change the time limit under 5 CFR 630.306 during which restored leave must be used to avoid forfeiture.

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Example: A GS-15 employee with a maximum accumulation level of 240 hours of annual leave is selected for an SL/ST position. At the time of appointment, the employee has 300 hours of accumulated annual leave, i.e., 60 hours in excess of the 240-hour ceiling. The employee earns 100 additional hours in the SL/ST position before the end of the leave year.

If the employee uses less than the 60 hours of excess leave (e.g., 40 hours) during the remainder of the leave year while in the SL/ST position, the employee's leave balance at the beginning of the new leave year is 340 hours (the maximum 240 hours that the employee could accumulate as a GS-15 plus the 100 hours earned in the SL/ST position). The employee forfeits 20 hours of leave (i.e., the 60 hours excess leave brought into the SL/ST position, minus the 40 hours used). If the employee uses more than the 60 hours of excess leave (e.g., 80 hours) during the remainder of the leave year while in the SL/ST position, there is no forfeiture since the amount of leave used exceeds the 60 hours of excess leave. In this case, the employee's leave balance at the beginning of the new leave year is 320 hours (the maximum 240 hours that the employee could accumulate as a GS-15, plus the 100 hours earned in the SL/ST position, minus the 20 hours used above the 60 hours of excess leave).

**Movement from an SL/ST appointment.** If an employee moves from an SL/ST position to a GS-15 position, any annual leave in excess of that which otherwise would be permitted remains to the employee's credit (5 CFR 630.301(g)). The employee's annual leave balance is subject to reduction under the rules in 5 U.S.C. 6304(c). Subsequently, if the employee uses more annual leave in a leave year than earned, the balance carried forward will become the new personal leave ceiling if it is still above the maximum limit normally permitted for the position (5 CFR 630.301(g)).

Example: An SL/ST member with 750 hours of accumulated annual leave moves to a GS-15 position. The employee earns 100 additional hours in the new GS-15 position before the end of the leave year.

- If the employee uses 150 hours of annual leave in the new position (i.e., 50 hours more than the 100 hours earned), the employee's carry over amount to the next leave year is 700 hours.
- If the employee uses only 40 hours (i.e., 60 hours less than the 100 hours earned), the carry over amount to the next leave year is 750 hours, and the employee loses 60 hours of annual leave. Under 5 U.S.C. 6304(c), the expanded annual leave ceiling is reduced by the amount used that is *in excess* of the amount accrued. The employee does not exceed the amount accrued (using only 40 of the 100 hours accrued), so his/her leave ceiling remains as 750 hours. The 60 hours accrued, but not used, exceeds the leave ceiling and is forfeited.

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## MISCELLANEOUS POSITIONS

### *Experts and Consultants*

In accordance with 5 U.S.C. 3109 and 5 CFR part 304, agencies may make expert and consultant appointments without regard to competitive civil service requirements, to positions which primarily require performance of advisory services rather than performance of operating functions.

**Experts.** Have unique or superior education, skills, and accomplishments in a particular field, and are regarded as authorities by others in the field. The expert performs unusually difficult work beyond the usual range of competent employees in the field.

**Consultants.** Provide advice, options, or recommendations on issues or problems and usually have a high degree of administrative, professional, or technical experience. A consultant may also be a person affected by a program who can provide public input based on personal experience.

**Limitations on work.** There are limits on the nature of the work. Experts and consultants may not serve in an SES position or a position requiring Presidential appointment and/or Senate confirmation (but may serve in an advisory capacity pending confirmation). It is not appropriate to assign consultants to the policy-making or managerial work that characterizes the SES.

Experts and consultants may not do work performed by the agency's regular employees or function in the agency's chain of command. For example, they may not supervise agency employees, direct the preparation of a report or special study, or make decisions regarding agency policies or programs. Their work must be strictly advisory in nature (reviewing/recommending) or limited to a special project requiring an exceptional level of expertise.

## INTERCHANGE AGREEMENTS AND COOPERATION

Under Civil Service Rule 6.7 and 5 CFR 214.204, OPM and any agency with an executive personnel system essentially equivalent to the SES may, pursuant to legislative and regulatory authorities, enter into an agreement providing for the movement of persons between the SES and the other system. Such agreements may be established when it is mutually determined that movement between the two systems is in the interest of good administration and is consistent with the intent of civil service and other applicable laws. Each agreement must prescribe the conditions for interchange of persons and define the status and tenure acquired by persons when they move from one system to another.

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***Criteria for Approval***

The criteria OPM considers in a proposal to authorize the interchange of personnel between the SES and another Federal executive system are—

- the basic framework of the system is established through law, rules, regulations, or instructions in written form; is designed to ensure that personnel management is based on and embodies merit system principles; and is free from prohibited personnel practices;
- positions covered by the system are fully comparable to Senior Executive Service positions, as defined in 5 U.S.C. 3132(a)(2), i.e., being classified above GS-15 and performing work characteristic of the SES functional criteria;
- provisions for career-type appointment in the system include competition and certification of qualifications commensurate with Senior Executive Service requirements such that appointees who will be eligible for noncompetitive movement can be expected to perform effectively in SES positions; and
- provisions for movement between systems specify that executives eligible for movement are serving in permanent, continuing career-type positions and that executives meet the technical and managerial qualifications of any position to which movement is proposed.

Procedures allow for periodic personnel management evaluations conducted by OPM, or by the independent agency with OPM representatives on the evaluation team.

The system includes a stipulation for discontinuance of the interchange agreement at the request of either party.

***Current Agreements***

Currently, only the following agencies have an interchange agreement:

- the Government Accountability Office;
- the Transportation Security Agency; and
- the Office of the Inspector General of the United States Postal Service.

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**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-01-27T17:33:25-05:00  
**Importance:** Normal  
**Subject:** Re: 2016 Senior Executive Service (SES) Desk Guide  
**Received:** 2017-01-27T17:33:32-05:00

As you'll see, GS employees are not expressly prohibited but this indicates that they are only impaneled if its a very small agency with a limited number of execs.....

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Fri, Jan 27, 2017 at 5:26 PM, Mack, Jonathan <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)> wrote:

Mary, see chapter 1

This just came out last week....

----- Forwarded message -----

**From:** **SES Policy** <[SESPolicy@opm.gov](mailto:SESPolicy@opm.gov)>  
**Date:** Tue, Jan 17, 2017 at 6:09 PM  
**Subject:** 2016 Senior Executive Service (SES) Desk Guide  
**To:** [LIMITEDEXECRESCONTACTS@listserv.opm.gov](mailto:LIMITEDEXECRESCONTACTS@listserv.opm.gov)

Colleagues,

Attached you will find the Draft 2016 Senior Executive Service Desk Guide. This draft desk guide is a reference tool for agency executive resources managers and staff who have the responsibility for managing and developing their senior executives. The draft desk guide provides guidance on statutory and regulatory provisions that encompasses the Senior Executive Service (SES), as well as senior level (SL) and scientific or professional (ST) personnel. The Draft 2016 SES Desk Guide supersedes previous versions.

#### PRESIDENTIAL TRANSITION

The Draft SES Desk Guide and the Presidential Transition Guide to Federal Human Resources Management Matters are available resources for your use. The Draft SES Desk Guide addresses actions impacted by the moratorium. Topics by chapter are:

SES Desk Guide Chapters with Moratorium Information
---

Chapter 2	QRB Processing
Chapter 3	Effect on Details Reassignments
Chapter 5	Performance Appraisal
Chapter 8	Removals

The Presidential Transition Guide specifically addresses SES matters in Appendices B and E. You can find the Transition Guide at <https://www.opm.gov/about-us/our-people-organization/support-functions/executive-secretariat/presidential-transition-guide-2016.pdf>.

### SUMMARY OF SIGNIFICANT CHANGES

For your convenience, we are highlighting significant changes/updates in the Draft 2016 SES Desk Guide. Changes/updates include but are not limited to:

- **Chapter 3- Other Staffing Actions---**The SES Limited Term Examples were updated with an Intergovernmental Personnel Act (IPA) example.
- **Chapter 5- Performance Management---** Updated to reflect changes in 5 CFR part 430, subpart C.
- **Chapter 6- Awards---** Includes an updated note on FY17 Awards Guidance on Spending Limitations.
- **Chapter 7- Executive Development---** This section was substantially updated to include information on the requirements in *E.O. 13714, Strengthening the Senior Executive Service* and introduces *SES Leading Edge*, a new executive development program from OPM's Federal Executive Institute (FEI).

### REMINDERS

- ★ The draft desk guide is for HR use only and should not be posted on the internet or your agency's intranet.
- ★ Because of the large size of the document and its annual revision process, the draft desk guide is continually considered a "working draft."

If you have questions about the draft guide, feel free to contact:  
 Executive Resources and Performance Management  
 U.S. Office of Personnel Management  
 (202) 606-8046; Email [sespolicy@opm.gov](mailto:sespolicy@opm.gov)





**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-01-27T17:34:48-05:00  
**Importance:** Normal  
**Subject:** Re: 2016 Senior Executive Service (SES) Desk Guide  
**Received:** 2017-01-27T17:34:55-05:00

relevant parts starts on page 1-2....

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Fri, Jan 27, 2017 at 5:33 PM, Mack, Jonathan <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)> wrote:

As you'll see, GS employees are not expressly prohibited but this indicates that they are only impaneled if its a very small agency with a limited number of execs.....

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Fri, Jan 27, 2017 at 5:26 PM, Mack, Jonathan <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)> wrote:

Mary, see chapter 1

This just came out last week....

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(202) 606-8046; Email [sespolicy@opm.gov](mailto:sespolicy@opm.gov)

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Randall, Anzanette C[arandall@blm.gov]  
**From:** Hudson, Jody  
**Sent:** 2017-01-30T11:31:38-05:00  
**Importance:** Normal  
**Subject:** Hiring Freeze Guidance and Direction  
**Received:** 2017-01-30T11:31:45-05:00

Hi Mary,

I am BLM's new Human Capital Management Director. I'm sure our paths crossed at the CHCO Council meetings when I covered for Miriam Cohen back when I was at NRC. And, of course, I know Ray from the Deputy CHCO Council.

I look forward to meeting and discussing department-wide human capital challenges and opportunities.

In the interim, I know you likely have your hands full. We appreciate everything you are doing to provide guidance on the hiring freeze.

I do have a few suggestions and questions I hope you will consider:

- I suggest tightening the communications on the hiring freeze guidance that comes out from the Department such that the Bureau CHCO equivalents are included as addressees on all related communications. This will help assure the department-wide CHCO community all has current information and are all playing from the same sheet of music.
- Until all the guidance sorts itself out and we reach some semblance of stability, I suggest we establish a "battle rhythm" of communications - perhaps a daily communication from the department to bureau CHCO-equivalents on status, even if the communication is that there is no change in status. Email communications would work.
- On blanket exemptions for seasonal and permanent fire, law enforcement, and public safety positions, we urge the exemption to be granted quickly. We are already in prescribed burn season in AZ and our seasonal recruits we're to be given offers last week.
- A related question to the above; is the department using any specific definitions we all should be using for what constitutes fire, law enforcement, and especially public safety positions? I'm okay if the answer is no. I think we can define such positions effectively at the bureau level, but I did not want to deviate from any departmental guidance in that regard.
- As for waivers or exemptions for other (non-fire, law enforcement and public safety) positions, has a process or prioritization scheme been developed for how to manage that and how bureaus should engage the department? We want to begin our work at the bureau level to start this process, but don't want proceed in a manner that does not comport with departmental guidance, causing us to have to redo our work. I want to avoid cycling our mission lines unnecessarily.

- With respect to the OMB guidance dated January 25, 2017, you sent out it, states "Departments and agencies are permitted to make reallocations to meet the highest priority needs, ensure that essential services are not interrupted, and ensure that national security is not affected." One way we envision achieving this is through details, reassignments, and in some cases temporary promotions. Do bureaus have latitude to do this now, or should we await forthcoming guidance from the department?
- With respect to the OMB guidance, in cases where the job offer was made pre-noon 1/22, and the start date is post 2/22, it states "the agency head should review the position to determine whether the job offer /appointment should be revoked, or whether the individual should report for duty on an agreed upon start date". We have multiple cases that fit this scenario, some of whom have already resigned from the prior job, sold their house, and/or have incurred PCS expenses. I urge guidance quickly on how to tee these cases up for review at the Department head level. An alternative would be for the department to issue a blanket exemption or waiver in cases where the individuals have already resigned post-job offer from their prior job, and/or have sold their house to relocate to their new job, and/or have incurred PCS expenses related to relocation to their new job.

We have additional Qs but these are the most pressing ones right now.

If there is anything I can do to help, please let me know.

Best regards

Jody Hudson

Assistant Director, Human Capital Management  
Bureau of Land Management  
1849 C St NW (RM 5613)  
Washington D.C., 20240  
202-208-7304

**To:** Lori Mashburn[lori\_mashburn@ios.doi.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-01-30T12:21:05-05:00  
**Importance:** Normal  
**Subject:** Re: list of appointee positions  
**Received:** 2017-01-30T12:21:12-05:00

Lori,  
A couple of other notes on the Schedule C positions:

1) The prioritization does not consider budget levels - just gives you a sense of the full range of the positions that were employed. There is often a lot of movement in the Schedule C positions - between the flow in and out of the agency as well as reassignments within the agency.

2) Number of onboard Schedule C positions.

We ran the number of onboard Schedule C positions for the entire Bush Administration and Obama Administration. Leaving out the first year and the last year which tends to skew the information, here is what we found:

- Bush Administration. Average # of Schedule C appointments: 35. High of 39 positions, low of 29 positions.
- Obama Administration. Average # of Schedule C appointment: 43. High of 48 positions, low of 40 positions.

I have cc'd Michelle Oxyer from my team. She's the individual that ran the reports - if there's other data you would like pulled such as a list of positions at various points during the Obama administration, she can do that. Please just let us know what would be helpful.

Thanks,  
Mary

On Mon, Jan 30, 2017 at 10:59 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Hi Lori,  
Attached is a list of appointee positions with suggestions on priorities. Outside the PAS positions which are designated as "EX" under the pay plan column, there is a lot of latitude depending on what you would like to do. Let me know when you'd like to discuss.

Thanks,  
Mary

--  
Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer  
(202) 208-4505

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Randall, Anznette C[arandall@blm.gov];  
Bradshaw, Andrew[acbradshaw@blm.gov]  
**From:** Hudson, Jody  
**Sent:** 2017-01-31T09:21:12-05:00  
**Importance:** Normal  
**Subject:** BLM SES Reassignment  
**Received:** 2017-01-31T09:21:18-05:00

Hi Mary,

I don't know if you need to be kept aware of SES personnel actions here at BLM but I'd rather provide too much information than not enough. If too much, please calibrate me accordingly. Also if there are other means by which you want to be informed of such actions, please advise. I'm still learning how we do things across the DOI enterprise.

We are processing the action today to make effective January 8 the reassignment of one of our SES, Jamie Connell, from State Director, Montana/Dakotas to the position of State Director, Oregon/Washington.

If you need any additional details, please don't hesitate to ask.

Best

Jody Hudson

Assistant Director, Human Capital Management  
Bureau of Land Management  
1849 C St NW (RM 5613)  
Washington D.C., 20240  
202-208-7304

**To:** Richard Cardinale[richard\_cardinale@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-01-31T09:28:34-05:00  
**Importance:** Normal  
**Subject:** Fwd: BLM SES Reassignment  
**Received:** 2017-01-31T09:28:41-05:00

----- Forwarded message -----

From: **Pletcher, Mary** <mary\_pletcher@ios.doi.gov>  
Date: Tue, Jan 31, 2017 at 9:25 AM  
Subject: Re: BLM SES Reassignment  
To: "Hudson, Jody" <jhudson@blm.gov>  
Cc: Raymond Limon <raymond\_limon@ios.doi.gov>, "Randall, Anznette C" <arandall@blm.gov>, "Bradshaw, Andrew" <acbradshaw@blm.gov>

Jody,  
Please hold on processing this.

Thanks,  
Mary

On Tue, Jan 31, 2017 at 9:21 AM, Hudson, Jody <jhudson@blm.gov> wrote:

Hi Mary,  
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**To:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-01-31T09:35:04-05:00  
**Importance:** Normal  
**Subject:** Fwd: BLM SES Reassignment  
**Received:** 2017-01-31T09:35:10-05:00

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From: **Pletcher, Mary** <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>  
Date: Tue, Jan 31, 2017 at 9:25 AM  
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Cc: Raymond Limon <[raymond\\_limon@ios.doi.gov](mailto:raymond_limon@ios.doi.gov)>, "Randall, Anznette C" <[arandall@blm.gov](mailto:arandall@blm.gov)>, "Bradshaw, Andrew" <[acbradshaw@blm.gov](mailto:acbradshaw@blm.gov)>

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**To:** Jonathan Mack[jonathan\_mack@ios.doi.gov]; Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-01-31T10:26:38-05:00  
**Importance:** Normal  
**Subject:** outstanding ERB actions  
**Received:** 2017-01-31T10:27:06-05:00

Here's what I have for my outstanding list of actions that were not made effective before January 22 and the hiring freeze went into effect:

Boling - Solicitor

Muldoon - NPS Golden Gate

Rupert - FWS Science

McAlear - BLM NLCS (Was this one made effective?)

Reynolds - Gulf of Mexico Restoration

Clayborne - OSM MidContinental Region (Offer with start date for Feb 22)

Connell - BLM OR

Thorstenson - AJ for OHA (Can you check and see if this is effective)

Haugrud - OHA

Anderson - BOEM AD

Range - PMB Border Coordinator

To be considered by new ERB:

- Bloodsworth - FWS AD for Bus/Mgmt Ops

- BIE - Hamley Reassignment to BIE-operated; backfill

Am I missing anything? Do you have the memos/packages for the outstanding ones? I'm thinking we should have this out on a Google Drive that we can see so I have it at my fingertips. What do you think?

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
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Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Jerome Perez[jperez@blm.gov]; Bail, Kristin[kbail@blm.gov]  
**From:** Hudson, Jody  
**Sent:** 2017-01-31T10:46:28-05:00  
**Importance:** Normal  
**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-01-31T10:46:37-05:00

Hi Mary,  
I just spoke with Ray who called me a bit ago.

We will remain in a holding pattern.

As for some background you may find helpful, the reassignment action was approved by BLM's ERB and communicated by memo dated January 6, 2017 to the employee. This was well before the noon January 22 cutoff date contained in the OMB guidance pertaining to implementation of the Presidential Memorandum. Consequently, the action comports with the OMB guidance.

I hope we can address any concerns you may have quickly such that we can proceed soonest.

Best regards, Jody Hudson

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**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Jerome Perez[jperez@blm.gov]; Bail, Kristin[kbail@blm.gov]  
**From:** Hudson, Jody  
**Sent:** 2017-01-31T10:49:10-05:00  
**Importance:** Normal  
**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-01-31T10:49:12-05:00

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Best, Jody

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**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Jerome Perez[jperez@blm.gov]; Bail, Kristin[kbail@blm.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-01-31T10:50:08-05:00  
**Importance:** Normal  
**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-01-31T10:50:16-05:00

Please remain in a holding pattern. Kristin and Jerry are aware - talking to them now.

Thanks,  
Mary

On Tue, Jan 31, 2017 at 10:49 AM, Hudson, Jody <jhudson@blm.gov> wrote:

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Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-01-31T10:53:28-05:00  
**Importance:** Normal  
**Subject:** Fwd: outstanding ERB actions  
**Received:** 2017-01-31T10:53:35-05:00

Mary, yes this looks like everything, and McAlear nor Thorstenson were processed. The Reynolds case is going back over today as a re-write so not quite there yet even if we had a green light. Yes we have the memos and will put everything out on Google Drive.

Thanks!

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Tue, Jan 31, 2017 at 10:26 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

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Haugrud - OHA

Anderson - BOEM AD

Range - PMB Border Coordinator

To be considered by new ERB:

- Bloodsworth - FWS AD for Bus/Mgmt Ops

- BIE - Hamley Reassignment to BIE-operated; backfill

Am I missing anything? Do you have the memos/packages for the outstanding ones? I'm thinking we should have this out on a Google Drive that we can see so I have it at my fingertips. What do you think?

Thanks,  
Mary

--

**Mary Pletcher**

Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer

(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Jonathan Mack[jonathan\_mack@ios.doi.gov]  
**From:** Oxyer, Michelle  
**Sent:** 2017-01-31T13:33:10-05:00  
**Importance:** Normal  
**Subject:** Re: outstanding ERB actions  
**Received:** 2017-01-31T13:33:16-05:00

Mary, I created a folder on the shared drive and put all the outstanding actions memos/packages on there.

### Michelle Oxyer

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
Fax 202-208-5285  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

On Tue, Jan 31, 2017 at 10:26 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Here's what I have for my outstanding list of actions that were not made effective before January 22 and the hiring freeze went into effect:

Boling - Solicitor  
Muldoon - NPS Golden Gate  
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McAlear - BLM NLCS (Was this one made effective?)  
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**Mary Pletcher**  
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**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-01-31T14:55:03-05:00  
**Importance:** Normal  
**Subject:** OPM/OMB Guidance  
**Received:** 2017-01-31T14:55:11-05:00  
[1981 POTOUS Freeze.pdf](#)

Just got this from Tony...memo should be coming out later today....MORE CATEGORIES...also, gives guidance on to protect "life and property" exemptions are guided by #3(a-k). See attachment...for school teachers, this may be helpful: *Care of prisoners and other persons in the custody of the United States.*

3. Exemptions. The following exemptions to the Federal civilian hiring freeze are permitted:

a. Military personnel in the armed forces and all Federal uniformed personnel, including the U.S. Coast Guard, the Commissioned Corps of the U.S. Public Health Service, and the Commissioned Officer Corps of the National Oceanic and Atmospheric Administration.

b. Filling of positions under programs where limiting the hiring of personnel would conflict with applicable law.

c. Nomination and appointment of officials to positions requiring Presidential appointment, with or without Senate confirmation.

d. Appointment of officials to non-career positions in the Senior Executive Service or to Schedule C appointments in the Excepted Service, or the appointment of any other officials who serve at the pleasure of the appointing authority (i.e., "appointed" positions of a political/non-career nature).

**e. Appointment of seasonal employees and short-term temporary employees necessary to meet traditionally recurring seasonal workloads, provided that the agency informs its OMB Resource Management Office in writing in advance of its hiring plans.**

f. Hiring by the U.S. Postal Service.

g. Federal civilian personnel hires made by the Office of the Director of National Intelligence (ODNI) and the Central Intelligence Agency (CIA).

h. Appointments made under the Pathways Intern and Presidential Management Fellow programs (this does not include the Recent Graduates program). Agencies should ensure that such hires understand the provisional nature of these appointments and that conversion is not guaranteed.

i. Conversions in the ordinary course to the competitive service of current agency employees serving in positions with conversion authority, such as Veteran's Recruitment Act (VRA) and Pathways programs.

j. Appointments made under 5 C.F.R. § 213.3102(r) (time limited positions in support of fellowship or professional/industry exchange programs) provided that the total number of employees does not exceed the number of employees onboard (hired under this authority) on January 22, 2017.

k. Placement of persons with restoration rights accorded by law, such as restoration after absence with injury compensation and restoration after military duty.

l. Job offers made prior to January 22, 2017, for which the individual has a confirmed start date on or before February 22, 2017. Those individuals should report to work according to their respective designated start dates.

m. Job offers made prior to January 22, 2017, but for which the individual has a confirmed start date that is later than February 22, 2017 (or does not have a confirmed start date), should be decided on a case-by-case basis and must go through an agency-head review. The agency head should review each position to determine whether the job offer should be revoked, or whether the hiring process should continue. Agency heads should consider essential mission priorities, current agency resources, and funding levels when making determinations about whether or not to revoke job offers.

n. Internal career ladder promotions.

o. Reallocations (i.e., non-competitive reassignments and details) of current Federal civilian employees within an agency to meet the highest priority needs (including preservation of national security and other essential services) are not affected. Non-reimbursable details across agencies are also not affected. Agency leadership should ensure that any reimbursable details from across agencies are not being used to circumvent the intent and spirit of the hiring freeze.

p. Term and temporary appointments of existing Federal employees may be extended up to the maximum allowable time limit, consistent with the conditions/requirements of the legal authority originally used to appoint the employee.

q. **A limited number of voluntary transfers of current SES between agencies, as necessary to secure the leadership capacity of agencies, and where needs cannot be met by reallocation of resources within an agency's current workforce; however, filling of such vacancies is subject to OPM approval in accordance with section 4 below.**

r. The head of any agency may exempt any positions that it deems necessary to:

- i. Meet national security (including foreign relations) responsibilities, or
- ii. Meet public safety responsibilities (including essential activities to the extent that they protect life and property). Agencies may refer to longstanding guidance, which provides examples of such activities in *OMB Memorandum, Agency Operations in the Absence of Appropriations*, dated 11/17/1981 [see examples 3(a) to 3(k)].

Agency heads should consult with appropriate personnel, including the agency Chief Human Capital Officer (CHCO) or equivalent and agency counsel when determining what positions to exempt from the hiring freeze. Agency heads are also required to consult with OPM and the agency's OMB Resource Management Office on their intent to exempt positions using their agency head authority before implementing these exemptions. Note that in the case of an Inspector General's (IG) office, the Inspector General is considered the agency head for the purposes of determining which positions in the IG office are exempt based on the definitions above, as well as for the purposes of the agency-head review of job offers in the IG office that either do not have a start date or have a designated start date beyond February 22, 2017.

4. Exemptions Granted by the Director of OPM. The Director of OPM may grant additional exemptions from the hiring freeze for critical situations. Accordingly, if an agency head assesses that circumstances warrant additional exemptions to the hiring freeze other than those specified above, a request must be made in writing to the Director of OPM and signed by the agency head. The request must:

- Explain the critical need and how it relates to essential services or critical mission requirements.
- Explain why reallocation (reassignment/detail) of existing staff within the agency is not possible to meet the needs outlined in the request.
- Explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.

Agencies must also notify their respective OMB Resource Management Office of exemption requests to OPM under this provision.

**EXCERPT END**

--

Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310

*Office of Management and Budget Issuance*

*Retyped (without change) by OPM*

November 17, 1981

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: David A. Stockman

SUBJECT: Agency Operations in the Absence of Appropriations

Public Law 97-51, the Continuing Resolution enacted by the Congress on September 30, 1981 to provide for appropriations for all Executive and Judicial branch accounts, will expire on midnight Friday, November 20. No regular appropriations bills for Fiscal Year 1982 have been submitted to the President during the period of the Continuing Resolution, and the House of Representatives and Senate are presently considering widely divergent Second Continuing Resolutions. There is, therefore, a possibility that no appropriations will be enacted as of November 21.

Under the circumstances, you should begin orderly planning to deal with this possibility.

OMB Bulletin 80-14, dated August 28, 1980, requires all agencies to maintain contingency plans to deal with the eventuality of an appropriations hiatus. Additionally, the opinion of the Attorney General dated January 16, 1981, attached, remains in effect.

Examples of excepted activities were developed when the Executive Branch last faced the possibility of an appropriations hiatus, and were sent to agencies by former OMB Director James McIntyre on September 30, 1980. They are:

Beginning [November 21, 1981], agencies may continue activities otherwise authorized by law, those that protect life and property and those necessary to begin phasedown of other activities.

Primary examples of activities agencies may continue are those which may be found under applicable statutes to:

1. Provide for the national security, including the conduct of foreign relations essential to the national security or the safety of life and property.
2. Provide for benefit payments and the performance of contract obligations under no-year or multi-year or other funds remaining available for those purposes.
3. Conduct essential activities to the extent that they protect life and property, including:
  - a. Medical care of inpatients and emergency outpatient care;

- b. Activities essential to ensure continued public health and safety, including safe use of food and drugs and safe use of hazardous material;
- c. The continuance of air traffic control and other transportation safety functions and the protection of transport property;
- d. Border and coastal protection and surveillance;
- e. Protection of Federal lands, buildings, waterways, equipment and other property owned by the United States;
- f. Care of prisoners and other persons in the custody of the United States;
- g. Law enforcement and criminal investigations;
- h. Emergency and disaster assistance;
- i. Activities essential to the preservation of the essential elements of the money and banking system of the United States, including borrowing and tax collection activities of the Treasury;
- j. Activities that ensure production of power and maintenance of the power distribution system; and
- k. Activities necessary to maintain protection of research property.

You should maintain the staff and support services necessary to continue these essential functions.

In addition, the following policies will be in effect in the event of a November 21 appropriations hiatus:

1. All employees performing non-excepted activities defined by this memorandum and by the Attorney General's opinion of January 16, 1981, are permitted to perform no services other than those involved in the orderly suspension of agency operations.
2. With regard to non-excepted agency activities and agency personnel performing them, particular attention should be paid to those provisions of the Antideficiency Act that do not permit agency acceptance of voluntary, i.e. non-excepted services. Accordingly, in the event that the appropriations hiatus continues measurably beyond Monday, November 23, 1981, agency heads will be required to make determinations as to whether non-excepted personnel have completed all phasedown tasks incident to the orderly suspension of agency operations. At such time, the services of those employees can no longer be accepted in the absence of appropriations.
3. This memorandum is principally directed towards the ability of agencies to *obligate* funds in the absence of appropriations. It should be made clear that, during a appropriations hiatus, funds may not be available to permit agency *payment* of obligations. All personnel performing

excepted services, including activities incident to the orderly suspension of agency operations, should be assured that the United States will not contest its legal obligation to make payment for such services, even in the absence of appropriations.

4. Agencies are requested to report promptly to OMB staff who normally handle their budgets any major disruptions of activities or services that may or will imminently result from the absence of appropriations.

5. Within the guidance established by the Attorney General's opinion of January 16, 1981, and this memorandum, agency heads are to make such determinations as are necessary to operate their agencies during an appropriations hiatus, and to do so pursuant to normal agency processes for the resolution of issues of law and policy. Questions that cannot be determined by an agency should be addressed to OMB. All unresolved questions relative to the construction of the Antideficiency Act will be jointly referred to the Office of Legal Counsel of the Department of Justice.



**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Anderson, James  
**Sent:** 2017-02-01T17:02:52-05:00  
**Importance:** Normal  
**Subject:** Question - 1/31 Hiring Freeze Guidance  
**Received:** 2017-02-01T17:02:59-05:00  
[OPM hiring freeze guidance 1-31-17.pdf](#)

Mary,

Good job on today's call - tough crowd. In follow-up to our discussion earlier in the week is it fair to assume that the wording in Section O of the attached guidance where it says that "noncompetitive reassignments and details" are not impacted by the hiring freeze would benefit my personal situation. Seems to me that once I get my SESCDP certificate from OPM the personnel action would simply be classified as a reassignment right? Maybe this is just wishful thinking but thought I would ask. Any thoughts on this interpretation would be greatly appreciated.

*James G. Anderson*

Chief, Office of Budget and Program Coordination  
Bureau of Ocean Energy Management

Warning: This message is intended only for use of the individual or entity to which it is addressed and may contain information that is privileged or confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately by return e-mail.



U.S. Office of  
Management & Budget

U.S. Office of  
Personnel Management



January 31, 2017

M-17-18

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: MARK SANDY *Mark Sandy*  
ACTING DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET  
KATHLEEN McGETTIGAN *Kathleen McGettigan*  
ACTING DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT

SUBJECT: Federal Civilian Hiring Freeze Guidance

1. Purpose. This memorandum provides additional guidance regarding the freeze on the hiring of Federal civilian employees as directed by the President on January 23, 2017, via Presidential Memorandum (PM) entitled "Hiring Freeze." This guidance is in addition to the initial implementation guidance issued by the Acting Director of the Office of Management and Budget (OMB) on January 25, 2017. This guidance provides information on the types of exemptions authorized under this hiring freeze as well as instructions on how departments and agencies can request exemptions from the Director of the Office of Personnel Management (OPM) for critical situations where additional exemptions may be warranted.
2. Coverage. This memorandum applies to all Executive departments and agencies regardless of the sources of their operational and programmatic funding and to all types of Federal civilian appointments, regardless of the length of the appointment, except as provided for below or otherwise provided in law. No vacant positions existing at noon on January 22, 2017, may be filled and no new positions may be created, except in limited circumstances. For the purposes of this memorandum, a position is not considered vacant if an individual has been given an offer of employment prior to noon on January 22, 2017, has accepted the position, and has a designated start date on or before February 22, 2017.

Contracting outside the Government to circumvent the intent of the PM shall not be permitted. For example, agencies shall not acquire by contract with a commercial vendor services that are substantially similar to those that would have been provided by a Federal civilian in a vacancy covered by the PM. However, nothing in this memorandum is intended to restrict agencies from continuing, modifying, or entering into service contracts for other purposes, consistent with law, regulation, and any applicable management direction.

The guidance in this memorandum should be implemented consistent with any lawful collective bargaining obligations that may apply.

3. Exemptions. The following exemptions to the Federal civilian hiring freeze are permitted:
  - a. Military personnel in the armed forces and all Federal uniformed personnel, including the U.S. Coast Guard, the Commissioned Corps of the U.S. Public Health Service, and the Commissioned Officer Corps of the National Oceanic and Atmospheric Administration.
  - b. Filling of positions under programs where limiting the hiring of personnel would conflict with applicable law.
  - c. Nomination and appointment of officials to positions requiring Presidential appointment, with or without Senate confirmation.
  - d. Appointment of officials to non-career positions in the Senior Executive Service or to Schedule C appointments in the Excepted Service, or the appointment of any other officials who serve at the pleasure of the appointing authority (i.e., “appointed” positions of a political/non-career nature).
  - e. Appointment of seasonal employees and short-term temporary employees necessary to meet traditionally recurring seasonal workloads, provided that the agency informs its OMB Resource Management Office in writing in advance of its hiring plans.
  - f. Hiring by the U.S. Postal Service.
  - g. Federal civilian personnel hires made by the Office of the Director of National Intelligence (ODNI) and the Central Intelligence Agency (CIA).
  - h. Appointments made under the Pathways Internship and Presidential Management Fellows programs (this does not include the Recent Graduates program). Agencies should ensure that such hires understand the provisional nature of these appointments and that conversion is not guaranteed.
  - i. Conversions in the ordinary course to the competitive service of current agency employees serving in positions with conversion authority, such as Veteran’s Recruitment Act (VRA) and Pathways programs.
  - j. Appointments made under 5 C.F.R. § 213.3102(r) (time limited positions in support of fellowship or professional/industry exchange programs) provided that the total number of individuals employed under this authority does not exceed the number of employees onboard (hired under this authority) on January 22, 2017.

- k. Placement of persons with restoration rights accorded by law, such as restoration after absence with injury compensation and restoration after military duty.
- l. Job offers made prior to January 22, 2017, for which the individual has a confirmed start date on or before February 22, 2017. Those individuals should report to work according to their respective designated start dates.
- m. Job offers made prior to January 22, 2017, but for which the individual has a confirmed start date that is later than February 22, 2017 (or does not have a confirmed start date), should be decided on a case-by-case basis and must go through an agency-head review. The agency head should review each position to determine whether the job offer should be revoked, or whether the hiring process should continue. Agency heads should consider essential mission priorities, current agency resources, and funding levels when making determinations about whether or not to revoke job offers.
- n. Internal career ladder promotions.
- o. Reallocations (i.e., noncompetitive reassignments and details) of current Federal civilian employees within an agency to meet the highest priority needs (including preservation of national security and other essential services) are not affected. Details (reimbursable and non-reimbursable) between agencies are also not affected; however, agency leadership should ensure that any reimbursable details between agencies are not being used to circumvent the intent of the hiring freeze.
- p. Term and temporary appointments of existing Federal employees may be extended up to the maximum allowable time limit, consistent with the conditions/requirements of the legal authority originally used to appoint the employee.
- q. A limited number of voluntary transfers of current SES between agencies, as necessary to secure the leadership capacity of agencies, and where needs cannot be met by reallocation of resources within an agency's current workforce; however, filling of such vacancies is subject to OPM approval in accordance with section 4 below.
- r. The head of any agency may exempt any positions that it deems necessary to:
  - i. Meet national security (including foreign relations) responsibilities, or
  - ii. Meet public safety responsibilities (including essential activities to the extent that they protect life and property). Agencies may refer to longstanding guidance, which provides examples of such activities in OMB Memorandum, Agency Operations in the Absence of Appropriations, dated 11/17/1981 [see examples 3(a) to 3(k)].

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  - Explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.

Agencies must also notify their respective OMB Resource Management Office of exemption requests to OPM under this provision.

5. Effective Dates. The guidance in this memorandum is effective immediately. Within 90 days of the publication of the PM issued on January 23, 2017, the Director of OMB, in consultation with the Director of OPM, shall recommend a long-term plan to reduce the size of the Federal Government's workforce through attrition. The hiring freeze will expire upon implementation of the OMB plan.
6. Inquiries. Questions from departments and agencies regarding the instructions and guidance in this memorandum should be addressed to agency OMB Resource Management Officers and OPM contacts provided to Chief Human Capital Officers and HR Directors.

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-02-02T11:37:30-05:00  
**Importance:** Normal  
**Subject:** Re: outstanding ERB actions  
**Received:** 2017-02-02T11:37:37-05:00

The Borderland Coordinator was extended a tentative offer on the 19th, and has a tentative eod date prior to Feb 22nd, given that BSEE thinks they have a green light to move forward, however we are waiting until you give a green light given this message, right?  
Thanks!

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Tue, Jan 31, 2017 at 10:26 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

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To be considered by new ERB:

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-02-02T12:03:10-05:00  
**Importance:** Normal  
**Subject:** Re: outstanding ERB actions  
**Received:** 2017-02-02T12:03:17-05:00

We have 2 slots and 4 obligations, Borderland; 2 OHA, Dep Dir Svc Delivery.

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Thu, Feb 2, 2017 at 11:43 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

I thought we didn't have any SL slots available?

On Thu, Feb 2, 2017 at 11:37 AM, Mack, Jonathan <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)> wrote:

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**To:** Mack, Jonathan[jonathan\_mack@ios.doi.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-02-02T14:29:18-05:00  
**Importance:** Normal  
**Subject:** Re: outstanding ERB actions  
**Received:** 2017-02-02T14:29:24-05:00

We definitely have 2 slots available? I thought we were full. Did someone leave? What are the 4 obligations?

Borderland

Haugrud

Thorstenson

Service Delivery (This isn't Matagrano correct, she's already reflected in the onboard?)

On Thu, Feb 2, 2017 at 12:03 PM, Mack, Jonathan <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)> wrote:

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**To:** Hudson, Jody[jhudson@blm.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Jerome Perez[jperez@blm.gov]; Bail, Kristin[kbail@blm.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-02-02T17:16:01-05:00  
**Importance:** Normal  
**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-02-02T17:16:08-05:00

Jody,  
Can you send me the signed notice of reassignment memo so we can see what Jamie signed?

Thanks,  
Mary

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Minor correction to preceding email.... The action comports with the OMB guidance.  
Best, Jody

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Washington D.C., 20240  
202-208-7304

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**From:** Pletcher, Mary  
**Sent:** 2017-02-02T17:28:11-05:00  
**Importance:** Normal  
**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-02-02T17:28:18-05:00

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Thanks,  
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**From:** Hudson, Jody  
**Sent:** 2017-02-02T18:00:44-05:00  
**Importance:** Normal  
**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-02-02T18:01:17-05:00  
[CONNELL SES REASSIGNMENT PAPERWORK 2017 \(1\).pdf](#)

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Thank you very much for reviewing this matter.

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# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Washington, D.C. 20240-0036  
<http://www.blm.gov>

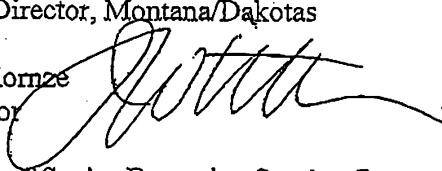


In Reply Refer To:  
1400-317 (700)

**JAN - 6 2017**

## Memorandum

To: Jamie E. Connell  
State Director, Montana/Dakotas

From: Neil Kornze  
Director 

Subject: Notice of Senior Executive Service Geographic Reassignment

This is to advise you that the Executive Resources Board has approved your reassignment to the Senior Executive Service (SES) position of Oregon/Washington (OR/WA) State Director, located in Portland, Oregon. Your service has been valuable and the depth and breadth of your professional experience makes you eminently qualified to permanently assume the duties and responsibilities of this position.

This reassignment will be effective 60 days after the receipt of this letter unless an earlier date is mutually agreed upon. You will retain your career appointment and receive an 8% annual pay increase adjustment. A relocation incentive of \$30,000 has also been approved that will require your commitment to stay in the OR/WA State Director position for 2 years. Please use the attached receipt page to accept or decline this reassignment, and the relocation incentive service agreement to indicate your commitment to remain in the OR/WA State Director position for two years. Your signed response must be received within 10 days after the date of this memorandum. If I receive no reply from you, it will be interpreted as a declination of the reassignment.

If you choose to accept the reassignment, your relocation will be at government expense and you will receive all travel and relocation benefits to which you are entitled.

While this geographic reassignment may impose a burden on you, I am confident that you can best serve the Department of the Interior and the Bureau of Land Management as OR/WA State Director. Please sign, date, and return the attached copy of this memorandum to indicate your receipt of this notification.

Receipt Acknowledged:

Date: 1/6/2017

Signature: Jamie E. Connell

\*\*\*\*\*

1. I hereby accept the geographic reassignment as described above with an effective date of 60-days from the date of this memorandum.

Jamie E. Connell  
Jamie E. Connell

1/6/2017  
Date

2. I hereby accept the geographic reassignment as described above and request that it be made effective as soon as practicable. I am requesting an effective date of

Jamie E. Connell  
Jamie E. Connell

1/6/2017  
Date

3. I hereby decline the described geographic reassignment.

\_\_\_\_\_  
Jamie E. Connell

\_\_\_\_\_  
Date

- Attachments:
- 1 - Acknowledgement Receipt (1 pp)
  - 2 - BLM Relocation Incentive Service Agreement (1 p)
  - 3 - Position Description (6 pp)



Bureau of Land Management Relocation Incentive Service Agreement

Name of Employee Jamie E. Connell Duty Station Portland, Oregon  
Position Title/Series/Grade/Step OR/WA State Director, ES-00  
Percentage of Incentive 18 % Gross Amount of Incentive \$30,000

Timing of Payments:

Lump sum payment at the beginning of the service period in the amount of \$30,000  
 Equal installment payments throughout the service period (specify the timing and the amount of payment) \_\_\_\_\_  
 Lump sum payment at the end of the service period in the amount of \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Service Period Beginning Date (an employee must establish a residence in the new geographic area prior to payment of the incentive) \_\_\_\_\_  
 Expiration of Service Agreement Date \_\_\_\_\_

In accepting the relocation incentive, I understand and agree to the following conditions:

I will remain in this position for at least (specify period of service). 2 years

Actual payment of the incentive will not occur until I report to the new duty location

The relocation must be without a break in service

This service agreement will be terminated if I am demoted or separated for cause; receive a rating of record lower than a fully successful or if I otherwise fail to fulfill the terms of the service agreement. If my services are terminated under the conditions described above, I may keep any relocation incentive payments received from completed service, but must repay any portion of the incentive received for uncompleted service.

BLM may terminate the relocation incentive service agreement based on the needs of the agency. In this situation, I am entitled to keep any incentive payments received and BLM will pay any incentive payments for completed service.

\_\_\_\_\_  
Requesting Official's Signature/Date

Jamie E. Connell 1/4/2017  
Employee's Signature/Date

\_\_\_\_\_  
Local HRO's Signature/Date

\_\_\_\_\_  
AD/SD/CD's Signature/Date

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Jerome Perez[jperez@blm.gov]; Bail, Kristin[kbail@blm.gov]  
**From:** Hudson, Jody  
**Sent:** 2017-02-02T18:04:05-05:00  
**Importance:** Normal  
**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-02-02T18:04:32-05:00

Hi Mary,  
The incentive documentation and the reassignment documentation are integrated into one agreement that Jamie Connell signed.

I just sent that document to you a few minutes ago in a prior email.

Best regards, Jody

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Thanks,  
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**From:** Pletcher, Mary  
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**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-02-02T18:08:50-05:00

Jody,

On these forms, Jamie actually signed both lines - requesting an effective date 60 days out and requesting an effective date of January 6. Also, the relocation incentive form is not populated with a service period beginning date. Are there later versions of these forms or is this all that we have?

Thanks,  
Mary

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**From:** Pletcher, Mary  
**Sent:** 2017-02-02T18:09:27-05:00  
**Importance:** Normal  
**Subject:** Fwd: BLM SES Reassignment  
**Received:** 2017-02-02T18:09:34-05:00  
CONNELL SES REASSIGNMENT PAPERWORK 2017 (1).pdf

----- Forwarded message -----

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Date: Thu, Feb 2, 2017 at 6:00 PM  
Subject: Re: BLM SES Reassignment  
To: "Pletcher, Mary" <mary\_pletcher@ios.doi.gov>  
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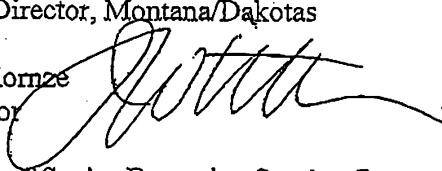


In Reply Refer To:  
1400-317 (700)

**JAN - 6 2017**

## Memorandum

To: Jamie E. Connell  
State Director, Montana/Dakotas

From: Neil Kornze  
Director 

Subject: Notice of Senior Executive Service Geographic Reassignment

This is to advise you that the Executive Resources Board has approved your reassignment to the Senior Executive Service (SES) position of Oregon/Washington (OR/WA) State Director, located in Portland, Oregon. Your service has been valuable and the depth and breadth of your professional experience makes you eminently qualified to permanently assume the duties and responsibilities of this position.

This reassignment will be effective 60 days after the receipt of this letter unless an earlier date is mutually agreed upon. You will retain your career appointment and receive an 8% annual pay increase adjustment. A relocation incentive of \$30,000 has also been approved that will require your commitment to stay in the OR/WA State Director position for 2 years. Please use the attached receipt page to accept or decline this reassignment, and the relocation incentive service agreement to indicate your commitment to remain in the OR/WA State Director position for two years. Your signed response must be received within 10 days after the date of this memorandum. If I receive no reply from you, it will be interpreted as a declination of the reassignment.

If you choose to accept the reassignment, your relocation will be at government expense and you will receive all travel and relocation benefits to which you are entitled.

While this geographic reassignment may impose a burden on you, I am confident that you can best serve the Department of the Interior and the Bureau of Land Management as OR/WA State Director. Please sign, date, and return the attached copy of this memorandum to indicate your receipt of this notification.

Receipt Acknowledged:

Date: 1/6/2017

Signature: Jamie E. Connell

\*\*\*\*\*

1. I hereby accept the geographic reassignment as described above with an effective date of 60-days from the date of this memorandum.

Jamie E. Connell  
Jamie E. Connell

1/6/2017  
Date

2. I hereby accept the geographic reassignment as described above and request that it be made effective as soon as practicable. I am requesting an effective date of

Jamie E. Connell  
Jamie E. Connell

1/6/2017  
Date

3. I hereby decline the described geographic reassignment.

\_\_\_\_\_  
Jamie E. Connell

\_\_\_\_\_  
Date

- Attachments:
- 1 - Acknowledgement Receipt (1 pp)
  - 2 - BLM Relocation Incentive Service Agreement (1 p)
  - 3 - Position Description (6 pp)



Bureau of Land Management Relocation Incentive Service Agreement

Name of Employee Jamie E. Connell Duty Station Portland, Oregon  
Position Title/Series/Grade/Step OR/WA State Director, ES-00  
Percentage of Incentive 18 % Gross Amount of Incentive \$30,000

Timing of Payments:

Lump sum payment at the beginning of the service period in the amount of \$30,000  
 Equal installment payments throughout the service period (specify the timing and the amount of payment) \_\_\_\_\_  
 Lump sum payment at the end of the service period in the amount of \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Service Period Beginning Date (an employee must establish a residence in the new geographic area prior to payment of the incentive) \_\_\_\_\_  
 Expiration of Service Agreement Date \_\_\_\_\_

In accepting the relocation incentive, I understand and agree to the following conditions:

I will remain in this position for at least (specify period of service). 2 years

Actual payment of the incentive will not occur until I report to the new duty location

The relocation must be without a break in service

This service agreement will be terminated if I am demoted or separated for cause; receive a rating of record lower than a fully successful or if I otherwise fail to fulfill the terms of the service agreement. If my services are terminated under the conditions described above, I may keep any relocation incentive payments received from completed service, but must repay any portion of the incentive received for uncompleted service.

BLM may terminate the relocation incentive service agreement based on the needs of the agency. In this situation, I am entitled to keep any incentive payments received and BLM will pay any incentive payments for completed service.

\_\_\_\_\_  
Requesting Official's Signature/Date

Jamie E. Connell 1/4/2017  
Employee's Signature/Date

\_\_\_\_\_  
Local HRO's Signature/Date

\_\_\_\_\_  
AD/SD/CD's Signature/Date

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Jerome Perez[jperez@blm.gov]; Bail, Kristin[kbail@blm.gov]; Richard Cardinale[richard\_cardinale@ios.doi.gov]  
**From:** Hudson, Jody  
**Sent:** 2017-02-02T18:20:01-05:00  
**Importance:** Normal  
**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-02-02T18:20:28-05:00

Let me check. I'll likely not have an answer tonight. Will tomorrow morning be okay?

On Thu, Feb 2, 2017 at 6:08 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Jody,  
On these forms, Jamie actually signed both lines - requesting an effective date 60 days out and requesting an effective date of January 6. Also, the relocation incentive form is not populated with a service period beginning date. Are there later versions of these forms or is this all that we have?

Thanks,  
Mary

On Thu, Feb 2, 2017 at 6:00 PM, Hudson, Jody <[jhudson@blm.gov](mailto:jhudson@blm.gov)> wrote:

Hi Mary,  
As you requested, please find attached the reassignment documentation signed by Jamie Connell on January 6, 2017.

Please let me know if there is any additional documentation you would like to see.

Thank you very much for reviewing this matter.

Best regards, Jody Hudson

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We will remain in a holding pattern.

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We are processing the action today to make effective January 8 the reassignment of one of our SES, Jamie Connell, from State Director, Montana/Dakotas to the position of State Director, Oregon/Washington.

If you need any additional details, please don not hesitate to ask.

**Best**

Jody Hudson

Assistant Director, Human Capital Management  
Bureau of Land Management  
1849 C St NW (RM 5613)  
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**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Jerome Perez[jperez@blm.gov]; Bail, Kristin[kbail@blm.gov]; Richard Cardinale[richard\_cardinale@ios.doi.gov]  
**From:** Hudson, Jody  
**Sent:** 2017-02-03T15:33:53-05:00  
**Importance:** Normal  
**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-02-03T15:34:22-05:00

Hi Mary,

We are searching through any email communications as well as any work journal notes that can be used to re-construct and document the agreed upon start date for Jamie. A major challenge is that two of the primary actors involved have retired and are now not readily accessible.

As part of this effort I spoke with Jamie directly regarding her having signed the agreement in two places. She said she signed the first line as she read it as her accepting the reassignment "within 60 days" of the reassignment memorandum/agreement. She signed the second line indicating her request that it be made effective as soon as practicable as of the date she signed the agreement, which was 1/6/2017. BLM then transacted it to make it immediately effective as of the start of the next pay period, which was January 8 (the date which was "as soon as practicable).

With respect to the beginning service date of the relocation incentive, that too was to be effective on the start date of January 8, 2017

If it would be helpful, Jamie is willing to write and sign a memo to the file documenting the above. My HR staff involved at the time are also willing to place signed memoranda to the file indicating agreement to make the reassignment effective January 8, 2016.

Please advise.

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**From:** Pletcher, Mary  
**Sent:** 2017-02-03T17:12:24-05:00  
**Importance:** Normal  
**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-02-03T17:12:34-05:00

Jody,  
Thanks for the additional information.

One follow up question: The relocation service agreement date is to be payable at the beginning of the service period. In order for the incentive to be paid, an employee must establish a residence in the new geographic area. Actual payment of the incentive cannot occur until the employee reports to the new duty location. What was the agreement as to when Jaime would report to Portland?

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**From:** Pletcher, Mary  
**Sent:** 2017-02-06T13:22:46-05:00  
**Importance:** Normal  
**Subject:** Re: BLM SES Reassignment  
**Received:** 2017-02-06T13:22:55-05:00

Jody,  
While we are sorting this out, please don't process anything.

Can you send me Jaime's resume? It would be very helpful to have this today. The BLM request for reassignment did not include Jaime's resume.

Thanks,  
Mary

On Fri, Feb 3, 2017 at 7:16 PM, Jody Hudson <jhudson@blm.gov> wrote:

Hi Mary,  
The agreed date for starting the position was Jan 8, and the date to relocate and serve out of the Portland office was Feb 12. And yes, that is when the relocation incentive would commence.  
Best, Jody Hudson

Sent from my iPad

On Feb 3, 2017, at 5:12 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

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**Sent:** 2017-02-06T13:22:51-05:00  
**Importance:** Normal  
**Subject:** Out of Office Re: BLM SES Reassignment  
**Received:** 2017-02-06T13:22:59-05:00

I will be out on business travel Feb 5-10. I will be checking emails periodically. If this is an emergency, you can reach me on my cell at (b)(6)

--

Jody Hudson

Assistant Director, Human Capital Management  
Bureau of Land Management  
1849 C St NW (RM 5613)  
Washington D.C., 20240  
202-208-7304

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-02-07T09:35:51-05:00  
**Importance:** Normal  
**Subject:** Re: Moratorium question  
**Received:** 2017-02-07T09:36:09-05:00

Mary, yes you are correct. The moratorium is triggered by the appointment of the agency head OR the appointment of the immediate supervisor who is a non career appointee (NC SES or PAS). So essentially, involuntary reassignments could be done now until the Secretary is appointed as long as the executive's immediate supervisor is not a newly appointed non career appointee.

If the confirmation drags out then after 120 days the immediate NC or PAS could initiate a move but yes for now, as you said to them, that's not a viable option.

STATUTE: 5 U.S.C. 3395(e) REGULATIONS: 5 CFR 317.901(c) To prevent peremptory reassignments by new appointees without adequate knowledge of the individuals involved, the law provides that an agency may not involuntarily reassign an SES career appointee filling either a career reserved or general position: \*h within 120 days after an appointment of the head of the agency; or \*h within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to make an initial appraisal of the career appointee's performance under 5 U.S.C. Chapter 43, subchapter II. An appointee may voluntarily waive the moratorium, but the waiver must be in writing and must be retained as a temporary record in the Official Personnel Folder.

"Most immediate supervisor" refers to the noncareer appointee who is closest to the career executive in the supervisory chain and who has the authority identified in statute as the basis for initiating the moratorium. \*h For the 120-day moratorium on reassignments, it is the noncareer appointee closest to the career executive in the supervisory chain who has authority to make an initial appraisal of the career appointee's performance (5 U.S.C. 3395(e)). This does not mean a supervisor who functions solely as the reviewing official or final rater. \*h For the 120-day moratorium on removals, it is the noncareer appointee closest to the career executive in the supervisory chain who has the authority to remove the career executive (5 U.S.C. 3592(b)).

On Mon, Feb 6, 2017 at 8:29 PM, Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>

I used the moratorium overview that you prepared last November and ERB overview today. Thank you.

On the 120 day moratorium when someone gets a new appointee as a boss (as opposed to Secretary which applies to all), I used me as an example... a new ASPMB means I can't get involuntarily reassigned for 120 days after they start. In contrast, a NPS RD that reports to the career deputy director of NPS would not be in the same situation. Did I explain this right? Hoping yes.

Also - I did say we shouldn't be looking at involuntary reassignments

while we are in this limbo period with no Secretary and no ERB. What happens if the confirmation process drags on?

Michelle - thanks for doing the org charts so quickly. I was able to print and share tonight.

Mary

Sent from my iPhone



**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]; Caroline (Carrie) Soave[caroline\_soave@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-02-07T09:37:07-05:00  
**Importance:** Normal  
**Subject:** Re: Moratorium question  
**Received:** 2017-02-07T09:37:38-05:00

Copying in Carrie, also she is working on the email list and the google drive project we talked about yesterday.  
Thanks!

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Tue, Feb 7, 2017 at 9:35 AM, Mack, Jonathan <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)> wrote:

Mary, yes you are correct. The moratorium is triggered by the appointment of the agency head OR the appointment of the immediate supervisor who is a non career appointee (NC SES or PAS). So essentially, involuntary reassignments could be done now until the Secretary is appointed as long as the executive's immediate supervisor is not a newly appointed non career appointee.

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Mary

Sent from my iPhone

**To:** Mack, Jonathan[jonathan\_mack@ios.doi.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-02-07T10:15:18-05:00  
**Importance:** Normal  
**Subject:** Re: Moratorium question  
**Received:** 2017-02-07T10:15:25-05:00

But do we think it's a good idea to be doing involuntary reassignments now?

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Sent from my iPhone

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-02-07T10:37:47-05:00  
**Importance:** Normal  
**Subject:** Re: Moratorium question  
**Received:** 2017-02-07T10:37:54-05:00

Given everything, even though permissible if all parties involved are Career, its probably not a good idea.

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Tue, Feb 7, 2017 at 10:15 AM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

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Mary

Sent from my iPhone

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-02-07T15:45:51-05:00  
**Importance:** Normal  
**Subject:** Fwd: BLM SES Reassignment  
**Received:** 2017-02-07T15:45:58-05:00  
CONNELL SES REASSIGNMENT PAPERWORK 2017 (1).pdf

----- Forwarded message -----

From: **Pletcher, Mary** <mary\_pletcher@ios.doi.gov>  
Date: Thu, Feb 2, 2017 at 6:09 PM  
Subject: Fwd: BLM SES Reassignment  
To: Richard Cardinale <richard\_cardinale@ios.doi.gov>

----- Forwarded message -----

From: **Hudson, Jody** <jhudson@blm.gov>  
Date: Thu, Feb 2, 2017 at 6:00 PM  
Subject: Re: BLM SES Reassignment  
To: "Pletcher, Mary" <mary\_pletcher@ios.doi.gov>  
Cc: Raymond Limon <raymond\_limon@ios.doi.gov>, Jerome Perez <jperez@blm.gov>, "Bail, Kristin" <kbail@blm.gov>

Hi Mary,

As you requested, please find attached the reassignment documentation signed by Jamie Connell on January 6, 2017.

Please let me know if there is any additional documentation you would like to see.

Thank you very much for reviewing this matter.

Best regards, Jody Hudson

On Thu, Feb 2, 2017 at 5:16 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

Jody,

Can you send me the signed notice of reassignment memo so we can see what Jamie signed?

Thanks,  
Mary

On Tue, Jan 31, 2017 at 10:49 AM, Hudson, Jody <[jhudson@blm.gov](mailto:jhudson@blm.gov)> wrote:

Minor correction to preceding email.... The action comports with the OMB guidance.  
Best, Jody

On Tue, Jan 31, 2017 at 10:46 AM, Hudson, Jody <[jhudson@blm.gov](mailto:jhudson@blm.gov)> wrote:

Hi Mary,  
I just spoke with Ray who called me a bit ago.

We will remain in a holding pattern.

As for some background you may find helpful, the reassignment action was approved by BLM's ERB and communicated by memo dated January 6, 2017 to the employee. This was well before the noon January 22 cutoff date contained in the OMB guidance pertaining to implementation of the Presidential Memorandum. Consequently, the action comports with the OMB guidance.

I hope we can address any concerns you may have quickly such that we can proceed soonest.

Best regards, Jody Hudson

On Tue, Jan 31, 2017 at 9:25 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Jody,  
Please hold on processing this.

Thanks,  
Mary

On Tue, Jan 31, 2017 at 9:21 AM, Hudson, Jody <[jhudson@blm.gov](mailto:jhudson@blm.gov)> wrote:

Hi Mary,  
I don't know if you need to be kept aware of SES personnel actions here at BLM but I'd rather provide too much information than not enough. If too much, please calibrate me accordingly. Also if there are other means by which you want to be informed of such actions, please advise. I'm still learning how we do things across the DOI enterprise.

We are processing the action today to make effective January 8 the reassignment of one of our SES, Jamie Connell, from State Director, Montana/Dakotas to the position of State Director, Oregon/Washington.

If you need any additional details, please don not hesitate to ask.



**Best**

Jody Hudson

Assistant Director, Human Capital Management  
Bureau of Land Management  
1849 C St NW (RM 5613)  
Washington D.C., 20240  
202-208-7304

--

**Mary Pletcher**

Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

Jody Hudson

Assistant Director, Human Capital Management  
Bureau of Land Management  
1849 C St NW (RM 5613)  
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**Mary Pletcher**

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(202) 208-4505



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Washington, D.C. 20240-0036  
<http://www.blm.gov>

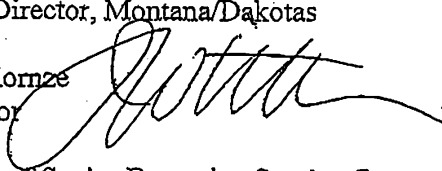


In Reply Refer To:  
1400-317 (700)

**JAN - 6 2017**

## Memorandum

To: Jamie E. Connell  
State Director, Montana/Dakotas

From: Neil Kornze  
Director 

Subject: Notice of Senior Executive Service Geographic Reassignment

This is to advise you that the Executive Resources Board has approved your reassignment to the Senior Executive Service (SES) position of Oregon/Washington (OR/WA) State Director, located in Portland, Oregon. Your service has been valuable and the depth and breadth of your professional experience makes you eminently qualified to permanently assume the duties and responsibilities of this position.

This reassignment will be effective 60 days after the receipt of this letter unless an earlier date is mutually agreed upon. You will retain your career appointment and receive an 8% annual pay increase adjustment. A relocation incentive of \$30,000 has also been approved that will require your commitment to stay in the OR/WA State Director position for 2 years. Please use the attached receipt page to accept or decline this reassignment, and the relocation incentive service agreement to indicate your commitment to remain in the OR/WA State Director position for two years. Your signed response must be received within 10 days after the date of this memorandum. If I receive no reply from you, it will be interpreted as a declination of the reassignment.

If you choose to accept the reassignment, your relocation will be at government expense and you will receive all travel and relocation benefits to which you are entitled.

While this geographic reassignment may impose a burden on you, I am confident that you can best serve the Department of the Interior and the Bureau of Land Management as OR/WA State Director. Please sign, date, and return the attached copy of this memorandum to indicate your receipt of this notification.

Receipt Acknowledged:

Date: 1/6/2017

Signature: Jamie E. Connell

\*\*\*\*\*

1. I hereby accept the geographic reassignment as described above with an effective date of 60-days from the date of this memorandum.

Jamie E. Connell  
Jamie E. Connell

1/6/2017  
Date

2. I hereby accept the geographic reassignment as described above and request that it be made effective as soon as practicable. I am requesting an effective date of

Jamie E. Connell  
Jamie E. Connell

1/6/2017  
Date

3. I hereby decline the described geographic reassignment.

\_\_\_\_\_  
Jamie E. Connell

\_\_\_\_\_  
Date

- Attachments:
- 1 - Acknowledgement Receipt (1 pp)
  - 2 - BLM Relocation Incentive Service Agreement (1 p)
  - 3 - Position Description (6 pp)

Bureau of Land Management Relocation Incentive Service Agreement

Name of Employee Jamie E. Connell Duty Station Portland, Oregon  
Position Title/Series/Grade/Step OR/WA State Director, ES-00  
Percentage of Incentive 18 % Gross Amount of Incentive \$30,000

Timing of Payments:

Lump sum payment at the beginning of the service period in the amount of \$30,000  
 Equal installment payments throughout the service period (specify the timing and the amount of payment) \_\_\_\_\_  
 Lump sum payment at the end of the service period in the amount of \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Service Period Beginning Date (an employee must establish a residence in the new geographic area prior to payment of the incentive) \_\_\_\_\_  
 Expiration of Service Agreement Date \_\_\_\_\_

In accepting the relocation incentive, I understand and agree to the following conditions:

I will remain in this position for at least (specify period of service). 2 years

Actual payment of the incentive will not occur until I report to the new duty location

The relocation must be without a break in service

This service agreement will be terminated if I am demoted or separated for cause; receive a rating of record lower than a fully successful or if I otherwise fail to fulfill the terms of the service agreement. If my services are terminated under the conditions described above, I may keep any relocation incentive payments received from completed service, but must repay any portion of the incentive received for uncompleted service.

BLM may terminate the relocation incentive service agreement based on the needs of the agency. In this situation, I am entitled to keep any incentive payments received and BLM will pay any incentive payments for completed service.

\_\_\_\_\_  
Requesting Official's Signature/Date

Jamie E. Connell 1/4/2017  
Employee's Signature/Date

\_\_\_\_\_  
Local HRO's Signature/Date

\_\_\_\_\_  
AD/SD/CD's Signature/Date

**To:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]; Caroline (Carrie) Soave[caroline\_soave@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-02-07T16:40:15-05:00  
**Importance:** Normal  
**Subject:** Resume and outstanding SES actions  
**Received:** 2017-02-07T16:40:22-05:00  
[Resume - Connell.docx](#)  
[Outstanding SES Actions.docx](#)

For the binder...

Mary

----- Forwarded message -----

**From:** Jody Hudson <jhudson@blm.gov>  
**Date:** Mon, Feb 6, 2017 at 3:52 PM  
**Subject:** Jamie's Resume  
**To:** [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)  
**Cc:** [jperez@blm.gov](mailto:jperez@blm.gov), [kbail@blm.gov](mailto:kbail@blm.gov), [richard\\_cardinale@ios.doi.gov](mailto:richard_cardinale@ios.doi.gov)

Hi Mary,  
Attached is the version of Jamie's resume that was part of the ERB package when the ERB approved the reassignment and relocation package in early January.  
Best, Jody

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

## Outstanding SES Actions

**Category A – Executive Resources Board made decisions, actions not processed before January 22. Actions would fall within hiring freeze exemption on offers before January 22 and Entry on Duty on or before February 22.**

- 1) BLM - Reassign Jaime Connell from BLM Montana/Dakotas State Director to the SES position of BLM Oregon/Washington State Director.
  - a. Connell was notified and accepted reassignment on January 6, 2017.
  - b. Due to retirement of BLM Human Capital Officer in early January, processing did not occur.
  - c. Reassignment paperwork did not make reporting date clear.
    - i. On notification letter, Connell accepted reassignment both 60 days after January 6, 2017 as well as January 8, 2017.
    - ii. Further inquiries have indicated that Connell intended for reassignment to be effective January 8, 2017; physically present in Oregon on February 12, 2017.
  - d. Request included a \$30,000 relocation incentive. Relocation incentive would be payable after Connell establishes residence in Portland, OR.
  
- 2) BLM - Appoint Chris McAlear to the SES position of Assistant Director, National Conservation Lands and Community Partnerships.
  - a. ERB approved appointment on December 1, 2016.
  - b. OPM approved McAlear's appointment on December 29, 2016.
  - c. McAlear was offered and accepted position on December 29, 2016.
  - d. Due to retirement of BLM Human Capital Officer in early January, processing did not occur.
  
- 3) OSM – Appoint Alfred Clayborne to the SES position of Mid-Continent Regional Director.
  - a. ERB approved appointment on December 7, 2016.
  - b. OPM approved Clayborne appointment on January 13, 2017.
  - c. Clayborne was offered and accepted position before January 22, 2017. Effective date is February 22, 2017.



**Category B – Executive Resource Board made appointment decisions, OPM QRB approval was required and received since noon on January 22, 2017.**

- 4) FWS – Appoint Jeff Rupert to the SES position of Assistant Director for Science Applications.
  - a. Rupert is a graduate of Class 18 of the SES Candidate Development Program.
  - b. Rupert’s non-competitive eligibility for SES positions was approved by OPM on January 19, 2017. DOI was not notified until the morning of January 23, 2017.
  
- 5) BOEM – Establish the SES position of Program Manager, Office of Budget and Program Coordination. Appoint James Anderson to the position.
  - a. Establishment of the position was in the biennial allocation request to OPM.
  - b. Position established in recognition that in splitting up MMS, BOEM still needed SES level management for budget and other administrative functions.
  - c. Anderson is a graduate of Class 18 of the SES Candidate Development Program.
  - d. Anderson’s non-competitive eligibility for SES positions was approved by OPM on February 2, 2017
  
- 6) NPS – Appoint Cicely Muldoon to the SES position of Superintendent, Golden Gate National Recreation Area.
  - a. Executive Resources Board approved appointment on December 1, 2016.
  - b. OPM approved Muldoon on February 3, 2017

- 7) ASFWP – Establish the SES position of Director, Gulf of Mexico Restoration and appoint Kevin Reynolds to the position.
  - a. Executive Resources Board approved on December 2, 2016
  - b. OPM approved Reynolds on February 2, 2017
  
- 8) SOL – Appoint Edward Boling to the SES position of Associate Solicitor for Parks and Wildlife
  - a. Executive Resources Board approved on November 16, 2016
  - b. This case was conversion of non-career SES to career SES and required merit staffing review by OPM. Merit staffing review was approved on December 22, 2016. QRB disapproved on January 5, 2017.
  - c. Package has not been resubmitted to OPM. Package can be resubmitted up until April 5, 2017.

**Category C – “New” Actions (Future Meeting)**

- 9) FWS – Selection of Brian Bloodsworth to the SES position of Assistant Director – Business Management and Operations
  
- 10) BIE – Reassign Jeff Hamley to the SES position of Associate Director for BIE operated schools (Albuquerque)
  
- 11) BIE – Recruit for the SES position of Associate Deputy Director – Performance and Accountability
  
- 12) NPS – Selection of Tony Nguyen as the Associate Director for Workforce and Inclusion
  - a. Existing SES at Department of Energy
  - b. Will require OPM to approve an exemption request

Jamie E. Connell  
Billings, Montana

Phone: 406-896-5012

e-mail: [jconnell@blm.gov](mailto:jconnell@blm.gov)

Employment Summary

State Director BLM Montana Dakotas Billings, Montana	SES	Nov. 2010 to present
Northwest Colorado District Manager BLM Colorado Grand Junction, Colorado	GS-340-15	March 2009 to Nov. 2010
Senior Advisor Department of the Interior, ASLMM Washington D.C	GS-340-15	Nov. 2009 to Jan. 2010
Acting Associate State Director BLM Wyoming Cheyenne, Wyoming	GS-340-15	June 2008 to March 2009
Field Manager BLM Colorado Glenwood Springs, Colorado	GS-340-14	Jan. 2003 to June 2008
Senior Energy Advisor Department of the Interior, ASLMM Washington D.C	GS-340-15	August 2004 to Dec. 2004
District Ranger Dillon Ranger District, White River National Forest Silverthorne, Colorado	GS-340-13	Sept. 1999 to Jan. 2003
Field Manager Bruneau Field Office, BLM Upper Snake River District Boise, Idaho	GS-340-13	Jan. 1999 to Sept. 1999
Associate District Manager BLM Montrose District Montrose, Colorado	GS-340-13	Feb. 1994 to Jan. 1999
Resource Area Manager Phillips Resource Area, BLM Lewistown District Malta, Montana	GS-340-12	March 1992 to Feb. 1994
Resource Area Manager (detail) Great Falls Resource Area, BLM Lewistown District Great Falls, Montana	GS-340-12	Oct. 1991 to March 1992
Assistant Field Manager/Supervisory Petroleum Engineer Great Falls Resource Area, BLM Lewistown District Great Falls, Montana	GS-881-12	Sept. 1989 to March 1992
Petroleum Engineer BLM Miles City District Office Miles City, Montana	GS-881-11/12	June 1985 to Sept. 1989

Education/Training:

Montana Tech, 1985 B.S. Petroleum Engineering with honors.  
USDOJ, Senior Executive Service Candidate Development Program, graduation June 2010

**To:** Richard Cardinale[richard\_cardinale@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-02-08T11:26:42-05:00  
**Importance:** Normal  
**Subject:** Fwd: Jamie's Resume  
**Received:** 2017-02-08T11:26:48-05:00

Rich,

I'm just copying you on this. I don't get the sense that Jody is getting the political realities of the situation. He's coming from a very different operating environment (NSF). I'd like to help him adjust his thinking on this - BLM created their own situation and with the transition, being transparent is absolutely the right approach. Before I write anything back though, I'd like to make sure Kristin and Jerry understand this.

Mary

----- Forwarded message -----

**From:** **Jody Hudson** <jhudson@blm.gov>  
**Date:** Wed, Feb 8, 2017 at 10:26 AM  
**Subject:** Re: Jamie's Resume  
**To:** "mary\_pletcher@ios.doi.gov" <mary\_pletcher@ios.doi.gov>  
**Cc:** "jperez@blm.gov" <jperez@blm.gov>, "kbail@blm.gov" <kbail@blm.gov>, "richard\_cardinale@ios.doi.gov" <richard\_cardinale@ios.doi.gov>

Hi Mary,

Please let me know what else we can do to help move Jamie's action forward. She is stuck in a very awkward kind of limbo and the uncertainty is having negative impacts.

As a reminder, the DOI ERB approved her reassignment and she signed the reassignment/relocation agreement prior on 1/6 to be effective the very next pay period. The only remaining action is to put her into the financial system, FPPS.

If there are any specific concerns you have, please let us know so we can address them.

Thank you Mary.

Best, Jody Hudson

Sent from my iPad

Jody Hudson

Assistant Director for Human Capital Management

Bureau of Land Management

Washington DC

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<mime-attachment.txt>

<Resume - Connell.docx>

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Cardinale, Richard  
**Sent:** 2017-02-08T12:44:13-05:00  
**Importance:** Normal  
**Subject:** Re: Jamie's Resume  
**Received:** 2017-02-08T12:45:00-05:00

Thanks for your email, Mary. I would be happy to have a follow up conversation with Jerry and/or Kristin, or would you prefer to do that? In the meantime, I know you are working to move forward on this matter. If I can be of assistance to you, please let me know.  
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**To:** Cardinale, Richard[richard\_cardinale@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-02-08T12:48:56-05:00  
**Importance:** Normal  
**Subject:** Re: Jamie's Resume  
**Received:** 2017-02-08T12:49:03-05:00

I'm good if you have the conversation with them.

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**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Cardinale, Richard  
**Sent:** 2017-02-08T12:53:26-05:00  
**Importance:** Normal  
**Subject:** Re: Jamie's Resume  
**Received:** 2017-02-08T12:54:13-05:00

Will do. Any sense as to whether your meeting with folks will occur this week? I'm asking because of Jaime's need to be in Portland starting this weekend. Thanks.

Rich

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**Cc:** mary\_pletcher@ios.doi.gov[mary\_pletcher@ios.doi.gov]; jperez@blm.gov[jperez@blm.gov]; richard\_cardinale@ios.doi.gov[richard\_cardinale@ios.doi.gov]  
**From:** Bail, Kristin  
**Sent:** 2017-02-08T17:21:59-05:00  
**Importance:** Normal  
**Subject:** Re: Jamie's Resume  
**Received:** 2017-02-08T17:22:28-05:00

FYI, I received a Travel Authorization/PCS form for Jamie's relocation to Oregon. I will hold off on signing it until we get a final determination on this situation. Mary, do you have a sense of when that might happen? Also, do we have an update on the status of Chris McAlear's personnel action? Really appreciate any info you can provide. --K

Kristin Bail, Acting Director  
Bureau of Land Management  
1849 C. Street NW, Room 5662  
Washington, D.C. 20240  
(202) 208-3801  
[kbail@blm.gov](mailto:kbail@blm.gov)

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**From:** Pletcher, Mary  
**Sent:** 2017-02-08T17:28:00-05:00  
**Importance:** Normal  
**Subject:** Re: Jamie's Resume  
**Received:** 2017-02-08T17:28:04-05:00

Kristin,  
Jaime and Chris are both on the list of outstanding SES actions (among others). I've indicated I need guidance this week so hopefully we will get clarity very soon.

Thanks,  
Mary

On Wed, Feb 8, 2017 at 5:21 PM, Bail, Kristin <[kbail@blm.gov](mailto:kbail@blm.gov)> wrote:

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<Resume - Connell.docx>

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Aragon, Jose[jaragon@usgs.gov]  
**Cc:** William Werkheiser[whwerkhe@usgs.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-02-09T12:24:07-05:00  
**Importance:** Normal  
**Subject:** Re:  
**Received:** 2017-02-09T12:24:16-05:00

Jose,

Thanks for your note. Because BIE has Indian Preference, you wouldn't be able to transfer to the ADD for BIE operated schools.

BUT

Your note gave me another idea. It's possible we could use your assistance in another way from Albuquerque. Can you send me your resume? Did you have any experience working with the DOD schools?

Thanks,  
Mary

On Fri, Jan 27, 2017 at 12:49 PM, Aragon, Jose <[jaragon@usgs.gov](mailto:jaragon@usgs.gov)> wrote:

Hi Mary,

Not sure if Bill Werkheiser has had a chance to discuss with you, so I'm following up via email, with a cc to him.

(b)(6) I will need to relocate to Albuquerque sometime this Summer. I have found my experience here at USGS and within DOI to be both rewarding and enjoyable, so I am not looking forward to leaving DOI. At this point, I believe there are two options available to me. One is to retire, and the other is to try and obtain a transfer to a DOI entity in Albuquerque. Given the current political scenario with changes pending from the new Administration, I realize this may not be an ideal time to vacate this position. On the other hand sometimes change provides unforeseen opportunities....for myself, and for those I mentor.

That said, I have applied for a DOI-announced SES vacancy in Albuquerque. The Associate Deputy Director - BIE Operated Schools (BIE-SES-17-03-PQ1852331). The duties description sounds very similar to what I am currently doing at USGS -- so for that reason I believe I would be a good fit. Again, given the current hiring freeze situation, I was wondering if a reassignment within DOI would be a viable option? If so, I would gladly transfer to Albuquerque and continue my service with DOI.

I fully understand that BIE positions are typically reserved for Native Americans, and certified educators; but because the entire BIE operation is under a reorganization effort, as an experienced Senior Executive who has participated in similar reorganizations in the DoD, and is currently filling a position in USGS with similar duties as the advertised position, I could perhaps contribute a beneficial perspective to the overall BIE reorganization effort?

I thank you for your consideration, if it is a viable option. Regardless of the outcome, my sincere appreciation for the wonderful DOI and USGS experience will not be affected.



Very respectfully,

***Jose'***

Jose Aragon, SES  
Associate Director, Office of Administration  
US Geological Survey  
12201 Sunrise Valley Dr  
Reston, VA 20192  
(703) 648-7200

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
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(202) 208-4505

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**Cc:** Lawson, Christopher[christopher\_lawson@ios.doi.gov]; Martin Pursley[martin\_pursley@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-02-13T12:58:29-05:00  
**Importance:** Normal  
**Subject:** OPM Updated Q&As  
**Received:** 2017-02-13T12:58:40-05:00  
[OPM 2.11.17 Federal Civilian Hiring Freeze Frequently Asked Questions.pdf](#)

Mary, et al,  
Sharing OPM posting (over the weekend)...most of the Q&As are not that divergent from earlier guidance...there is some clarity around temp promotions:

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) that an agency head may deem necessary to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at [5 C.F.R. 335.103\(c\)\(3\)](#). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Note: This includes details and reassignments from one component to another component within the same department, as otherwise permissible under existing rules. Here is the link and PDF (just from webpage).....Mary, will leave to you if you would like to share with HCOs and/or HRDs....

<https://www.chcoc.gov/content/federal-civilian-hiring-freeze-frequently-asked-questions>

Thanks, Ray

--

Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310



Published on CHCOC (<https://www.chcoc.gov>)

[Home](#) > Federal Civilian Hiring Freeze Frequently Asked Questions

## Federal Civilian Hiring Freeze Frequently Asked Questions



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Employee  
Services

Saturday, February 11, 2017

On January 23, 2017, the President issued a Presidential Memorandum (PM) titled, "[Hiring Freeze](#) <sup>(1)</sup>" to be applied to all executive branch agencies. This document provides a list of frequently asked questions and responses to assist agencies in implementing the PM. Agencies must implement the PM and associated guidance ([M-17-17](#) <sup>(2)</sup> and [M-17-18](#) <sup>(3)</sup>) in accordance with any lawful collective bargaining obligations that may apply.

### General

#### Q 1. Which agencies are covered by the hiring freeze?

A: The hiring freeze applies to all vacant positions in the executive branch (unless otherwise exempted) regardless of the hiring authority used for the appointment. Agencies should consult with their agency counsel if there are specific questions regarding the applicability of the freeze to their organization or specific situations.

#### Q 2. Does the hiring freeze apply to uniformed services personnel outside of the Department of Defense (DoD)?

A: The freeze does not apply to members of the uniformed services outside the DoD, who are otherwise covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), such as U.S. Coast Guard and Commissioned Corps of the U.S. Public Health Service.

#### Q 3. Does the hiring freeze apply to positions in the competitive, excepted, and Senior Executive Service (SES)?

A: Yes, the hiring freeze applies to positions in all three types of service unless otherwise exempted.

#### Q 4. Does the hiring freeze apply to positions filled by political appointees?

A: No. The hiring freeze does not limit the appointment of individuals to non-career positions in the Senior Executive Service (SES) or to Schedule C positions in the Excepted Service, or the appointment of individuals to any other positions where the incumbent serves at the pleasure of the appointing authority (i.e., "appointed" positions of a political/non-career nature).

#### Q 5. Does the hiring freeze apply to appointments of all types of duration (i.e., temporary, term, time-limited, and permanent)?

A: Yes. The hiring freeze applies to all types of appointments regardless of duration, unless otherwise exempted.

### Exemptions from the Hiring Freeze

#### Q 6. The PM exempts 'national security' or 'public safety' positions. What is the definition of a 'national security' or 'public safety' position? Does the definition of national security include cybersecurity positions?

A: The head of an executive department or agency has the authority to exempt any position(s) it deems necessary to meet national security or public safety responsibilities. Agency heads have discretion to determine whether cybersecurity positions fall into a national security or public safety exemption category. Examples of activities typically considered to be essential for protecting life and property can be found in [OMB Memorandum, Agency Operations in the Absence of Appropriations](#) <sup>(4)</sup>, dated 11/17/1981 [see examples 3(a) to 3(k)].

#### Q 7. Are there additional exemptions from the hiring freeze, beyond those specified in the PM for national security and public safety positions?

A: Yes. A full list of exemptions to the hiring freeze is available in the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) Memorandum M-17-18, dated January 31, 2017 (<https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance> <sup>(3)</sup>).

#### Q 8. Can agencies appoint individuals already in the pipeline, i.e., individuals who have received a job offer and have a starting date?

A: In some cases, yes. Pursuant to guidance issued by OMB on January 25, 2017 ([M-17-17](#) <sup>(2)</sup>), agencies may appoint any individual who was offered a job from that agency prior to noon January 22, 2017, and who has a confirmed start date from the agency which is set on or before February 22, 2017. Such individuals should report to work on that start date.

#### Q 9. What about individuals who were offered jobs before January 22, 2017, but who have start dates after February 22, 2017, or who have yet to receive a start date from the agency? Can agencies continue with the appointments of these individuals?

**A:** In these instances, the agency head should review the position to determine whether the job offer should be revoked, or whether the individual should report for duty on an agreed upon start date. Agency heads should consider merit system principles, essential mission priorities, and current agency resources and funding levels when making determinations about whether to revoke such job offers.

**Q 10. Can agencies convert to the competitive service current employees serving on appointments that provide for non-competitive conversion (e.g., Pathways Interns, Recent Graduates, and Presidential Management Fellows) provided those individuals are otherwise eligible for conversion?**

**A:** Yes. Agencies may non-competitively convert these types of employees, currently on the agency rolls, provided the employees are otherwise eligible for conversion.

**Q 11. Can agencies make career ladder promotions for eligible employees during the hiring freeze?**

**A:** Yes. Agencies may make career ladder promotions during the hiring freeze.

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) that an agency head may deem necessary to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at [5 C.F.R. 335.103\(c\)\(3\)](#) (5). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Note: This includes details and reassignments from one component to another component within the same department, as otherwise permissible under existing rules.

**Q 13. Can agencies extend the appointments of employees serving on temporary, term, or time-limited appointments during the hiring freeze?**

**A:** Yes. Agencies may extend temporary, term, or other time-limited appointments during the hiring freeze in order to meet the highest priority needs of the agency, ensure that essential services are not interrupted, or maintain national security. Such extensions must be consistent with 5 C.F.R. Parts 213, 304, and 316, as appropriate.

**Q 14. Can agencies hire seasonal or temporary employees to meet specific short-term needs?**

**A:** Yes. Pursuant to the [joint guidance memo](#) (3) issued by OMB and OPM, agencies may hire seasonal or short-term temporary employees to meet traditionally recurring workloads, provided that the agency informs its OMB Resource Management Office (RMO) in writing in advance of its hiring plans.

**Q 15. Are employees performing service in the uniformed services eligible to return to their employing agencies during the hiring freeze?**

**A:** Yes. The Uniformed Services Employment and Reemployment Rights Act (USERRA) provides statutory reemployment rights for eligible individuals.

**Q 16. Can individuals who have recovered from a compensable injury be restored to their employing agency during the hiring freeze?**

**A:** Yes. Per 5 U.S.C. § 8151 and 5 C.F.R. Part 353 subpart C, an eligible employee who recovers from a compensable injury is entitled to restoration.

**Q 17. Can agencies utilize the Inter-Governmental Personnel Act (IPA) to accept non-Federal personnel during the hiring freeze?**

**A:** Agencies can use the IPA to accept individuals on detail assignments from eligible non-Federal entities during the hiring freeze.

Agencies cannot use the IPA to appoint individuals from eligible non-Federal entities unless the position being filled is otherwise exempt.

**Q 18. Can agencies hire expert/consultants using 5 C.F.R. Part 304 during the hiring freeze?**

**A:** Unless the position is otherwise exempted, an agency may use an [expert](#) (6) or [consultant appointment](#) (7) only to hire an individual awaiting final action on a Presidential appointment, pending Schedule C appointment, or non-career appointment in the Senior Executive Service. The individual and the work assigned must comply with the expert or consultant requirements in 5 C.F.R. Part 304.

**Q 19. Can agencies hire Administrative Law Judges (ALJ) during the hiring freeze?**

**A:** There is no automatic exemption for ALJ positions, but they are subject to the same exemption provisions as other positions. Accordingly, if an agency is able to determine that the ALJ position pertains to national security or public safety, as discussed in the [Presidential Memorandum](#) (1) or subsequent guidance ([M-17-17](#) (2) and [M-17-18](#) (3)), the agency may be able to exempt such positions.

**Q 20. Can agencies utilize volunteers (including student volunteers) during the hiring freeze?**

**A:** Volunteers are not subject to the hiring freeze. Note that Section 1342 of Title 31 U.S.C. prohibits Federal agencies from accepting most volunteer services. There is an exception for students who are pursuing their educational goals [see 5 U.S.C. 3111(b)]. Otherwise, an agency is authorized to accept volunteer service only if it has a specific statutory authority to do so.

**Q 21. There is an exemption for Pathways interns, but are other types of internships subject to the hiring freeze?**

**A:** The freeze applies to any interns who are appointed to a Federal agency’s rolls, unless covered by an exemption category. Interns secured via a contractual agreement with a third party internship provider (e.g., interns from the Hispanic Association of Colleges and Universities) are not appointed, and, accordingly, are not subject to the hiring freeze.

## Types of Personnel Actions Subject to the Hiring Freeze

**Q 22. Can agencies make competitive (*i.e.*, other than career ladder) promotions during the hiring freeze?**

A: No. Unless the position is otherwise exempted, an agency may not make competitive (*i.e.*, other than career ladder) promotions during the hiring freeze.

**Q 23. Can agencies use merit promotion procedures to fill a vacancy with individuals from inside or outside the agency's workforce during the hiring freeze?**

A: No. Unless the position is otherwise exempted, an agency may not fill a vacancy with an individual from inside or outside of the agency's workforce during the hiring freeze if filling such vacancy would require the use of competitive merit promotion procedures. (Note: Certain actions involving the placement of a current agency employee within the agency may be authorized, as described in Q 12 above).

**Q 24. Can agencies hire civilian retirees ("re-employed annuitants") during the hiring freeze?**

A: No. Unless the position is otherwise exempted, an agency may not appoint civilian retirees during the hiring freeze.

**Q 25. Can agencies hire students under the CyberCorps@ Scholarship for Service Program <sup>(8)</sup>?**

A: Students in this program may be appointed only if the position is exempted.

**Process for Requesting OPM Exemptions****Q 26. The Presidential Memorandum authorizes OPM to make additional exemptions to the hiring freeze. What type of information must an agency submit to request an exemption?**

A: If an agency head assesses that the position has not already been exempted under the Presidential Memorandum or subsequent guidance, and that the agency itself is not able to exempt the position under existing exemptions, but that the circumstances facing the agency warrant an additional exemption to the hiring freeze, a request for additional exemptions may be made to OPM. The request must be made in writing to the Director of OPM and signed by the agency head. The request must:

1. Explain the critical need and how it relates to essential services or critical mission requirements.
2. Explain why reallocation (reassignment/detail) of existing staff within the agency is not possible to meet the needs outlined in the request.
3. Explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.

Agencies will be required to notify their OMB RMO if any additional exemptions are granted to the agency by OPM.

**Senior Executive Service****Q 27. May agencies continue to submit qualifications packages for SES candidates to OPM for Qualifications Review Board (QRB) certification?**

A: Yes, OPM will continue to process these submissions, under certain conditions (see below). However, SES appointments will be subject to the requirements of the hiring freeze.

**Q 28. How does the hiring freeze affect QRB packages submitted under Criterion A or C, or QRB moratorium exception requests already in process when the freeze went into effect (e.g., QRB packages that were returned as a rewrite or as a disapproval)?**

A. OPM will continue to process QRB packages and QRB moratorium exception requests it received, after OPM has received notification by the CHCO that:

1. The offer was made prior to noon on January 22, 2017; and
2. The current agency head has reviewed the recruitment and selection of the candidate for career appointment to an SES position, and has decided to proceed with a request for OPM's QRB certification to enable the agency to appoint the candidate to the SES position for which he or she was selected.

Note: As stated above, SES appointments will be subject to the requirements of the hiring freeze.

**Q 29. For QRB packages (Criterion A & C) and QRB moratorium exception requests submitted to OPM after January 31, 2017 (the release of the additional guidance <sup>(3)</sup>), will they be processed?**

A: Yes. However, SES appointments will be subject to the requirements of the hiring freeze.

**Q 30. Is an agency head or OPM approval for an exemption from the hiring freeze also considered an approval for an exception to the Governmentwide QRB Moratorium <sup>(9)</sup>?**

A: No. An agency head or OPM approved exemption from the hiring freeze is separate from an approval for exception to the Governmentwide QRB Moratorium. An agency must separately request an exception to the Governmentwide QRB Moratorium.

**Q 31. Are the criteria used to request an exemption from the hiring freeze, noted earlier in this document (see Question 26), also the criteria that will be used to request an exception to the Governmentwide QRB Moratorium?**

A: No. Agencies requesting an exception to the Governmentwide QRB Moratorium should use the existing guidance <sup>(9)</sup>, specific to moratorium exception requests.

**Q 32. Will OPM continue to process QRB packages submitted under Criterion B, for an individual completing his/her OPM approved SES Candidate Development Program?**

A: Yes.

**Miscellaneous**

**Q 33. Can agencies make appointments of readers, interpreters, and personal assistants for employees with disabilities during the hiring freeze?**

**A:** Yes. An agency may make an appointment of a reader, interpreter, or personal assistant when such appointment is necessary in order to provide a reasonable accommodation for an employee with a disability as required by the Rehabilitation Act of 1973, as amended.

**Q 34. Can agencies take personnel actions (e.g., reappointments, reassignments, promotions) when such actions are needed to comply with decisions mandated by a recognized adjudicative entity during the hiring freeze?**

**A:** Yes. An agency may take any personnel action necessary to comply with the terms of any settlement agreement into which the agency entered to resolve an asserted or contingent claim against the agency or any court order, Merit Systems Protection Board (MSPB) decision, Equal Employment Opportunity Commission (EEOC) decision, or decision of any other third party adjudicative entity with authority over the agency.

**Q35. Can agencies take personnel actions when needed to regularize an improper appointment?**

**A.** Yes, an agency may follow the usual processes to regularize an improper appointment.

**Q 36. Does the hiring freeze impact the placement rights of displaced or surplus employees who have Career Transition Assistance Program (CTAP), Interagency Career Transition Assistance Program (ICTAP) or Reemployment Priority eligibility?**

**A:** Agencies may fill vacant positions only if they are otherwise exempt from the hiring freeze. When doing so, they must follow the usual CTAP/ICTAP/Reemployment Priority List (RPL) provisions.

**Q 37. Are agencies permitted to continue recruitment activities?**

**A:** For positions that are exempted, agencies may continue to fill vacant positions and create new positions as part of normal activities. For vacancies or positions that are subject to the hiring freeze, agencies may, at their discretion, continue activities such as engaging in recruitment activities, posting job opportunity announcements, assessing applications, conducting interviews, etc. Agencies may not make any job offers, or fill vacancies for positions that are not exempt under the hiring freeze. Agencies should consider the timing of posting new job openings for positions that are subject to the freeze, in order to help manage applicant expectations.

**Q 38. The Presidential Memorandum <sup>[1]</sup> dated January 23, 2017, stated that “This memorandum does not abrogate any collective bargaining agreement in effect on the date of this memorandum.” What does this mean?**

**A:** The guidance in the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) Memorandum M-17-18 <sup>[3]</sup>, dated January 31, 2017, states that the requirements in the PM should be implemented consistent with any lawful collective bargaining obligations that may apply.

Accordingly, the agency must review its individual collective bargaining agreements and consult with agency counsel to determine the procedures for filling vacancies during the hiring freeze in light of both the President Memorandum and OMB and OPM Memorandum M-17-18.

**Q 39. Is the memorandum intended to restrict agencies’ ability to enter into service contracts or grant activities?**

**A:** An agency may not use contract or grantee support to circumvent the intent of the PM. However, nothing in the memorandum restricts an agency from continuing, modifying, or entering into service contracts or grants during the hiring freeze consistent with law, regulation, and any applicable management direction.

**Q 40. Can agency heads delegate the exemption determination responsibilities to component heads?**

**A:** Delegation of agency head responsibilities under the hiring freeze to other agency officials is discouraged, but may be appropriate in some limited circumstances.

**Q 41. What should agencies tell job applicants about the status of their applications during the hiring freeze?**

**A:** The hiring freeze is a temporary period, and agencies may continue recruiting and hiring efforts for both exempt and non-exempt positions at their discretion (with the caveat that agencies may not make any new job offers, or fill vacancies for positions that are not exempt under the hiring freeze). In cases where stages of the hiring process may be delayed, it is important for agencies to help manage applicant expectations by providing regular updates and communications.

**Q 42. Can agencies continue to request approvals from OPM for hiring-related actions (e.g., selective service waivers, veteran’s pass overs, and medical qualifications determinations)?**

**A:** Yes, OPM will continue to process these requests. However, any appointments related to or resulting from these requests will be subject to the requirements of the hiring freeze.

**Q 43. Where can agencies find additional information about the hiring freeze?**

**A:** For more information on the hiring freeze, please visit: <https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance> <sup>[3]</sup>.

**Source URL:** <https://www.chcoc.gov/content/federal-civilian-hiring-freeze-frequently-asked-questions>

**Links:**

- [1] <https://www.whitehouse.gov/the-press-office/2017/01/23/presidential-memorandum-regarding-hiring-freeze>
- [2] <https://www.whitehouse.gov/sites/whitehouse.gov/files/docs/m-17-17.pdf>
- [3] <https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance>
- [4] [https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/attachment\\_a-4.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/attachment_a-4.pdf)
- [5] <https://www.gpo.gov/fdsys/pkg/CFR-2011-title5-vol1/pdf/CFR-2011-title5-vol1-sec335-103.pdf>
- [6] <https://www.law.cornell.edu/definitions/index.php?>

width=840&height=800&iframe=true&def\_id=1c05544c571a33a5948702eb4d9c0342&term\_occur=7&term\_src=Title:5:Chapter:I:Subchapter:B:Part:304:304.103  
[7] [https://www.law.comell.edu/definitions/index.php?](https://www.law.comell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=d526343b26fbcc8659ce0a6ea4bc6c84&term_occur=2&term_src=Title:5:Chapter:I:Subchapter:B:Part:304:304.103)  
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[8] <https://www.sfs.opm.gov/>  
[9] <https://www.chcoc.gov/content/governmentwide-moratorium-senior-executive-service-ses-qualifications-review-board-qrb-cases>

**To:** DOI\_Human\_Capital\_Team[doi\_human\_capital\_team@ios.doi.gov]; David Moore[david\_h\_moore@nps.gov]; Jody Hudson[jhudson@blm.gov]; Rebekah Giddings[rebekah\_giddings@fws.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-02-13T13:43:31-05:00  
**Importance:** Normal  
**Subject:** Hiring Freeze - OPM FAQs  
**Received:** 2017-02-13T13:43:41-05:00  
[OPM hiring freeze guidance 1-31-17.pdf](#)

Dear Human Capital Officers,

Attached are the Frequently Asked Questions that we received from OPM on Friday afternoon. Pasted below and also in the attached are the types of actions that can be taken to "reallocate" current employees.

You will be getting a data call from me for positions where there was an offer before January 22 but EOD is projected to be after February 22nd.

Thanks,  
Mary

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) that an agency head may deem necessary to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at [5 C.F.R. 335.103\(c\)\(3\)](#). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Note: This includes details and reassignments from one component to another component within the same department, as otherwise permissible under existing rules.

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505





U.S. Office of  
Management & Budget

U.S. Office of  
Personnel Management



January 31, 2017

M-17-18

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: MARK SANDY *Mark Sandy*  
ACTING DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET  
KATHLEEN McGETTIGAN *Kathleen McGettigan*  
ACTING DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT

SUBJECT: Federal Civilian Hiring Freeze Guidance

1. Purpose. This memorandum provides additional guidance regarding the freeze on the hiring of Federal civilian employees as directed by the President on January 23, 2017, via Presidential Memorandum (PM) entitled "Hiring Freeze." This guidance is in addition to the initial implementation guidance issued by the Acting Director of the Office of Management and Budget (OMB) on January 25, 2017. This guidance provides information on the types of exemptions authorized under this hiring freeze as well as instructions on how departments and agencies can request exemptions from the Director of the Office of Personnel Management (OPM) for critical situations where additional exemptions may be warranted.
2. Coverage. This memorandum applies to all Executive departments and agencies regardless of the sources of their operational and programmatic funding and to all types of Federal civilian appointments, regardless of the length of the appointment, except as provided for below or otherwise provided in law. No vacant positions existing at noon on January 22, 2017, may be filled and no new positions may be created, except in limited circumstances. For the purposes of this memorandum, a position is not considered vacant if an individual has been given an offer of employment prior to noon on January 22, 2017, has accepted the position, and has a designated start date on or before February 22, 2017.

Contracting outside the Government to circumvent the intent of the PM shall not be permitted. For example, agencies shall not acquire by contract with a commercial vendor services that are substantially similar to those that would have been provided by a Federal civilian in a vacancy covered by the PM. However, nothing in this memorandum is intended to restrict agencies from continuing, modifying, or entering into service contracts for other purposes, consistent with law, regulation, and any applicable management direction.

The guidance in this memorandum should be implemented consistent with any lawful collective bargaining obligations that may apply.

3. Exemptions. The following exemptions to the Federal civilian hiring freeze are permitted:
  - a. Military personnel in the armed forces and all Federal uniformed personnel, including the U.S. Coast Guard, the Commissioned Corps of the U.S. Public Health Service, and the Commissioned Officer Corps of the National Oceanic and Atmospheric Administration.
  - b. Filling of positions under programs where limiting the hiring of personnel would conflict with applicable law.
  - c. Nomination and appointment of officials to positions requiring Presidential appointment, with or without Senate confirmation.
  - d. Appointment of officials to non-career positions in the Senior Executive Service or to Schedule C appointments in the Excepted Service, or the appointment of any other officials who serve at the pleasure of the appointing authority (i.e., “appointed” positions of a political/non-career nature).
  - e. Appointment of seasonal employees and short-term temporary employees necessary to meet traditionally recurring seasonal workloads, provided that the agency informs its OMB Resource Management Office in writing in advance of its hiring plans.
  - f. Hiring by the U.S. Postal Service.
  - g. Federal civilian personnel hires made by the Office of the Director of National Intelligence (ODNI) and the Central Intelligence Agency (CIA).
  - h. Appointments made under the Pathways Internship and Presidential Management Fellows programs (this does not include the Recent Graduates program). Agencies should ensure that such hires understand the provisional nature of these appointments and that conversion is not guaranteed.
  - i. Conversions in the ordinary course to the competitive service of current agency employees serving in positions with conversion authority, such as Veteran’s Recruitment Act (VRA) and Pathways programs.
  - j. Appointments made under 5 C.F.R. § 213.3102(r) (time limited positions in support of fellowship or professional/industry exchange programs) provided that the total number of individuals employed under this authority does not exceed the number of employees onboard (hired under this authority) on January 22, 2017.

- k. Placement of persons with restoration rights accorded by law, such as restoration after absence with injury compensation and restoration after military duty.
- l. Job offers made prior to January 22, 2017, for which the individual has a confirmed start date on or before February 22, 2017. Those individuals should report to work according to their respective designated start dates.
- m. Job offers made prior to January 22, 2017, but for which the individual has a confirmed start date that is later than February 22, 2017 (or does not have a confirmed start date), should be decided on a case-by-case basis and must go through an agency-head review. The agency head should review each position to determine whether the job offer should be revoked, or whether the hiring process should continue. Agency heads should consider essential mission priorities, current agency resources, and funding levels when making determinations about whether or not to revoke job offers.
- n. Internal career ladder promotions.
- o. Reallocations (i.e., noncompetitive reassignments and details) of current Federal civilian employees within an agency to meet the highest priority needs (including preservation of national security and other essential services) are not affected. Details (reimbursable and non-reimbursable) between agencies are also not affected; however, agency leadership should ensure that any reimbursable details between agencies are not being used to circumvent the intent of the hiring freeze.
- p. Term and temporary appointments of existing Federal employees may be extended up to the maximum allowable time limit, consistent with the conditions/requirements of the legal authority originally used to appoint the employee.
- q. A limited number of voluntary transfers of current SES between agencies, as necessary to secure the leadership capacity of agencies, and where needs cannot be met by reallocation of resources within an agency's current workforce; however, filling of such vacancies is subject to OPM approval in accordance with section 4 below.
- r. The head of any agency may exempt any positions that it deems necessary to:
  - i. Meet national security (including foreign relations) responsibilities, or
  - ii. Meet public safety responsibilities (including essential activities to the extent that they protect life and property). Agencies may refer to longstanding guidance, which provides examples of such activities in OMB Memorandum, Agency Operations in the Absence of Appropriations, dated 11/17/1981 [see examples 3(a) to 3(k)].

Agency heads should consult with appropriate personnel, including the agency Chief Human Capital Officer (CHCO) or equivalent and agency counsel when

determining what positions to exempt from the hiring freeze. Agency heads are also required to consult with OPM and the agency's OMB Resource Management Office on their intent to exempt positions using their agency head authority before implementing these exemptions. Note that in the case of an Inspector General's (IG) office, the Inspector General is considered the agency head for the purposes of determining which positions in the IG office are exempt based on the definitions above, as well as for the purposes of the agency-head review of job offers in the IG office that either do not have a start date or have a designated start date beyond February 22, 2017.

4. Exemptions Granted by the Director of OPM. The Director of OPM may grant additional exemptions from the hiring freeze for critical situations. Accordingly, if an agency head assesses that circumstances warrant additional exemptions to the hiring freeze other than those specified above, a request must be made in writing to the Director of OPM and signed by the agency head. The request must:
  - Explain the critical need and how it relates to essential services or critical mission requirements.
  - Explain why reallocation (reassignment/detail) of existing staff within the agency is not possible to meet the needs outlined in the request.
  - Explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.

Agencies must also notify their respective OMB Resource Management Office of exemption requests to OPM under this provision.

5. Effective Dates. The guidance in this memorandum is effective immediately. Within 90 days of the publication of the PM issued on January 23, 2017, the Director of OMB, in consultation with the Director of OPM, shall recommend a long-term plan to reduce the size of the Federal Government's workforce through attrition. The hiring freeze will expire upon implementation of the OMB plan.
6. Inquiries. Questions from departments and agencies regarding the instructions and guidance in this memorandum should be addressed to agency OMB Resource Management Officers and OPM contacts provided to Chief Human Capital Officers and HR Directors.

**To:** DOI\_Human\_Capital\_Team[doi\_human\_capital\_team@ios.doi.gov]; David Moore[david\_h\_moore@nps.gov]; Jody Hudson[jhudson@blm.gov]; Rebekah Giddings[rebekah\_giddings@fws.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-02-13T13:55:42-05:00  
**Importance:** Normal  
**Subject:** Re: Hiring Freeze - OPM FAQs  
**Received:** 2017-02-13T13:55:57-05:00  
[Federal Civilian Hiring Freeze FAQs 2-11-2017.pdf](#)

With the FAQs attached.

Mary

On Mon, Feb 13, 2017 at 1:43 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Dear Human Capital Officers,

Attached are the Frequently Asked Questions that we received from OPM on Friday afternoon. Pasted below and also in the attached are the types of actions that can be taken to "reallocate" current employees.

You will be getting a data call from me for positions where there was an offer before January 22 but EOD is projected to be after February 22nd.

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**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) that an agency head may deem necessary to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at [5 C.F.R. 335.103\(c\)\(3\)](#). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Note: This includes details and reassignments from one component to another component within the same department, as otherwise permissible under existing rules.

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**Mary Pletcher**

Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer

(202) 208-4505

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**Mary Pletcher**

Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer

(202) 208-4505

## **Frequently Asked Questions Federal Civilian Hiring Freeze**

On January 23, 2017, the President issued a Presidential Memorandum (PM) titled, “Hiring Freeze” to be applied to all executive branch agencies. This document provides a list of frequently asked questions and responses to assist agencies in implementing the PM. Agencies must implement the PM and associated guidance (M-17-17 and M-17-18) in accordance with any lawful collective bargaining obligations that may apply.

### **General**

#### **Q 1. Which agencies are covered by the hiring freeze?**

**A:** The hiring freeze applies to all vacant positions in the executive branch (unless otherwise exempted) regardless of the hiring authority used for the appointment. Agencies should consult with their agency counsel if there are specific questions regarding the applicability of the freeze to their organization or specific situations.

#### **Q 2. Does the hiring freeze apply to uniformed services personnel outside of the Department of Defense (DoD)?**

**A:** The freeze does not apply to members of the uniformed services outside the DoD, who are otherwise covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), such as U.S. Coast Guard and Commissioned Corps of the U.S. Public Health Service.

#### **Q 3. Does the hiring freeze apply to positions in the competitive, excepted, and Senior Executive Service (SES)?**

**A:** Yes, the hiring freeze applies to positions in all three types of service unless otherwise exempted.

#### **Q 4. Does the hiring freeze apply to positions filled by political appointees?**

**A:** No. The hiring freeze does not limit the appointment of individuals to non-career positions in the Senior Executive Service (SES) or to Schedule C positions in the Excepted Service, or the appointment of individuals to any other positions where the incumbent serves at the pleasure of the appointing authority (i.e., “appointed” positions of a political/non-career nature).

#### **Q 5. Does the hiring freeze apply to appointments of all types of duration (i.e., temporary, term, time-limited, and permanent)?**

**A:** Yes. The hiring freeze applies to all types of appointments regardless of duration, unless otherwise exempted.

## Exemptions from the Hiring Freeze

**Q 6. The PM exempts ‘national security’ or ‘public safety’ positions. What is the definition of a ‘national security’ or ‘public safety’ position? Does the definition of national security include cybersecurity positions?**

**A:** The head of an executive department or agency has the authority to exempt any position(s) it deems necessary to meet national security or public safety responsibilities. Agency heads have discretion to determine whether cybersecurity positions fall into a national security or public safety exemption category. Examples of activities typically considered to be essential for protecting life and property can be found in OMB Memorandum, Agency Operations in the Absence of Appropriations, dated 11/17/1981 [see examples 3(a) to 3(k)].

**Q 7. Are there additional exemptions from the hiring freeze, beyond those specified in the PM for national security and public safety positions?**

**A:** Yes. A full list of exemptions to the hiring freeze is available in the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) Memorandum M-17-18, dated January 31, 2017 (<https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance>).

**Q 8. Can agencies appoint individuals already in the pipeline, *i.e.*, individuals who have received a job offer and have a starting date?**

**A:** In some cases, yes. Pursuant to guidance issued by OMB on January 25, 2017 (M-17-17), agencies may appoint any individual who was offered a job from that agency prior to noon January 22, 2017, and who has a confirmed start date from the agency which is set on or before February 22, 2017. Such individuals should report to work on that start date.

**Q 9. What about individuals who were offered jobs before January 22, 2017, but who have start dates after February 22, 2017, or who have yet to receive a start date from the agency? Can agencies continue with the appointments of these individuals?**

**A:** In these instances, the agency head should review the position to determine whether the job offer should be revoked, or whether the individual should report for duty on an agreed upon start date. Agency heads should consider merit system principles, essential mission priorities, and current agency resources and funding levels when making determinations about whether to revoke such job offers.



**Q 10. Can agencies convert to the competitive service current employees serving on appointments that provide for non-competitive conversion (e.g., Pathways Interns, Recent Graduates, and Presidential Management Fellows) provided those individuals are otherwise eligible for conversion?**

**A:** Yes. Agencies may non-competitively convert these types of employees, currently on the agency rolls, provided the employees are otherwise eligible for conversion.

**Q 11. Can agencies make career ladder promotions for eligible employees during the hiring freeze?**

**A:** Yes. Agencies may make career ladder promotions during the hiring freeze.

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) that an agency head may deem necessary to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at [5 C.F.R. 335.103\(c\)\(3\)](#). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Note: This includes details and reassignments from one component to another component within the same department, as otherwise permissible under existing rules.

**Q 13. Can agencies extend the appointments of employees serving on temporary, term, or time-limited appointments during the hiring freeze?**

**A:** Yes. Agencies may extend temporary, term, or other time-limited appointments during the hiring freeze in order to meet the highest priority needs of the agency, ensure that essential services are not interrupted, or maintain national security. Such extensions must be consistent with 5 C.F.R. Parts 213, 304, and 316, as appropriate.

**Q 14. Can agencies hire seasonal or temporary employees to meet specific short-term needs?**

**A:** Yes. Pursuant to the [joint guidance memo](#) issued by OMB and OPM, agencies may hire seasonal or short-term temporary employees to meet traditionally recurring workloads, provided that the agency informs its OMB Resource Management Office (RMO) in writing in advance of its hiring plans.

**Q 15. Are employees performing service in the uniformed services eligible to return to their employing agencies during the hiring freeze?**

**A:** Yes. The Uniformed Services Employment and Reemployment Rights Act (USERRA) provides statutory reemployment rights for eligible individuals.

**Q 16. Can individuals who have recovered from a compensable injury be restored to their employing agency during the hiring freeze?**

**A:** Yes. Per 5 U.S.C. § 8151 and 5 C.F.R. Part 353 subpart C, an eligible employee who recovers from a compensable injury is entitled to restoration.

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**A:** Agencies can use the IPA to accept individuals on detail assignments from eligible non-Federal entities during the hiring freeze.

Agencies cannot use the IPA to appoint individuals from eligible non-Federal entities unless the position being filled is otherwise exempt.

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**Q 22. Can agencies make competitive (*i.e.*, other than career ladder) promotions during the hiring freeze?**

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**Q 26. The Presidential Memorandum authorizes OPM to make additional exemptions to the hiring freeze. What type of information must an agency submit to request an exemption?**

**A:** If an agency head assesses that the position has not already been exempted under the Presidential Memorandum or subsequent guidance, and that the agency itself is not able to exempt the position under existing exemptions, but that the circumstances facing the

agency warrant an additional exemption to the hiring freeze, a request for additional exemptions may be made to OPM. The request must be made in writing to the Director of OPM and signed by the agency head. The request must:

- Explain the critical need and how it relates to essential services or critical mission requirements.
- Explain why reallocation (reassignment/detail) of existing staff within the agency is not possible to meet the needs outlined in the request.
- Explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.

Agencies will be required to notify their OMB RMO if any additional exemptions are granted to the agency by OPM.

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### **Q 27. May agencies continue to submit qualifications packages for SES candidates to OPM for Qualifications Review Board (QRB) certification?**

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- The offer was made prior to noon on January 22, 2017; and
- The current agency head has reviewed the recruitment and selection of the candidate for career appointment to an SES position, and has decided to proceed with a request for OPM's QRB certification to enable the agency to appoint the candidate to the SES position for which he or she was selected.

Note: As stated above, SES appointments will be subject to the requirements of the hiring freeze.

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**A:** No. An agency head or OPM approved exemption from the hiring freeze is separate from an approval for exception to the Governmentwide QRB Moratorium. An agency must separately request an exception to the Governmentwide QRB Moratorium.

**Q 31. Are the criteria used to request an exemption from the hiring freeze, noted earlier in this document (see Question 26), also the criteria that will be used to request an exception to the Governmentwide QRB Moratorium?**

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**A:** Yes.

## **Miscellaneous**

**Q 33. Can agencies make appointments of readers, interpreters, and personal assistants for employees with disabilities during the hiring freeze?**

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**Q35. Can agencies take personnel actions when needed to regularize an improper appointment?**

**A.** Yes, an agency may follow the usual processes to regularize an improper appointment.

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**Q 38. The Presidential Memorandum dated January 23, 2017, stated that “This memorandum does not abrogate any collective bargaining agreement in effect on the date of this memorandum.” What does this mean?**

**A:** The guidance in the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) Memorandum M-17-18, dated January 31, 2017, states that the requirements in the PM should be implemented consistent with any lawful collective bargaining obligations that may apply.

Accordingly, the agency must review its individual collective bargaining agreements and consult with agency counsel to determine the procedures for filling vacancies during the hiring freeze in light of both the President Memorandum and OMB and OPM Memorandum M-17-18.

**Q 39. Is the memorandum intended to restrict agencies’ ability to enter into service contracts or grant activities?**

**A:** An agency may not use contract or grantee support to circumvent the intent of the PM. However, nothing in the memorandum restricts an agency from continuing, modifying, or entering into service contracts or grants during the hiring freeze consistent with law, regulation, and any applicable management direction.

**Q 40. Can agency heads delegate the exemption determination responsibilities to component heads?**

**A:** Delegation of agency head responsibilities under the hiring freeze to other agency officials is discouraged, but may be appropriate in some limited circumstances.

**Q 41. What should agencies tell job applicants about the status of their applications during the hiring freeze?**

**A:** The hiring freeze is a temporary period, and agencies may continue recruiting and hiring efforts for both exempt and non-exempt positions at their discretion (with the caveat that agencies may not make any new job offers, or fill vacancies for positions that are not exempt under the hiring freeze). In cases where stages of the hiring process may be delayed, it is important for agencies to help manage applicant expectations by providing regular updates and communications.

**Q 42. Can agencies continue to request approvals from OPM for hiring-related actions (e.g., selective service waivers, veteran's pass overs, and medical qualifications determinations)?**

**A:** Yes, OPM will continue to process these requests. However, any appointments related to or resulting from these requests will be subject to the requirements of the hiring freeze.

**Q 43. Where can agencies find additional information about the hiring freeze?**

**A:** For more information on the hiring freeze, please visit:  
<https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance>.

**To:** Douglas Domenech[douglas\_domenech@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-02-13T13:57:07-05:00  
**Importance:** Normal  
**Subject:** Fwd: Hiring Freeze - OPM FAQs  
**Received:** 2017-02-13T13:57:14-05:00  
[Federal Civilian Hiring Freeze FAQs 2-11-2017.pdf](#)

Doug,  
Here is the answer we received from OPM on the question you raised plus the other FAQs.

Thanks,  
Mary

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) that an agency head may deem necessary to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at 5 C.F.R. 335.103(c)(3). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Note: This includes details and reassignments from one component to another component within the same department, as otherwise permissible under existing rules.

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



## **Frequently Asked Questions Federal Civilian Hiring Freeze**

On January 23, 2017, the President issued a Presidential Memorandum (PM) titled, “Hiring Freeze” to be applied to all executive branch agencies. This document provides a list of frequently asked questions and responses to assist agencies in implementing the PM. Agencies must implement the PM and associated guidance (M-17-17 and M-17-18) in accordance with any lawful collective bargaining obligations that may apply.

### **General**

#### **Q 1. Which agencies are covered by the hiring freeze?**

**A:** The hiring freeze applies to all vacant positions in the executive branch (unless otherwise exempted) regardless of the hiring authority used for the appointment. Agencies should consult with their agency counsel if there are specific questions regarding the applicability of the freeze to their organization or specific situations.

#### **Q 2. Does the hiring freeze apply to uniformed services personnel outside of the Department of Defense (DoD)?**

**A:** The freeze does not apply to members of the uniformed services outside the DoD, who are otherwise covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), such as U.S. Coast Guard and Commissioned Corps of the U.S. Public Health Service.

#### **Q 3. Does the hiring freeze apply to positions in the competitive, excepted, and Senior Executive Service (SES)?**

**A:** Yes, the hiring freeze applies to positions in all three types of service unless otherwise exempted.

#### **Q 4. Does the hiring freeze apply to positions filled by political appointees?**

**A:** No. The hiring freeze does not limit the appointment of individuals to non-career positions in the Senior Executive Service (SES) or to Schedule C positions in the Excepted Service, or the appointment of individuals to any other positions where the incumbent serves at the pleasure of the appointing authority (i.e., “appointed” positions of a political/non-career nature).

#### **Q 5. Does the hiring freeze apply to appointments of all types of duration (i.e., temporary, term, time-limited, and permanent)?**

**A:** Yes. The hiring freeze applies to all types of appointments regardless of duration, unless otherwise exempted.

## Exemptions from the Hiring Freeze

**Q 6. The PM exempts ‘national security’ or ‘public safety’ positions. What is the definition of a ‘national security’ or ‘public safety’ position? Does the definition of national security include cybersecurity positions?**

**A:** The head of an executive department or agency has the authority to exempt any position(s) it deems necessary to meet national security or public safety responsibilities. Agency heads have discretion to determine whether cybersecurity positions fall into a national security or public safety exemption category. Examples of activities typically considered to be essential for protecting life and property can be found in OMB Memorandum, Agency Operations in the Absence of Appropriations, dated 11/17/1981 [see examples 3(a) to 3(k)].

**Q 7. Are there additional exemptions from the hiring freeze, beyond those specified in the PM for national security and public safety positions?**

**A:** Yes. A full list of exemptions to the hiring freeze is available in the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) Memorandum M-17-18, dated January 31, 2017 (<https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance>).

**Q 8. Can agencies appoint individuals already in the pipeline, i.e., individuals who have received a job offer and have a starting date?**

**A:** In some cases, yes. Pursuant to guidance issued by OMB on January 25, 2017 (M-17-17), agencies may appoint any individual who was offered a job from that agency prior to noon January 22, 2017, and who has a confirmed start date from the agency which is set on or before February 22, 2017. Such individuals should report to work on that start date.

**Q 9. What about individuals who were offered jobs before January 22, 2017, but who have start dates after February 22, 2017, or who have yet to receive a start date from the agency? Can agencies continue with the appointments of these individuals?**

**A:** In these instances, the agency head should review the position to determine whether the job offer should be revoked, or whether the individual should report for duty on an agreed upon start date. Agency heads should consider merit system principles, essential mission priorities, and current agency resources and funding levels when making determinations about whether to revoke such job offers.

**Q 10. Can agencies convert to the competitive service current employees serving on appointments that provide for non-competitive conversion (e.g., Pathways Interns, Recent Graduates, and Presidential Management Fellows) provided those individuals are otherwise eligible for conversion?**

**A:** Yes. Agencies may non-competitively convert these types of employees, currently on the agency rolls, provided the employees are otherwise eligible for conversion.

**Q 11. Can agencies make career ladder promotions for eligible employees during the hiring freeze?**

**A:** Yes. Agencies may make career ladder promotions during the hiring freeze.

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) that an agency head may deem necessary to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at [5 C.F.R. 335.103\(c\)\(3\)](#). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Note: This includes details and reassignments from one component to another component within the same department, as otherwise permissible under existing rules.

**Q 13. Can agencies extend the appointments of employees serving on temporary, term, or time-limited appointments during the hiring freeze?**

**A:** Yes. Agencies may extend temporary, term, or other time-limited appointments during the hiring freeze in order to meet the highest priority needs of the agency, ensure that essential services are not interrupted, or maintain national security. Such extensions must be consistent with 5 C.F.R. Parts 213, 304, and 316, as appropriate.

**Q 14. Can agencies hire seasonal or temporary employees to meet specific short-term needs?**

**A:** Yes. Pursuant to the [joint guidance memo](#) issued by OMB and OPM, agencies may hire seasonal or short-term temporary employees to meet traditionally recurring workloads, provided that the agency informs its OMB Resource Management Office (RMO) in writing in advance of its hiring plans.

**Q 15. Are employees performing service in the uniformed services eligible to return to their employing agencies during the hiring freeze?**

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**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Hudson, Jody  
**Sent:** 2017-02-13T17:28:59-05:00  
**Importance:** Normal  
**Subject:** Re: Hiring Freeze - OPM FAQs  
**Received:** 2017-02-13T17:30:24-05:00

Hi Mary,  
Thank you for the FAQs.

I have one clarifying question. Does the highlighted text below mean that the "agency head" has to approve internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.)?

We want to move out on filling holes with details and temporary promotions of existing staff across BLM but the current language on who has to approve is unclear.

Thanks so much.

Best, Jody Hudson

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) **that an agency head may deem necessary** to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at 5 C.F.R. 335.103(c)(3). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

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On Mon, Feb 13, 2017 at 1:55 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

With the FAQs attached.

Mary

On Mon, Feb 13, 2017 at 1:43 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Dear Human Capital Officers,

Attached are the Frequently Asked Questions that we received from OPM on Friday afternoon. Pasted below and also in the attached are the types of actions that can be taken to "reallocate" current employees.

You will be getting a data call from me for positions where there was an offer before January 22 but EOD is projected to be after February 22nd.

Thanks,  
Mary

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**Jody Hudson**

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Bureau of Land Management

1849 C St NW (RM 5613)

Washington D.C., 20240

202-208-7304

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]  
**From:** Hudson, Jody  
**Sent:** 2017-02-16T07:42:39-05:00  
**Importance:** Normal  
**Subject:** Re: Hiring Freeze - OPM FAQs  
**Received:** 2017-02-16T07:43:08-05:00

Hi Mary,

After re-reading your email from February 13 regarding the freeze FAQs and particularly Item 12, I read your comment of " Pasted below and also in the attached are the types of actions that can be taken to "reallocate" current employees" as meaning we can proceed with reallocations, meaning internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.).

If I am interpreting this wrongly, please advise soonest, as we intend to implement accordingly.

Best, Jody Hudson.

Jody Hudson

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On Mon, Feb 13, 2017 at 5:28 PM, Hudson, Jody <jhudson@blm.gov> wrote:

Hi Mary,  
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We want to move out on filling holes with details and temporary promotions of existing staff across BLM but the current language on who has to approve is unclear.

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On Mon, Feb 13, 2017 at 1:55 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

With the FAQs attached.

Mary

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**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-02-16T14:27:11-05:00  
**Importance:** Normal  
**Subject:** Fwd: Hiring Freeze - OPM FAQs  
**Received:** 2017-02-16T14:27:18-05:00

Mary,  
BSEE just called me on the same question (USGS earlier too)....Scott and Jose may be giving you a call....on the details/temp promotion must be reviewed by agency head? Maybe this should be delegated down to you or something to speed up the process (no OMB review is needed)....let me know what we should be telling folks on that piece.

Thanks, Ray

----- Forwarded message -----

**From:** **Hudson, Jody** <jhudson@blm.gov>  
**Date:** Thu, Feb 16, 2017 at 7:42 AM  
**Subject:** Re: Hiring Freeze - OPM FAQs  
**To:** "Pletcher, Mary" <mary\_pletcher@ios.doi.gov>  
**Cc:** Raymond Limon <raymond\_limon@ios.doi.gov>

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Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310

**To:** Mary Pletcher[Mary\_Pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Kimberly Reed[kimberly.reed@bsee.gov]; Cynthia Piper[Cynthia.Piper@bsee.gov]; Margaret Schneider[margaret.schneider@bsee.gov]  
**From:** Mabry, Scott  
**Sent:** 2017-02-16T15:03:12-05:00  
**Importance:** Normal  
**Subject:** Question on Details within an organization  
**Received:** 2017-02-16T15:03:20-05:00

Mary,

We have have a question related to details, The question really stems from what seems to be a discrepancy between the FAQ's sent out on 1/31, and the one provided 2/13.

In the 1/31 guidance, section 3. Exemptions, bullet o it indicated that details were not impacted as follows:

O. Reallocations (i.e., noncompetitive reassignments and details) of current Federal civilian employees within an agency to meet the highest priority needs (including preservation of national security and other essential services) are not affected. Details (reimbursable and non-reimbursable) between agencies are also not affected; however, agency leadership should ensure that any reimbursable details between agencies are not being used to circumvent the intent of the hiring freeze.

However, the most recent guidance seems to walk back from that, by indicating that the agency head must determine the necessity of the detail.

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) **that an agency head may deem necessary** to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at 5 C.F.R. 335.103(c)(3). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Based on the later guidance it seems that we cannot execute details? Are we interpreting this correctly? Is there any clarification that you can provide?

Thanks  
Scott

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**Cc:** Lawson, Christopher[christopher\_lawson@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-02-22T10:35:35-05:00  
**Importance:** Normal  
**Subject:** Fwd: Hiring Freeze Questions from IBC  
**Received:** 2017-02-22T10:35:41-05:00

Mary,

I'm sharing this inquiry from Julie. The reallocation process, like Jody (BLM) mentioned the other day, still needs agency head approval. Julie's question is targeted towards reimbursable details. How would you like to handle???

Thanks, Ray

----- Forwarded message -----

**From:** **Bednar, Julie** <julie\_p\_bednar@ibc.doi.gov>  
**Date:** Tue, Feb 21, 2017 at 5:30 PM  
**Subject:** Hiring Freeze Questions from IBC  
**To:** Raymond Limon <raymond\_limon@ios.doi.gov>  
**Cc:** Deborah Dodson <deborah\_dodson@ibc.doi.gov>, "Bliss, Ellen" <ellen\_s\_bliss@ibc.doi.gov>, LC Williams <lc\_williams@ibc.doi.gov>

Hi, Ray,

I'm the Deputy Associate Director for the IBC's Human Resources Directorate. I've been on a 60 day detail to BLM, and I'm returning to the IBC today. As I'm getting caught up from being away from the IBC over the last two months, some questions have come up regarding the hiring freeze. It was recommended that I reach out to you directly with my questions.

While I was on my detail, I kept up on the OPM memos related to the Presidential Memorandum on the hiring freeze. And I am aware that periodic DOI HC updates were provided, although information was not significantly different than what was in the OPM memos.

My question pertains to the following January 31 OPM memo:

<https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance>

Item 3.o. indicates, "Reallocations (i.e., noncompetitive reassignments and details) of current Federal civilian employees within an agency to meet the highest priority needs (including preservation of national security and other essential services) are not affected. ..."

And in the January 25 FAQs from OMB:

<https://www.scribd.com/document/337570825/OMB-Guidance-on-Hiring-Freeze>

This FAQ document indicated that agencies can make reallocations of staff to ensure essential services are not interrupted.

My question is around noncompetitive movements to reallocate staff.

As of Friday, February 17,

I had heard that DOI's HCO interpretation was that noncompetitive reassignments, noncompetitive details and noncompetitive temporary promotions were allowed under this exemption

. The word that I received was, "We can proceed with noncompetitive reassignments and details within DOI and between agencies to address highest priority needs. One caution: if an interagency detail is of the reimbursable kind, the detail should not be used to circumvent the intent of the hiring freeze."

Would you please verify whether my understanding above is accurate?

If you have any questions, or would prefer to answer via phone, please let me know. Thank you!

Julie Bednar

Deputy Associate Director

Human Resources Directorate

Interior Business Center

303-969-6638 (desk); 303-961-1570 (cell)

[julie\\_p\\_bednar@ibc.doi.gov](mailto:julie_p_bednar@ibc.doi.gov)

US Department of the Interior

Office of the Secretary

[www.doi.gov/IBC](http://www.doi.gov/IBC)

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*Our Focus: You*

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--

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**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**Cc:** Lawson, Christopher[christopher\_lawson@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-02-22T16:00:50-05:00  
**Importance:** Normal  
**Subject:** Agency Head review -- reallocations  
**Received:** 2017-02-22T16:00:55-05:00  
[OPM Federal Civilian Hiring Freeze FAQs 2-11-2017.pdf](#)

Mary,

I'm attaching the OPM/OMB February 11th FAQs....Question #12 is the question same question Jody raised last week and related to what Julie Bednar raised today....would be nice if you, as CHCO, can make that decision...they do not have to be associated with an exempted position....we may be getting similar requests from other bureaus soon....

Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?

A: For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) that an **agency head may deem necessary** to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at 5 C.F.R. 335.103(c)(3). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

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## **Frequently Asked Questions Federal Civilian Hiring Freeze**

On January 23, 2017, the President issued a Presidential Memorandum (PM) titled, “Hiring Freeze” to be applied to all executive branch agencies. This document provides a list of frequently asked questions and responses to assist agencies in implementing the PM. Agencies must implement the PM and associated guidance (M-17-17 and M-17-18) in accordance with any lawful collective bargaining obligations that may apply.

### **General**

#### **Q 1. Which agencies are covered by the hiring freeze?**

**A:** The hiring freeze applies to all vacant positions in the executive branch (unless otherwise exempted) regardless of the hiring authority used for the appointment. Agencies should consult with their agency counsel if there are specific questions regarding the applicability of the freeze to their organization or specific situations.

#### **Q 2. Does the hiring freeze apply to uniformed services personnel outside of the Department of Defense (DoD)?**

**A:** The freeze does not apply to members of the uniformed services outside the DoD, who are otherwise covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), such as U.S. Coast Guard and Commissioned Corps of the U.S. Public Health Service.

#### **Q 3. Does the hiring freeze apply to positions in the competitive, excepted, and Senior Executive Service (SES)?**

**A:** Yes, the hiring freeze applies to positions in all three types of service unless otherwise exempted.

#### **Q 4. Does the hiring freeze apply to positions filled by political appointees?**

**A:** No. The hiring freeze does not limit the appointment of individuals to non-career positions in the Senior Executive Service (SES) or to Schedule C positions in the Excepted Service, or the appointment of individuals to any other positions where the incumbent serves at the pleasure of the appointing authority (i.e., “appointed” positions of a political/non-career nature).

#### **Q 5. Does the hiring freeze apply to appointments of all types of duration (i.e., temporary, term, time-limited, and permanent)?**

**A:** Yes. The hiring freeze applies to all types of appointments regardless of duration, unless otherwise exempted.



## Exemptions from the Hiring Freeze

**Q 6. The PM exempts ‘national security’ or ‘public safety’ positions. What is the definition of a ‘national security’ or ‘public safety’ position? Does the definition of national security include cybersecurity positions?**

**A:** The head of an executive department or agency has the authority to exempt any position(s) it deems necessary to meet national security or public safety responsibilities. Agency heads have discretion to determine whether cybersecurity positions fall into a national security or public safety exemption category. Examples of activities typically considered to be essential for protecting life and property can be found in OMB Memorandum, Agency Operations in the Absence of Appropriations, dated 11/17/1981 [see examples 3(a) to 3(k)].

**Q 7. Are there additional exemptions from the hiring freeze, beyond those specified in the PM for national security and public safety positions?**

**A:** Yes. A full list of exemptions to the hiring freeze is available in the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) Memorandum M-17-18, dated January 31, 2017 (<https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance>).

**Q 8. Can agencies appoint individuals already in the pipeline, *i.e.*, individuals who have received a job offer and have a starting date?**

**A:** In some cases, yes. Pursuant to guidance issued by OMB on January 25, 2017 (M-17-17), agencies may appoint any individual who was offered a job from that agency prior to noon January 22, 2017, and who has a confirmed start date from the agency which is set on or before February 22, 2017. Such individuals should report to work on that start date.

**Q 9. What about individuals who were offered jobs before January 22, 2017, but who have start dates after February 22, 2017, or who have yet to receive a start date from the agency? Can agencies continue with the appointments of these individuals?**

**A:** In these instances, the agency head should review the position to determine whether the job offer should be revoked, or whether the individual should report for duty on an agreed upon start date. Agency heads should consider merit system principles, essential mission priorities, and current agency resources and funding levels when making determinations about whether to revoke such job offers.

**Q 10. Can agencies convert to the competitive service current employees serving on appointments that provide for non-competitive conversion (e.g., Pathways Interns, Recent Graduates, and Presidential Management Fellows) provided those individuals are otherwise eligible for conversion?**

**A:** Yes. Agencies may non-competitively convert these types of employees, currently on the agency rolls, provided the employees are otherwise eligible for conversion.

**Q 11. Can agencies make career ladder promotions for eligible employees during the hiring freeze?**

**A:** Yes. Agencies may make career ladder promotions during the hiring freeze.

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

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**Q 13. Can agencies extend the appointments of employees serving on temporary, term, or time-limited appointments during the hiring freeze?**

**A:** Yes. Agencies may extend temporary, term, or other time-limited appointments during the hiring freeze in order to meet the highest priority needs of the agency, ensure that essential services are not interrupted, or maintain national security. Such extensions must be consistent with 5 C.F.R. Parts 213, 304, and 316, as appropriate.

**Q 14. Can agencies hire seasonal or temporary employees to meet specific short-term needs?**

**A:** Yes. Pursuant to the [joint guidance memo](#) issued by OMB and OPM, agencies may hire seasonal or short-term temporary employees to meet traditionally recurring workloads, provided that the agency informs its OMB Resource Management Office (RMO) in writing in advance of its hiring plans.

**Q 15. Are employees performing service in the uniformed services eligible to return to their employing agencies during the hiring freeze?**

**A:** Yes. The Uniformed Services Employment and Reemployment Rights Act (USERRA) provides statutory reemployment rights for eligible individuals.

**Q 16. Can individuals who have recovered from a compensable injury be restored to their employing agency during the hiring freeze?**

**A:** Yes. Per 5 U.S.C. § 8151 and 5 C.F.R. Part 353 subpart C, an eligible employee who recovers from a compensable injury is entitled to restoration.

**Q 17. Can agencies utilize the Inter-Governmental Personnel Act (IPA) to accept non-Federal personnel during the hiring freeze?**

**A:** Agencies can use the IPA to accept individuals on detail assignments from eligible non-Federal entities during the hiring freeze.

Agencies cannot use the IPA to appoint individuals from eligible non-Federal entities unless the position being filled is otherwise exempt.

**Q 18. Can agencies hire expert/consultants using 5 C.F.R. Part 304 during the hiring freeze?**

**A:** Unless the position is otherwise exempted, an agency may use an expert or consultant appointment only to hire an individual awaiting final action on a Presidential appointment, pending Schedule C appointment, or non-career appointment in the Senior Executive Service. The individual and the work assigned must comply with the expert or consultant requirements in 5 C.F.R. Part 304.

**Q 19. Can agencies hire Administrative Law Judges (ALJ) during the hiring freeze?**

**A:** There is no automatic exemption for ALJ positions, but they are subject to the same exemption provisions as other positions. Accordingly, if an agency is able to determine that the ALJ position pertains to national security or public safety, as discussed in the Presidential Memorandum or subsequent guidance (M-17-17 and M-17-18), the agency may be able to exempt such positions.

**Q 20. Can agencies utilize volunteers (including student volunteers) during the hiring freeze?**

**A:** Volunteers are not subject to the hiring freeze. Note that Section 1342 of Title 31 U.S.C. prohibits Federal agencies from accepting most volunteer services. There is an exception for students who are pursuing their educational goals [see 5 U.S.C. 3111(b)]. Otherwise, an agency is authorized to accept volunteer service only if it has a specific statutory authority to do so.

**Q 21. There is an exemption for Pathways interns, but are other types of internships subject to the hiring freeze?**

**A:** The freeze applies to any interns who are appointed to a Federal agency's rolls, unless covered by an exemption category. Interns secured via a contractual agreement with a third party internship provider (e.g., interns from the Hispanic Association of Colleges and Universities) are not appointed, and, accordingly, are not subject to the hiring freeze.

## **Types of Personnel Actions Subject to the Hiring Freeze**

**Q 22. Can agencies make competitive (*i.e.*, other than career ladder) promotions during the hiring freeze?**

**A:** No. Unless the position is otherwise exempted, an agency may not make competitive (*i.e.*, other than career ladder) promotions during the hiring freeze.

**Q 23. Can agencies use merit promotion procedures to fill a vacancy with individuals from inside or outside the agency's workforce during the hiring freeze?**

**A:** No. Unless the position is otherwise exempted, an agency may not fill a vacancy with an individual from inside or outside of the agency's workforce during the hiring freeze if filling such vacancy would require the use of competitive merit promotion procedures. (Note: Certain actions involving the placement of a current agency employee within the agency may be authorized, as described in Q 12 above).

**Q 24. Can agencies hire civilian retirees ("re-employed annuitants") during the hiring freeze?**

**A:** No. Unless the position is otherwise exempted, an agency may not appoint civilian retirees during the hiring freeze.

**Q 25. Can agencies hire students under the CyberCorps® Scholarship for Service Program?**

**A:** Students in this program may be appointed only if the position is exempted.

## **Process for Requesting OPM Exemptions**

**Q 26. The Presidential Memorandum authorizes OPM to make additional exemptions to the hiring freeze. What type of information must an agency submit to request an exemption?**

**A:** If an agency head assesses that the position has not already been exempted under the Presidential Memorandum or subsequent guidance, and that the agency itself is not able to exempt the position under existing exemptions, but that the circumstances facing the

agency warrant an additional exemption to the hiring freeze, a request for additional exemptions may be made to OPM. The request must be made in writing to the Director of OPM and signed by the agency head. The request must:

- Explain the critical need and how it relates to essential services or critical mission requirements.
- Explain why reallocation (reassignment/detail) of existing staff within the agency is not possible to meet the needs outlined in the request.
- Explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.

Agencies will be required to notify their OMB RMO if any additional exemptions are granted to the agency by OPM.

## **Senior Executive Service**

### **Q 27. May agencies continue to submit qualifications packages for SES candidates to OPM for Qualifications Review Board (QRB) certification?**

**A:** Yes, OPM will continue to process these submissions, under certain conditions (see below). However, SES appointments will be subject to the requirements of the hiring freeze.

### **Q 28. How does the hiring freeze affect QRB packages submitted under Criterion A or C, or QRB moratorium exception requests already in process when the freeze went into effect (e.g., QRB packages that were returned as a rewrite or as a disapproval)?**

**A.** OPM will continue to process QRB packages and QRB moratorium exception requests it received, after OPM has received notification by the CHCO that:

- The offer was made prior to noon on January 22, 2017; and
- The current agency head has reviewed the recruitment and selection of the candidate for career appointment to an SES position, and has decided to proceed with a request for OPM's QRB certification to enable the agency to appoint the candidate to the SES position for which he or she was selected.

Note: As stated above, SES appointments will be subject to the requirements of the hiring freeze.

### **Q 29. For QRB packages (Criterion A & C) and QRB moratorium exception requests submitted to OPM after January 31, 2017 (the release of the additional guidance), will they be processed?**

**A:** Yes. However, SES appointments will be subject to the requirements of the hiring freeze.

**Q 30. Is an agency head or OPM approval for an exemption from the hiring freeze also considered an approval for an exception to the Governmentwide QRB Moratorium?**

**A:** No. An agency head or OPM approved exemption from the hiring freeze is separate from an approval for exception to the Governmentwide QRB Moratorium. An agency must separately request an exception to the Governmentwide QRB Moratorium.

**Q 31. Are the criteria used to request an exemption from the hiring freeze, noted earlier in this document (see Question 26), also the criteria that will be used to request an exception to the Governmentwide QRB Moratorium?**

**A:** No. Agencies requesting an exception to the Governmentwide QRB Moratorium should use the existing guidance, specific to moratorium exception requests.

**Q 32. Will OPM continue to process QRB packages submitted under Criterion B, for an individual completing his/her OPM approved SES Candidate Development Program?**

**A:** Yes.

## **Miscellaneous**

**Q 33. Can agencies make appointments of readers, interpreters, and personal assistants for employees with disabilities during the hiring freeze?**

**A:** Yes. An agency may make an appointment of a reader, interpreter, or personal assistant when such appointment is necessary in order to provide a reasonable accommodation for an employee with a disability as required by the Rehabilitation Act of 1973, as amended.

**Q 34. Can agencies take personnel actions (e.g., reappointments, reassignments, promotions) when such actions are needed to comply with decisions mandated by a recognized adjudicative entity during the hiring freeze?**

**A:** Yes. An agency may take any personnel action necessary to comply with the terms of any settlement agreement into which the agency entered to resolve an asserted or contingent claim against the agency or any court order, Merit Systems Protection Board (MSPB) decision, Equal Employment Opportunity Commission (EEOC) decision, or decision of any other third party adjudicative entity with authority over the agency.

**Q35. Can agencies take personnel actions when needed to regularize an improper appointment?**

**A.** Yes, an agency may follow the usual processes to regularize an improper appointment.

**Q 36. Does the hiring freeze impact the placement rights of displaced or surplus employees who have Career Transition Assistance Program (CTAP), Interagency Career Transition Assistance Program (ICTAP) or Reemployment Priority eligibility?**

**A:** Agencies may fill vacant positions only if they are otherwise exempt from the hiring freeze. When doing so, they must follow the usual CTAP/ICTAP/Reemployment Priority List (RPL) provisions.

**Q 37. Are agencies permitted to continue recruitment activities?**

**A:** For positions that are exempted, agencies may continue to fill vacant positions and create new positions as part of normal activities. For vacancies or positions that are subject to the hiring freeze, agencies may, at their discretion, continue activities such as engaging in recruitment activities, posting job opportunity announcements, assessing applications, conducting interviews, etc. Agencies may not make any job offers, or fill vacancies for positions that are not exempt under the hiring freeze. Agencies should consider the timing of posting new job openings for positions that are subject to the freeze, in order to help manage applicant expectations.

**Q 38. The Presidential Memorandum dated January 23, 2017, stated that “This memorandum does not abrogate any collective bargaining agreement in effect on the date of this memorandum.” What does this mean?**

**A:** The guidance in the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) Memorandum M-17-18, dated January 31, 2017, states that the requirements in the PM should be implemented consistent with any lawful collective bargaining obligations that may apply.

Accordingly, the agency must review its individual collective bargaining agreements and consult with agency counsel to determine the procedures for filling vacancies during the hiring freeze in light of both the President Memorandum and OMB and OPM Memorandum M-17-18.

**Q 39. Is the memorandum intended to restrict agencies’ ability to enter into service contracts or grant activities?**

**A:** An agency may not use contract or grantee support to circumvent the intent of the PM. However, nothing in the memorandum restricts an agency from continuing, modifying, or entering into service contracts or grants during the hiring freeze consistent with law, regulation, and any applicable management direction.

**Q 40. Can agency heads delegate the exemption determination responsibilities to component heads?**

**A:** Delegation of agency head responsibilities under the hiring freeze to other agency officials is discouraged, but may be appropriate in some limited circumstances.

**Q 41. What should agencies tell job applicants about the status of their applications during the hiring freeze?**

**A:** The hiring freeze is a temporary period, and agencies may continue recruiting and hiring efforts for both exempt and non-exempt positions at their discretion (with the caveat that agencies may not make any new job offers, or fill vacancies for positions that are not exempt under the hiring freeze). In cases where stages of the hiring process may be delayed, it is important for agencies to help manage applicant expectations by providing regular updates and communications.

**Q 42. Can agencies continue to request approvals from OPM for hiring-related actions (e.g., selective service waivers, veteran's pass overs, and medical qualifications determinations)?**

**A:** Yes, OPM will continue to process these requests. However, any appointments related to or resulting from these requests will be subject to the requirements of the hiring freeze.

**Q 43. Where can agencies find additional information about the hiring freeze?**

**A:** For more information on the hiring freeze, please visit:  
<https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance>.



**To:** Bednar, Julie[julie\_p\_bednar@ibc.doi.gov]  
**Cc:** Deborah Dodson[deborah\_dodson@ibc.doi.gov]; Bliss, Ellen[ellen\_s\_bliss@ibc.doi.gov]; LC Williams[lc\_williams@ibc.doi.gov]; Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-02-22T16:14:20-05:00  
**Importance:** Normal  
**Subject:** Re: Hiring Freeze Questions from IBC  
**Received:** 2017-02-22T16:14:31-05:00  
[OPM Federal Civilian Hiring Freeze FAQs 2-11-2017.pdf](#)

Greetings Julie,

OPM/OMB also provided additional guidance with respect to reallocations (*e.g.*, non-competitive reassignments, details). I'm attaching below. As the earlier January guidance suggests, and reinforced in the February FAQ provided below, agency leadership/head review is necessary. I had a brief conversation with Mary on your question, and I'm including her on this response. Please stand by.

Thanks, Ray

On Tue, Feb 21, 2017 at 5:30 PM, Bednar, Julie <[julie\\_p\\_bednar@ibc.doi.gov](mailto:julie_p_bednar@ibc.doi.gov)> wrote:

Hi, Ray,

I'm the Deputy Associate Director for the IBC's Human Resources Directorate. I've been on a 60 day detail to BLM, and

I'm returning to the IBC today. As

I'm getting caught up from being away from the IBC over the last two months, some

questions have come up regarding the hiring freeze.

It was recommended that I reach out to you directly with my questions.

While I was on my detail, I kept up on the OPM memos related to the Presidential Memorandum on the hiring freeze.

And I am aware that periodic DOI HC updates

were

provided, although information was not significantly different than what was in the OPM memos.

My question pertains to the following January 31 OPM memo:

<https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance>

Item 3.o. indicates, "Reallocations (i.e., noncompetitive reassignments and details) of current Federal civilian employees within an agency to meet the highest priority needs (including preservation of national security and other essential services) are not affected. ..."

And in the January 25 FAQs from OMB:

<https://www.scribd.com/document/337570825/OMB-Guidance-on-Hiring-Freeze>

This FAQ document indicated that agencies can make reallocations of staff to ensure essential services are not interrupted.

My question is around noncompetitive movements to reallocate staff.

As of Friday, February 17,

I had heard that DOI's HCO interpretation was that noncompetitive reassignments, noncompetitive details and noncompetitive temporary promotions were allowed under this exemption

. The word that I received was, "We can proceed with noncompetitive reassignments and details within DOI and between agencies to address highest priority needs. One caution: if an interagency detail is of the reimbursable kind, the detail should not be used to circumvent the intent of the hiring freeze."

Would you please verify whether my understanding above is accurate?

If you have any questions, or would prefer to answer via phone, please let me know. Thank you!

Julie Bednar  
Deputy Associate Director  
Human Resources Directorate  
Interior Business Center  
303-969-6638 (desk); 303-961-1570 (cell)  
[julie\\_p\\_bednar@ibc.doi.gov](mailto:julie_p_bednar@ibc.doi.gov)  
US Department of the Interior  
Office of the Secretary  
[www.doi.gov/IBC](http://www.doi.gov/IBC)

*Your Focus: Your Mission*

*Our Focus: You*

Customer satisfaction is our number 1 priority. Please take a few moments to complete our customer survey by visiting this link <https://www.surveymonkey.com/r/T5R98YM>. Thank you for your valued feedback!

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Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310

## **Frequently Asked Questions Federal Civilian Hiring Freeze**

On January 23, 2017, the President issued a Presidential Memorandum (PM) titled, “Hiring Freeze” to be applied to all executive branch agencies. This document provides a list of frequently asked questions and responses to assist agencies in implementing the PM. Agencies must implement the PM and associated guidance (M-17-17 and M-17-18) in accordance with any lawful collective bargaining obligations that may apply.

### **General**

#### **Q 1. Which agencies are covered by the hiring freeze?**

**A:** The hiring freeze applies to all vacant positions in the executive branch (unless otherwise exempted) regardless of the hiring authority used for the appointment. Agencies should consult with their agency counsel if there are specific questions regarding the applicability of the freeze to their organization or specific situations.

#### **Q 2. Does the hiring freeze apply to uniformed services personnel outside of the Department of Defense (DoD)?**

**A:** The freeze does not apply to members of the uniformed services outside the DoD, who are otherwise covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), such as U.S. Coast Guard and Commissioned Corps of the U.S. Public Health Service.

#### **Q 3. Does the hiring freeze apply to positions in the competitive, excepted, and Senior Executive Service (SES)?**

**A:** Yes, the hiring freeze applies to positions in all three types of service unless otherwise exempted.

#### **Q 4. Does the hiring freeze apply to positions filled by political appointees?**

**A:** No. The hiring freeze does not limit the appointment of individuals to non-career positions in the Senior Executive Service (SES) or to Schedule C positions in the Excepted Service, or the appointment of individuals to any other positions where the incumbent serves at the pleasure of the appointing authority (i.e., “appointed” positions of a political/non-career nature).

#### **Q 5. Does the hiring freeze apply to appointments of all types of duration (i.e., temporary, term, time-limited, and permanent)?**

**A:** Yes. The hiring freeze applies to all types of appointments regardless of duration, unless otherwise exempted.

## Exemptions from the Hiring Freeze

**Q 6. The PM exempts ‘national security’ or ‘public safety’ positions. What is the definition of a ‘national security’ or ‘public safety’ position? Does the definition of national security include cybersecurity positions?**

**A:** The head of an executive department or agency has the authority to exempt any position(s) it deems necessary to meet national security or public safety responsibilities. Agency heads have discretion to determine whether cybersecurity positions fall into a national security or public safety exemption category. Examples of activities typically considered to be essential for protecting life and property can be found in OMB Memorandum, Agency Operations in the Absence of Appropriations, dated 11/17/1981 [see examples 3(a) to 3(k)].

**Q 7. Are there additional exemptions from the hiring freeze, beyond those specified in the PM for national security and public safety positions?**

**A:** Yes. A full list of exemptions to the hiring freeze is available in the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) Memorandum M-17-18, dated January 31, 2017 (<https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance>).

**Q 8. Can agencies appoint individuals already in the pipeline, *i.e.*, individuals who have received a job offer and have a starting date?**

**A:** In some cases, yes. Pursuant to guidance issued by OMB on January 25, 2017 (M-17-17), agencies may appoint any individual who was offered a job from that agency prior to noon January 22, 2017, and who has a confirmed start date from the agency which is set on or before February 22, 2017. Such individuals should report to work on that start date.

**Q 9. What about individuals who were offered jobs before January 22, 2017, but who have start dates after February 22, 2017, or who have yet to receive a start date from the agency? Can agencies continue with the appointments of these individuals?**

**A:** In these instances, the agency head should review the position to determine whether the job offer should be revoked, or whether the individual should report for duty on an agreed upon start date. Agency heads should consider merit system principles, essential mission priorities, and current agency resources and funding levels when making determinations about whether to revoke such job offers.

**Q 10. Can agencies convert to the competitive service current employees serving on appointments that provide for non-competitive conversion (e.g., Pathways Interns, Recent Graduates, and Presidential Management Fellows) provided those individuals are otherwise eligible for conversion?**

**A:** Yes. Agencies may non-competitively convert these types of employees, currently on the agency rolls, provided the employees are otherwise eligible for conversion.

**Q 11. Can agencies make career ladder promotions for eligible employees during the hiring freeze?**

**A:** Yes. Agencies may make career ladder promotions during the hiring freeze.

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) that an agency head may deem necessary to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at [5 C.F.R. 335.103\(c\)\(3\)](#). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Note: This includes details and reassignments from one component to another component within the same department, as otherwise permissible under existing rules.

**Q 13. Can agencies extend the appointments of employees serving on temporary, term, or time-limited appointments during the hiring freeze?**

**A:** Yes. Agencies may extend temporary, term, or other time-limited appointments during the hiring freeze in order to meet the highest priority needs of the agency, ensure that essential services are not interrupted, or maintain national security. Such extensions must be consistent with 5 C.F.R. Parts 213, 304, and 316, as appropriate.

**Q 14. Can agencies hire seasonal or temporary employees to meet specific short-term needs?**

**A:** Yes. Pursuant to the [joint guidance memo](#) issued by OMB and OPM, agencies may hire seasonal or short-term temporary employees to meet traditionally recurring workloads, provided that the agency informs its OMB Resource Management Office (RMO) in writing in advance of its hiring plans.

**Q 15. Are employees performing service in the uniformed services eligible to return to their employing agencies during the hiring freeze?**

**A:** Yes. The Uniformed Services Employment and Reemployment Rights Act (USERRA) provides statutory reemployment rights for eligible individuals.

**Q 16. Can individuals who have recovered from a compensable injury be restored to their employing agency during the hiring freeze?**

**A:** Yes. Per 5 U.S.C. § 8151 and 5 C.F.R. Part 353 subpart C, an eligible employee who recovers from a compensable injury is entitled to restoration.

**Q 17. Can agencies utilize the Inter-Governmental Personnel Act (IPA) to accept non-Federal personnel during the hiring freeze?**

**A:** Agencies can use the IPA to accept individuals on detail assignments from eligible non-Federal entities during the hiring freeze.

Agencies cannot use the IPA to appoint individuals from eligible non-Federal entities unless the position being filled is otherwise exempt.

**Q 18. Can agencies hire expert/consultants using 5 C.F.R. Part 304 during the hiring freeze?**

**A:** Unless the position is otherwise exempted, an agency may use an expert or consultant appointment only to hire an individual awaiting final action on a Presidential appointment, pending Schedule C appointment, or non-career appointment in the Senior Executive Service. The individual and the work assigned must comply with the expert or consultant requirements in 5 C.F.R. Part 304.

**Q 19. Can agencies hire Administrative Law Judges (ALJ) during the hiring freeze?**

**A:** There is no automatic exemption for ALJ positions, but they are subject to the same exemption provisions as other positions. Accordingly, if an agency is able to determine that the ALJ position pertains to national security or public safety, as discussed in the Presidential Memorandum or subsequent guidance (M-17-17 and M-17-18), the agency may be able to exempt such positions.

**Q 20. Can agencies utilize volunteers (including student volunteers) during the hiring freeze?**

**A:** Volunteers are not subject to the hiring freeze. Note that Section 1342 of Title 31 U.S.C. prohibits Federal agencies from accepting most volunteer services. There is an exception for students who are pursuing their educational goals [see 5 U.S.C. 3111(b)]. Otherwise, an agency is authorized to accept volunteer service only if it has a specific statutory authority to do so.

**Q 21. There is an exemption for Pathways interns, but are other types of internships subject to the hiring freeze?**

**A:** The freeze applies to any interns who are appointed to a Federal agency's rolls, unless covered by an exemption category. Interns secured via a contractual agreement with a third party internship provider (e.g., interns from the Hispanic Association of Colleges and Universities) are not appointed, and, accordingly, are not subject to the hiring freeze.

## **Types of Personnel Actions Subject to the Hiring Freeze**

**Q 22. Can agencies make competitive (*i.e.*, other than career ladder) promotions during the hiring freeze?**

**A:** No. Unless the position is otherwise exempted, an agency may not make competitive (*i.e.*, other than career ladder) promotions during the hiring freeze.

**Q 23. Can agencies use merit promotion procedures to fill a vacancy with individuals from inside or outside the agency's workforce during the hiring freeze?**

**A:** No. Unless the position is otherwise exempted, an agency may not fill a vacancy with an individual from inside or outside of the agency's workforce during the hiring freeze if filling such vacancy would require the use of competitive merit promotion procedures. (Note: Certain actions involving the placement of a current agency employee within the agency may be authorized, as described in Q 12 above).

**Q 24. Can agencies hire civilian retirees ("re-employed annuitants") during the hiring freeze?**

**A:** No. Unless the position is otherwise exempted, an agency may not appoint civilian retirees during the hiring freeze.

**Q 25. Can agencies hire students under the CyberCorps® Scholarship for Service Program?**

**A:** Students in this program may be appointed only if the position is exempted.

## **Process for Requesting OPM Exemptions**

**Q 26. The Presidential Memorandum authorizes OPM to make additional exemptions to the hiring freeze. What type of information must an agency submit to request an exemption?**

**A:** If an agency head assesses that the position has not already been exempted under the Presidential Memorandum or subsequent guidance, and that the agency itself is not able to exempt the position under existing exemptions, but that the circumstances facing the

agency warrant an additional exemption to the hiring freeze, a request for additional exemptions may be made to OPM. The request must be made in writing to the Director of OPM and signed by the agency head. The request must:

- Explain the critical need and how it relates to essential services or critical mission requirements.
- Explain why reallocation (reassignment/detail) of existing staff within the agency is not possible to meet the needs outlined in the request.
- Explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.

Agencies will be required to notify their OMB RMO if any additional exemptions are granted to the agency by OPM.

## **Senior Executive Service**

### **Q 27. May agencies continue to submit qualifications packages for SES candidates to OPM for Qualifications Review Board (QRB) certification?**

**A:** Yes, OPM will continue to process these submissions, under certain conditions (see below). However, SES appointments will be subject to the requirements of the hiring freeze.

### **Q 28. How does the hiring freeze affect QRB packages submitted under Criterion A or C, or QRB moratorium exception requests already in process when the freeze went into effect (e.g., QRB packages that were returned as a rewrite or as a disapproval)?**

**A.** OPM will continue to process QRB packages and QRB moratorium exception requests it received, after OPM has received notification by the CHCO that:

- The offer was made prior to noon on January 22, 2017; and
- The current agency head has reviewed the recruitment and selection of the candidate for career appointment to an SES position, and has decided to proceed with a request for OPM's QRB certification to enable the agency to appoint the candidate to the SES position for which he or she was selected.

Note: As stated above, SES appointments will be subject to the requirements of the hiring freeze.

### **Q 29. For QRB packages (Criterion A & C) and QRB moratorium exception requests submitted to OPM after January 31, 2017 (the release of the additional guidance), will they be processed?**

**A:** Yes. However, SES appointments will be subject to the requirements of the hiring freeze.



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**A:** No. An agency head or OPM approved exemption from the hiring freeze is separate from an approval for exception to the Governmentwide QRB Moratorium. An agency must separately request an exception to the Governmentwide QRB Moratorium.

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Accordingly, the agency must review its individual collective bargaining agreements and consult with agency counsel to determine the procedures for filling vacancies during the hiring freeze in light of both the President Memorandum and OMB and OPM Memorandum M-17-18.

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**A:** For more information on the hiring freeze, please visit:  
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**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]; Raymond Limon[raymond\_limon@ios.doi.gov]  
**From:** Piper, Cynthia  
**Sent:** 2017-02-27T08:49:51-05:00  
**Importance:** Normal  
**Subject:** Fwd: Question on Details within an organization  
**Received:** 2017-02-27T08:50:28-05:00

Mary/Ray,

Good morning. Hope you had a nice weekend. Scott wanted me to check in with you on your thoughts about the conflicting guidance from the 2/13/17, OPM's FAQ and the OPM/OMB guidance that was sent out on 1/31/17. Specifically we wanted to ensure that these types of decisions (details/reassignments) were still something within the purview of the bureau and did not require higher level approval at the Dept.

Thank you.

**Cynthia (Cindy) Piper**

Human Resource Officer  
Bureau of Safety and Environmental Enforcement  
Department of the Interior  
PHONE: 703-787-1442  
FAX: 703-787-1447

----- Forwarded message -----

**From:** Mabry, Scott <scott.mabry@bsee.gov>  
**Date:** Thu, Feb 16, 2017 at 3:03 PM  
**Subject:** Question on Details within an organization  
**To:** Mary Pletcher <Mary\_Pletcher@ios.doi.gov>  
**Cc:** Raymond Limon <raymond\_limon@ios.doi.gov>, Kimberly Reed <kimberly.reed@bsee.gov>, Cynthia Piper <Cynthia.Piper@bsee.gov>, Margaret Schneider <margaret.schneider@bsee.gov>

Mary,

We have a question related to details, The question really stems from what seems to be a discrepancy between the FAQ's sent out on 1/31, and the one provided 2/13.

In the 1/31 guidance, section 3. Exemptions, bullet o it indicated that details were not impacted as follows:

O. Reallocations (i.e., noncompetitive reassignments and details) of current Federal civilian employees within an agency to meet the highest priority needs (including preservation of national security and other essential services) are not affected. Details (reimbursable and non-reimbursable) between agencies are also not affected; however, agency leadership should ensure that any reimbursable details between agencies are not being used to circumvent the intent of the hiring freeze.

However, the most recent guidance seems to walk back from that, by indicating that the agency head must determine the necessity of the detail.

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) **that an agency head may deem necessary** to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at 5 C.F.R. 335.103(c)(3). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Based on the later guidance it seems that we cannot execute details? Are we interpreting this correctly? Is there any clarification that you can provide?

Thanks  
Scott

**To:** Mary Pletcher[Mary\_Pletcher@ios.doi.gov]  
**Cc:** Margaret Schneider[margaret.schneider@bsee.gov]; Cynthia Piper[Cynthia.Piper@bsee.gov]  
**From:** Mabry, Scott  
**Sent:** 2017-03-07T09:26:52-05:00  
**Importance:** Normal  
**Subject:** Fwd: Question on Details within an organization  
**Received:** 2017-03-07T09:27:01-05:00

We are still waiting on any guidance or clarification you can give us on this. We have another potential issue coming up where we have a move related to a settlement.

Thanks

----- Forwarded message -----

**From:** **Mabry, Scott** <scott.mabry@bsee.gov>  
**Date:** Thu, Feb 16, 2017 at 3:03 PM  
**Subject:** Question on Details within an organization  
**To:** Mary Pletcher <Mary\_Pletcher@ios.doi.gov>  
**Cc:** Raymond Limon <raymond\_limon@ios.doi.gov>, Kimberly Reed <kimberly.reed@bsee.gov>, Cynthia Piper <Cynthia.Piper@bsee.gov>, Margaret Schneider <margaret.schneider@bsee.gov>

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**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) that an agency head may deem necessary to meet the highest priority

needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at 5 C.F.R. 335.103(c)(3). Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Based on the later guidance it seems that we cannot execute details? Are we interpreting this correctly? Is there any clarification that you can provide?

Thanks  
Scott

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]; Limon, Raymond[raymond\_limon@ios.doi.gov]  
**Cc:** Lena McDowall[Lena\_McDowall@nps.gov]; Jessica Bowron[jessica\_bowron@nps.gov];  
Kenneth Brodie[ken\_brodie@nps.gov]  
**From:** Moore, David  
**Sent:** 2017-03-09T13:58:24-05:00  
**Importance:** Normal  
**Subject:** Reallocation of Current Employees  
**Received:** 2017-03-09T13:58:53-05:00

Mary & Ray,

Unless you have significant reason, the NPS will proceed as usual with the reallocation of current employees as directed in the January 31, 2017 memorandum from OPM/OMB. The use of details, temporary promotions not to exceed 120 days and non-competitive reassignments have a zero net-impact on the total number of employees. These appointments also provide management the ability to effectively and efficiently reallocate resources to those areas we deem highest priority to meet the needs of the Service in fulfilling our mission, including but not limited to Superintendents, Regional Directors, Associate Regional Directors, Associate Directors, etc. There is nothing in these actions that allows for any type of permanent competitive appointments that would violate the intent of the PM.

It is extremely hard to believe that it was OPMs intent in the FAQ to hold the Agency Head accountable for these type of actions, particularly given the zero impact they would have on the intent of the PM. To allow for the hiring freeze and future planning to move ahead it is critical that bureaus have the flexibility to reallocate resources as they see fit in order to meet the highest priority needs and make sure operations are no affected.

If you would like please feel free to call Lena and/or I to discuss further. As you can tell this is an extremely explosive issue for the NPS and we need to push as hard as possible to keep this flexibility in tact.

Thanks -

Dave

--

David H. Moore  
Acting Associate Director - Workforce and Inclusion  
National Park Service  
(202) 208-3724 office  
(202) 577-1427 cell



**To:** Moore, David[david\_h\_moore@nps.gov]  
**Cc:** Limon, Raymond[raymond\_limon@ios.doi.gov]; Lena McDowall[Lena\_McDowall@nps.gov]; Jessica Bowron[jessica\_bowron@nps.gov]; Kenneth Brodie[ken\_brodie@nps.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-03-09T18:21:52-05:00  
**Importance:** Normal  
**Subject:** Re: Reallocation of Current Employees  
**Received:** 2017-03-09T18:21:58-05:00

Dave,  
Let's talk tomorrow about this.

Thanks,  
Mary

On Thu, Mar 9, 2017 at 1:58 PM, Moore, David <[david\\_h\\_moore@nps.gov](mailto:david_h_moore@nps.gov)> wrote:

Mary & Ray,

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Acting Associate Director - Workforce and Inclusion  
National Park Service  
(202) 208-3724 office  
(202) 577-1427 cell

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Richardson, Karen[karen.richardson@sol.doi.gov]  
**From:** Jorjani, Daniel  
**Sent:** 2017-03-09T18:52:45-05:00  
**Importance:** Normal  
**Subject:** Re: Discipline white paper  
**Received:** 2017-03-09T18:53:32-05:00

Much appreciated.

On Thu, Mar 9, 2017 at 6:45 PM, Richardson, Karen <[karen.richardson@sol.doi.gov](mailto:karen.richardson@sol.doi.gov)> wrote:

Dan,

As promised, here is the white paper I prepared proposing the centralization of discipline. I wrote it as a pilot program for the National Park Service, but it can apply to any bureau. Also attached is SOL's analysis on the directed reassignment issue. Please let me know if you have follow up questions.

Thanks,

Karen

--

Karen K. Richardson  
Director, Employment and Labor Law Unit  
(202) 208-5708 (work)  
(202) 480-6981 (cell)

**To:** Scott Hommel[scott\_hommel@ios.doi.gov]; Douglas Domenech[douglas\_domenech@ios.doi.gov]  
**From:** Jorjani, Daniel  
**Sent:** 2017-03-09T18:53:28-05:00  
**Importance:** Normal  
**Subject:** Fwd: Discipline white paper  
**Received:** 2017-03-09T18:54:19-05:00  
[Proposal for Disciplinary Pilot Project White Paper final.docx](#)  
[Legal Research on MSPB and Reassignments 3 6 17 \(2\).docx](#)

2 items from Karen Richardson, DOI's employment law senior lawyer. She joined from DOJ last year. Will review.

----- Forwarded message -----

From: **Richardson, Karen** <[karen.richardson@sol.doi.gov](mailto:karen.richardson@sol.doi.gov)>  
Date: Thu, Mar 9, 2017 at 6:45 PM  
Subject: Discipline white paper  
To: Daniel Jorjani <[daniel\\_jorjani@ios.doi.gov](mailto:daniel_jorjani@ios.doi.gov)>

Dan,

As promised, here is the white paper I prepared proposing the centralization of discipline. I wrote it as a pilot program for the National Park Service, but it can apply to any bureau. Also attached is SOL's analysis on the directed reassignment issue. Please let me know if you have follow up questions.

Thanks,

Karen

--

Karen K. Richardson  
Director, Employment and Labor Law Unit  
(202) 208-5708 (work)  
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## **PROPOSED PILOT PROJECT TO CREATE CENTRALIZED FOUR-TIERED DISCIPLINARY SYSTEM WITHIN NPS**

### **I. STATEMENT OF GOALS**

This memorandum sets forth a proposal to implement a pilot project within the National Park Service (NPS) within Department of the Interior (DOI) to centralize its disciplinary system. This memorandum (1) explains the legal requirements for imposing discipline on a federal employee; (2) identifies the problems that arise from having a decentralized disciplinary process; (3) identifies the benefits from having a centralized disciplinary process; and (4) outlines the proposal for creating a four-tiered centralized disciplinary process within NPS, including a centralized allegation intake process, new guidelines for investigating allegations of employee misconduct, the creation of an Office of Professional Conduct the members of which will serve as proposing officials for certain disciplinary actions, and the creation of an Office of Deciding Officials the members of which will serve as the deciding officials for all proposed discipline.

### **II. LEGAL REQUIREMENTS**

An employee may be disciplined for misconduct that adversely affects the efficiency of the Federal Service. Conduct problems typically stem from employees who fail to comply with the written and unwritten rules of the workplace such as coming to work on time, obeying orders, protecting government property, acting professionally and civilly in the workplace, and supporting, not interfering, with the efficiency of the Federal Government. The goal of discipline is to correct misconduct and modify unacceptable behavior, rather than to punish the employee. Discipline, if imposed, should be progressive, beginning with the minimum discipline necessary to correct the offense. In addition, penalties must be reasonably consistent with those imposed on other employees for similar offenses. In order to assure consistent and fair disciplinary actions, due process protections are afforded to the employee.

#### **A. Due Process Protections for Disciplinary Actions**

Federal agencies are authorized under 5 U.S.C. Chapter 75 to suspend, demote, furlough, or remove employees for "such cause as will promote the efficiency of the service." Disciplinary actions taken under Chapter 75, including a suspension for more than 14 days, a change to lower grade, a reduction in pay, or a removal action are considered "adverse actions."

Before an agency imposes a suspension for 14 days or less, an employee is entitled to certain due process protections, including: (1) an advance written notice stating the specific reasons for the proposed action; (2) a reasonable time to answer orally and in writing and to furnish affidavits and other documentary evidence in support of the answer; (3) be represented by an attorney or other representative; and (4) a written decision and the specific reasons for the decision.

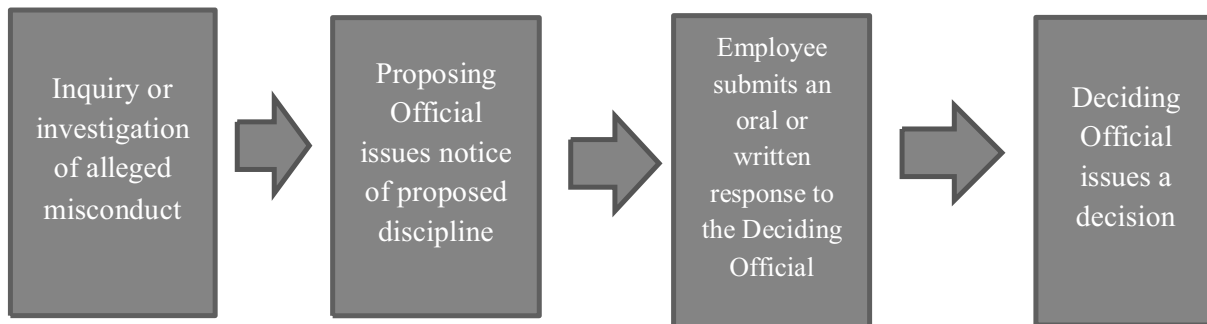
Due process protections are even greater when an agency imposes an "adverse action." Before an agency imposes a suspension for more than 14 days, a change to lower grade, reduction in pay, or a removal action, an employee is entitled to: (1) at least 30 days' advance written notice

stating the specific reasons for the proposed action<sup>1</sup>; (2) a reasonable time, but not less than 7 days, to answer orally and in writing and to furnish affidavits and other documentary evidence in support of the answer; (3) be represented by an attorney or other representative; and (4) a written decision and the specific reasons therefor at the earliest practicable date. The law provides that for these more serious “adverse actions,” once the action has taken effect, the employee is entitled to file an appeal with the Merit Systems Protection Board or, alternatively, under the grievance procedures of a negotiated collective bargaining agreement.

## **B. The Adverse Action Process**

A federal agency issuing discipline has the burden of proof. The government must prove the charges by a preponderance of the evidence (evidence shows that the charged misconduct is more likely true than not) and that the penalty being imposed is justified in order to “promote the efficiency of the federal service.”

The process of taking an “adverse action” against an employee consists of a four step process: the investigation/inquiry, the proposal, the employee’s reply, and the decision. This process is necessary to ensure due process for each employee subject to an “adverse action.”



### **1. The Inquiry/Investigation**

The first step of taking an “adverse action” requires an inquiry into or investigation of the allegations. Depending on the severity or criminal nature of the alleged misconduct, it may be necessary for a formal investigation by the Office of Inspector General (OIG) or the bureau’s law enforcement component. If the alleged misconduct is severe, but not criminal in nature (e.g. sexual harassment), it may be appropriate to contract with an outside investigator to develop an investigative record. For less serious misconduct like absence without leave or failure to follow supervisory instructions, management may conduct an “in-house” inquiry of the facts.

### **2. Proposed Disciplinary Action**

The second step of the process involves providing notice to the employee of a proposed disciplinary action. The Agency employee who initiates the proposed disciplinary action is called the “Proposing Official.” He or she will review the investigatory record to determine whether discipline is warranted. The proposing official may also conduct a further inquiry into the allegations or direct further investigation by someone else. The proposing official will determine

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<sup>2</sup> The exception to this requirement is where there is reasonable cause to believe the employee has committed a crime for which a sentence of imprisonment may be imposed.

what disciplinary penalty to propose and provide notice to the employee of the charge(s) of misconduct and the reasons why the proposed penalty is reasonable.

### **3. The Employee's Reply**

The third step of the disciplinary process involves giving the employee who is being proposed for discipline an opportunity to reply. An employee subject to a proposed "adverse action" must be given at least 7 days to reply. The employee oftentimes provides both a written and oral response to the person who is ultimately responsible for issuing the decision on discipline.

### **4. The Decision**

The fourth and final step is the issuance of a final decision by the deciding official on whether to sustain the proposed disciplinary action. The manager making a final decision on discipline is called the "deciding official." There are rules the Agency must follow in issuing the proposal, providing the employee an opportunity for a reply and issuing the decision. Currently at NPS, the proposing and deciding officials are almost always supervisors in the employee's direct chain of command. The proposing official is generally of a lower rank and position in the organization than the deciding official, but not always. The proposing and deciding officials cannot be of lower grade and rank than the employee being disciplined.

It is the responsibility of the deciding official to hear the reply, if one is made, and to decide whether preponderant evidence supports the charge and, if so, whether to sustain or lower the proposed penalty. The deciding official is not allowed to consider factors outside of those set forth in the proposal letter unless the matter was raised by the employee in his or her reply and the deciding official is not allowed to impose a harsher penalty than the one proposed by the proposing official. It is considered a violation of an employee's due process for the deciding official to direct or unduly influence the proposed action. It is also considered a violation of due process for the deciding official to be subjected to "command influence" from superiors who may influence the decision one way or the other. *Ex parte* communications between the deciding official and the proposing official or another person with knowledge about the misconduct in question are also considered to be a violation of due process. Failure to follow these rules may result in the disciplinary action being reversed by the Merit Systems Protection Board.

## **III. PROBLEMS WITH A DECENTRALIZED DISCIPLINARY PROCESS**

Currently, DOI and its bureaus have decentralized disciplinary systems where proposing and deciding officials are in the direct line of supervision of the employees being disciplined. This decentralization leads to lack of consistency in penalties imposed, a lack of accountability, and violations of due process.

### **A. Lack of Consistency**

One of the biggest problems with the current decentralized disciplinary system is the fact that there is no reliable way to track the imposition of discipline. Different supervisors serve as proposing and deciding officials depending on the bureau and region where the misconduct occurred, resulting in a lack of consistency in the penalties imposed for the same misconduct.

## **B. Lack of Accountability and Chain of Command Issues**

The decentralized disciplinary process creates chain of command issues because oftentimes the chain of command is too polluted with information about the event giving rise to the misconduct allegations to be appropriate proposing and deciding officials; specifically, they may be fact witnesses about the events in question. There is reluctance by proposing and deciding officials to take action because they “know” the person being considered for discipline which results in inconsistent penalties imposed. There is a perception by employees that managers do not want to hold individuals accountable for misconduct either because the managers do not want to expose problems in the organization or because they want to protect the employees from discipline.. Additionally, command influence may affect disciplinary decisions because deciding officials are tainted by statements made by their superiors which can cause due process problems that may result in reversal by the Merit Systems Protection Board of any disciplinary action taken.

## **C. Managerial Concerns**

When managers and supervisors serve as proposing and deciding officials, problems beyond lack of accountability may arise. The most important concern in the decentralized disciplinary system is that supervisors who serve as proposing and deciding officials do not understand the appropriate legal requirements for disciplinary actions (e.g. the myriad of actions that might affect an employee’s due process rights). The violation of due process may result in a reversal by the Merit Systems Protection Board. Currently, the process of educating the proposing and deciding officials for every disciplinary action is inefficient and takes up valuable time of the supervisors, Human Resource (HR) personnel and the attorneys in the Office of the Solicitor who are involved in the disciplinary process. Managers do not have experience testifying as they often have to do when discipline is appealed to the Merit Systems Protection Board. That inexperience leads to mistakes being made during hearings.

The current decentralized discipline requires managers and supervisors to invest a lot of time prior to issuing proposal and decision letters, time that many managers do not have. In the interest of expediency, HR oftentimes ghostwrites the reasons for the proposals and decisions without obtaining sufficient input from the officials making the proposing and deciding officials vulnerable to attack when they have to testify about the proposal and/or decision letters (e.g. “I am not sure why that is in the letter. HR drafted it for me and I signed it.”). This type of testimony before the Merit System Protection Board could damage the DOI’s legal position in litigation and result in a reversal of the disciplinary decision.

## **D. No Tracking System**

NPS is very decentralized and they currently do not track the imposition of discipline among their various regions and parks. Because the bureaus do not consistently and centrally track disciplinary actions, it is impossible to determine whether appropriate penalties are being imposed for misconduct and whether penalties for misconduct are being imposed uniformly across the agency. It is probable that discipline for misconduct is not uniformly enforced or imposed in the bureaus because managers from different regions may approach discipline differently. This lack of uniformity makes the NPS vulnerable to challenges from employees subject to discipline. An employee can argue that his or her disciplinary action is unfair because another employee received more lenient discipline or no discipline for the same misconduct.



#### **IV. BENEFITS OF A CENTRALIZED DISCIPLINARY PROCESS**

NPS has come under intense scrutiny in recent months from the press and Congress because of the sexual harassment allegations arising in several of its parks. The proposal to centralize NPS' disciplinary process will present strong evidence to Congress that NPS is committed to a culture change and to holding its employees accountable for misconduct. The bold change will also be useful in persuading currently distrustful employees that the NPS is committed to providing them with a safe and civil work environment.

The proposed changes to the disciplinary system will also alleviate the problems caused by having managers who are too "close" to an employee deciding that employee's discipline. A centralized process removes the proposal and decision-making responsibilities from managers and supervisors and gives these responsibilities to an independent body. This independent body will have limited knowledge of the employee and incident at issue, therefore helping insulate the bureau and managers from allegations of discrimination that may arise from the disciplinary process.

A centralized disciplinary process will ensure that disciplinary actions are uniform throughout the bureau. Each disciplinary matter will be assigned a number and placed into a tracking system which will allow the new centralized disciplinary body to track allegations of misconduct and monitor disciplinary decisions. This will result in the imposition of consistent penalties for similar misconduct and reduce the risk that penalties will be mitigated by the Merit Systems Protection Board.

The establishment of a centralized disciplinary system will allow managers and supervisors to focus on their day to day duties without being burdened with drafting proposal and decision letters. This new system will reduce the number of critical mistakes made by proposing and deciding officials because the new disciplinary body's sole responsibility will be reviewing intake submissions and implementing discipline and they can be trained to perform those functions within legal boundaries. Managers will be less likely to be called to testify before the Merit Systems Protection Board if they are not serving as the proposing and deciding officials.

#### **V. PROPOSED CHANGES<sup>2</sup>**

The pilot project in proposed in this memorandum creates a four-tiered centralized disciplinary process within the NPS that would include (1) a new intake system for allegations of misconduct, (2) guidelines on the investigation of misconduct allegations, (3) the establishment of a centralized Office of Professional Conduct ("OPC") which will be responsible for the intake processing of allegations of misconduct, the review of reports of investigation, and the issuance of notices of proposed discipline; and (4) the creation of an Office of Deciding Officials ("ODO") that will be responsible for deciding and issuing disciplinary actions.

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<sup>2</sup> The procedures and process outlined in this paper apply only to employees who are not serving a probationary period

## **A. Establishment of the OPC and ODO**

### **i. The Office of Professional Conduct (OPC)**

The OPC would be composed of three to five voting members. The OPC voting members would be composed of GS-15 career employees in various job series that would be reflective of the core employee population of NPS. One of the board members would serve as Chair of the OPC and would be responsible for managing and supervising the activities and the other members of the OPC. Each member would serve staggered two year terms except for the Chair of the OPC who would be a permanent member of the OPC. The OPC will only handle allegations against career GS-15 and lower ranked employees. SES employees will not be subject to OPC purview and any SES misconduct will be handled by the Director of the NPS.

Additionally, the OPC may accept detail employees from other offices within the NPS to serve as OPC voting members. In order to prevent conflicts of interest, any detailed employee must recuse themselves from an allegation or discipline action where the detailed employee has knowledge of the incident in question or knows the employee named in the allegation.

The OPC would operate under the umbrella of the NPS Human Resources office. The OPC Chair would report to the NPS Human Capital Officer. Employee Relations staff members would be assigned to assist OPC members with managing allegation intake and preparing disciplinary proposal letters.

The OPC would serve two principal roles. The first would be to serve as an allegation “clearinghouse” to ensure that all allegations of misconduct that arise in the bureau are reviewed, tracked and directed to the appropriate investigating entity (e.g., OIG, an outside contract investigator, bureau law enforcement or to management for a management review). The second function of the OPC would be to serve as the proposing official for all proposed discipline within the NPS.

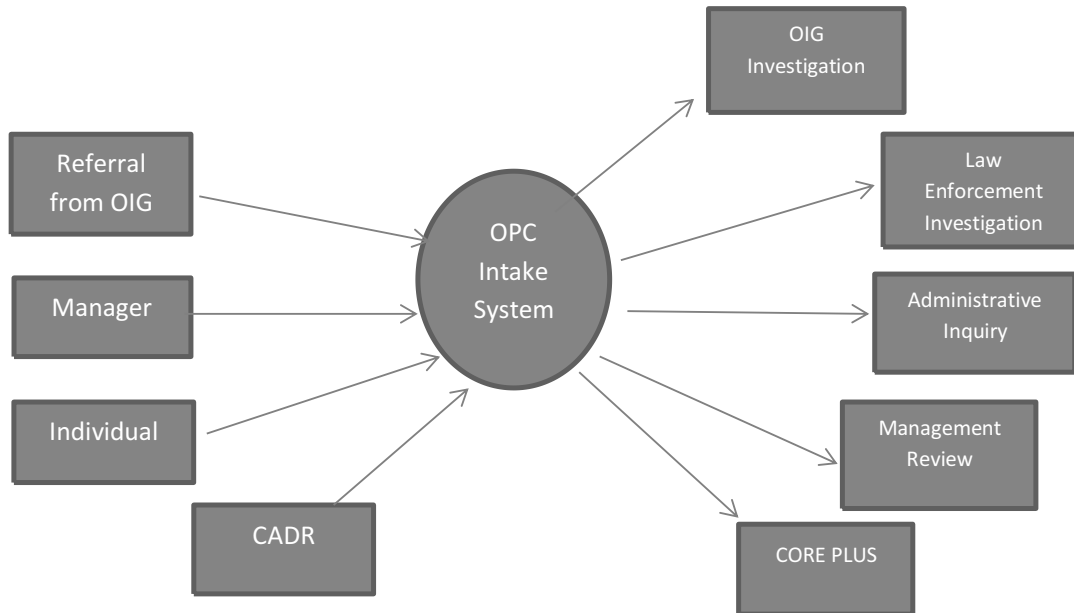
Allegations of misconduct can be raised any number of ways. For example, an allegation could be brought to the attention of a manager, to Congress, OIG, to the Office of Collaborative Dispute Resolution (CADR) or to law enforcement. Pursuant to this proposal, a policy would be issued requiring managers and NPS law enforcement to send all allegations of misconduct to the OPC. If OIG declines to investigate any allegation of misconduct, those allegations will be provided to the OPC as well. Allegations will go through the OPC intake process and referred for inquiry or investigation to the appropriate entity. Once the investigation is completed, the report of investigation would be forwarded to the OPC for action. The OPC members would vote to determine what type of discipline, if any, is appropriate after reviewing the results of the investigation. If discipline is appropriate and once the members agree to appropriate discipline, the OPC member assigned to the case would draft a letter proposing discipline for the OPC Chair’s signature and issue the letter to the employee. The employee will have the opportunity to respond orally or in writing to the OPC’s proposal. Once the employee responds, the new designated Office of Deciding Officials will examine the investigation results, the proposal of discipline, and the employee’s response to render a final decision.

**ii. Establishment of the Office of Deciding Officials**

The proposed pilot program creates an Office of Deciding Officials (“ODO”), the members of which will issue the final decisions in the employee discipline process. The ODO will be composed of two or three Deciding Officials (“DO”), career GS-15 employees, whose sole responsibility is review and decide proposed disciplinary matters. The DO assigned to the matter will review the allegation, the investigatory report, the proposal, and the employee’s response to determine whether a preponderance of the evidence supports the charges of misconduct. If the DO sustains the charges, he or she must then determine if proposed penalty is appropriate. If the DO decides that the proposed discipline is too harsh, he or she may mitigate the penalty. If the DO concludes that the penalty proposed is inappropriately lenient, he or she may propose new discipline. If the DO alters the proposed discipline, then the matter must be assigned to the other DO for decision and the employee at issue must be given notice of the new proposal and an opportunity to respond to the new DO. Once a final decision is rendered, the employee’s supervisor serves him or her with the decision letter.

**B. A New Centralized Intake System**

The pilot program creates an intake system where managers, fellow employee, or OIG may submit an allegation of misconduct against a career employee (GS-15 or lower) to the OPC for review. A policy would be issued requiring managers to submit all allegations of misconduct to the OPC. Someone in the OPC office would complete an intake form outlining allegations received. Once the intake form is approved by the Chair of the OPC, an OPC case number would be assigned and the matter would be entered into the ELERTS system. An OPC Program Analyst would compile a cover sheet containing a list of recently approved intakes, including a case assignment sheet identifying the subject of the allegation and the allegations relating to each approved intake, and attaches all documents received from the person who raised the allegation. As part of the intake process, the OPC members will determine whether the allegation (1) should be referred to OIG for investigation; (2) should be referred to NPS law enforcement; (3) should be investigated by an outside contract investigator; (4) should be referred for a management review; or (5) should be referred for conflict resolution in the COREPLUS program in the Office of Collaborative Action and Dispute Resolution (CADR). Each of those five avenues is discussed in more detail below. If the allegation did not come from OIG and the allegation involves potential criminal conduct or serious non-criminal misconduct and/or involves a GS-15 or above employee, the OPC will refer the allegation immediately to the OIG, along with copies of the documents that may have accompanied the allegation.



### C. Inquiry/Investigation

Allegations of misconduct are not always major incidents. More often than not the incidents involve day-to-day incidents such as co-worker complaints of discourteous behavior by an employee, a failure to follow instructions, abuse of leave, or the misuse of a government credit card. In those instances, the OPC may determine that a formal investigation is not necessary and that it would be appropriate for the employees’ supervisors to develop information in connection with these emerging workplace situations if only to determine whether further inquiry is necessary. Sometimes, however, the allegations do involve major incidents, such as criminal conduct, sexual harassment, or whistleblower retaliation. Such allegations of misconduct may require more formal investigations by the Office of Inspector General (OIG), NPS law enforcement components, or an outside contract investigator.

#### 1. Matters appropriate for OIG Investigation

Whenever OPC learns of allegations of serious misconduct or criminal conduct, the OPC will contact OIG to determine if OIG will conduct an investigation of the matter. OIG typically investigates when the misconduct alleged is criminal in nature, involves allegations of waste, fraud or abuse of authority or other violations of a law or regulation, such as prohibited personnel practices, whistleblower retaliation against employees and government contractors, and ethics violations. OIG may choose to investigate serious non-criminal misconduct where the employee who is alleged to have committed the misconduct is a high-level manager or official or where there are multiple occurrences of misconduct at one location or office. The rule of thumb to follow is to allow OIG the right of first refusal to investigate all allegations of serious misconduct. Following its usual practice, OIG will review each intake and determine how the allegation will be investigated. If it chooses not to conduct its own investigation, OIG will refer

the allegations back to OPC at which point, the OPC will determine whether to (1) refer the allegations to a NPS law enforcement component, (2) to contract for an outside contract investigator to investigate the allegations or (3) refer the allegations back to management for a management inquiry.

## **2. Matters appropriate for a law enforcement investigation**

Any allegations of criminal misconduct should be conducted either by OIG or by one of the agency's law enforcement components. Criminal conduct could include theft of government property, workplace violence, or off-duty criminal conduct that could impact NPS's mission. OPC will refer all matters involving possible criminal misconduct to OIG and to NPS' law enforcement components.

## **3. Administrative inquiry by outside contract investigators**

Where certain types of serious non-criminal misconduct are alleged and OIG chooses to delegate the responsibility of the investigation to the bureau, OPC should arrange for an independent administrative inquiry by an outside contract investigator. The types of misconduct that would require an independent administrative inquiry would include, but are not limited to, allegations of management abuses, sexual harassment, serious non-sexual harassment, and falsification. OPC will work closely with the Office of the Solicitor (SOL) for guidance as to whether an outside independent administrative investigation is warranted. OPC will provide any contract investigators with the attached **Investigator Guide to Conducting Administrative Investigations** (Attachment A) to ensure that contract investigators are following investigative best practices.

## **4. Management reviews**

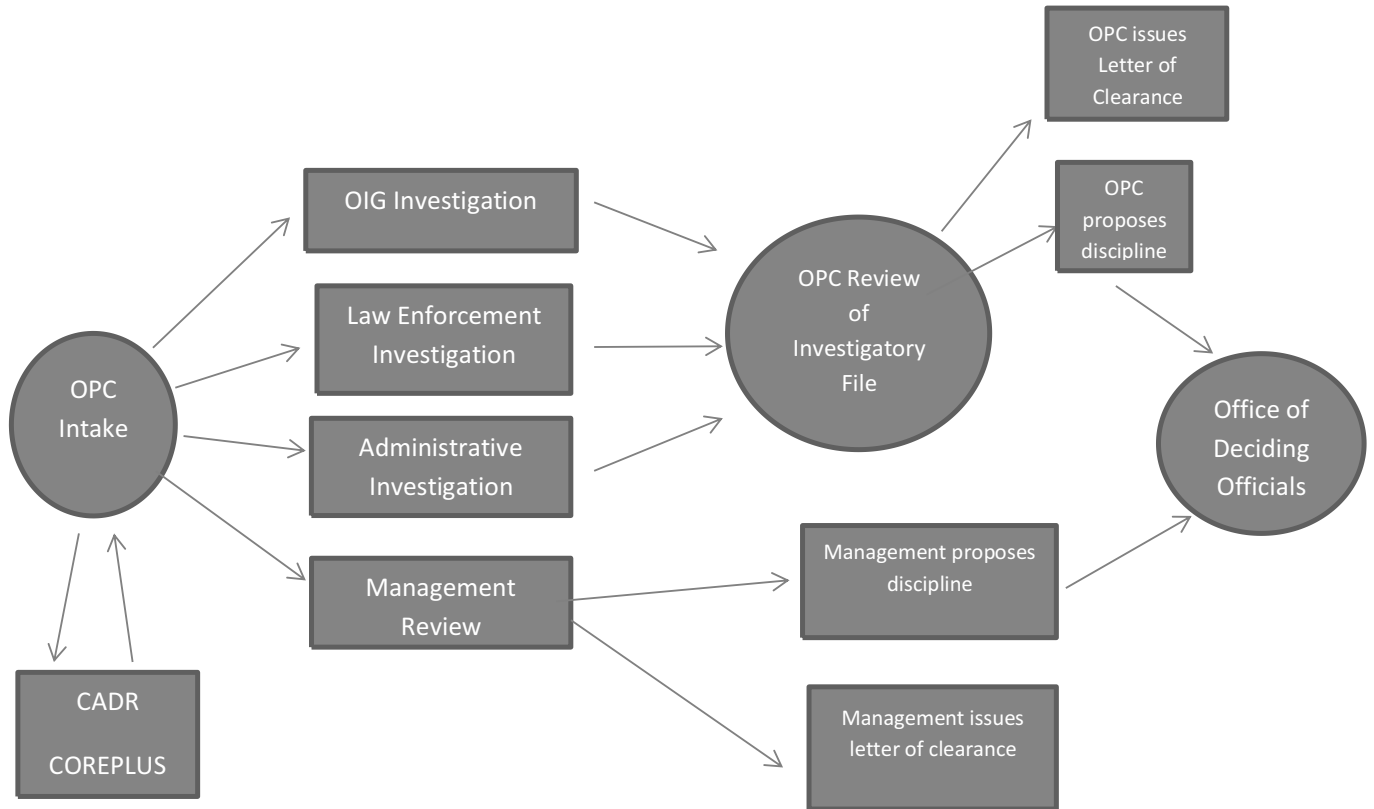
Allegations of misconduct of a less serious nature such as Absence Without Leave (AWOL), misuse of a government credit card, discourteous or unprofessional behavior, safety violations or other common types of less serious misconduct may not merit a formal investigation. In these instances, the OPC will refer the allegations (after the intake process) to the managers to conduct their own management inquiry. Agency officials should ensure that the manager who conducts any management review is a higher-graded employee than the subject of the investigation. Management reviews would not be appropriate for any misconduct involving integrity issues, sexual harassment, serious non-sexual harassment, whistleblower retaliation allegations, criminal misconduct, ethical misconduct, prohibited personnel practices or other serious breaches of Agency policy.

## **5. COREPLUS Program**

Sometimes allegations relate to conflicts between employees and supervisor that may be better addressed through conflict resolution rather than discipline. The OPC may in its discretion

refer such an allegation to the COREPLUS program for an attempt at conflict resolution. The COREPLUS program focuses on maximizing the use of early conflict management tools such as open door policies for supervisors, training, teambuilding, and open dialogue, as well as ADR processes such as mediation or facilitation, to improve interpersonal communications between and among employees and supervisors, and to preserve relationships between and among employees and supervisors rather than advancing adversarial positions and win-lose outcomes. It encourages better communication and early resolution of concerns and conflicts. If the conflict resolution is unsuccessful, the Office of Collaborative Action and Dispute Resolution (CADR) will report that outcome back to OPC.

### D. Post-Investigation Review by OPC: Proposed Discipline or Letter of Clearance



Upon receipt of a report and investigative file from either OIG, law enforcement, or a contract investigator, the assigned OPC member will review the entire report and investigative file to ensure that all allegations have been adequately addressed and are fully supported by the evidence, which would allow the OPC members to render an informed decision as to whether to propose discipline or whether to issue the employee a letter of clearance. If OPC determines that the investigatory file is insufficient, the OPC may send it back to the original investigator for further investigation. If the OPC determines that an OIG investigation is insufficient, it can send the matter to a contract investigator for further investigation.

If the investigatory file is sufficient, but the OPC determines that the evidence does not support a charge of misconduct, the OPC member will draft a letter of clearance and have the employee’s supervisor deliver it to the employee. If discipline is warranted, the OPC member will write a proposal of discipline and the entire OPC will vote to decide whether the allegation was substantiated and whether the discipline proposed is appropriate. In order to submit the proposal to the employee, a majority of the board must vote that the proposed discipline is appropriate given the circumstances of the case. Once the board approves the proposal, the

Chair of the OPC signs the proposal letter and sends it to the employee's supervisor to deliver the employee and to the ODO for its final decision on discipline.<sup>3</sup>

When the allegation of misconduct was referred by OPC for a management review, the manager will complete the inquiry, prepare a report, and determine whether the evidence collected substantiates the allegations of misconduct. If the allegation is supported by the evidence, then the manager will draft a proposal of discipline with the help of HR and deliver it to the employee. Alternatively, the manager may deliver a letter of clearance if the investigation does not support the allegation of misconduct. After the supervisor delivers the appropriate letter (discipline or clearance) to the employee, the supervisor will send the management inquiry report and the notice of proposed discipline or the letter of clearance to the ODO and the OCP. The OCP will track all letters of clearance and notices of proposed discipline issued by management. The ODO will assign any proposed discipline to one of the DOs who will review the proposal and investigation and sustain or reverse the manager's proposal of discipline.

#### **F. Role of the Deciding Official and Grievance Process**

The employee has 30 days to respond to the proposal of discipline. This response may be in writing or the employee is permitted to give an oral response to the DO assigned to the case. Once the 30 day period ends, the DO assigned to the case will review the evidence, proposal, and the employee's response. Should it be deemed necessary, the DO may request that OPC conduct additional investigation, after which the employee will be given an opportunity to review the supplemental investigatory information.

The DO may sustain the proposal in whole or in part, not sustain the proposal, mitigate the proposal, or re-propose the action with additional charges and/or enhanced penalty. If the DO re-proposes the action, the matter would be assigned to the other DO for decision, and the employee would be given a new notice and an new opportunity to respond to the amended proposal with the new DO.

The DO renders a final decision in writing. That decision is served on the employee by his or her supervisor. The written decision provides the employee with notice of any appeal or grievance rights. If the decision is a letter of caution, reprimand or suspension of less than 15 days, within 15 days of the employee's receipt of the decision, the employee may file a grievance in writing with the Human Capital Officer who will serve as the Grievance Official. The Grievance Official will review the matter and render a decision within 30 days which cancels, modifies, or sustains the decision of the DO.

If the decision of the DO is an appealable adverse action (a suspension of 15 days or more, a demotion, or removal), the employee (if in the competitive service and not serving a probationary period) has the right to file an appeal for review of the action by the Merit Systems

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<sup>3</sup> Employees covered by a collective bargaining agreement may be subject to additional procedures which may supercede/supplement those described in this proposal. The OPC will consult with HR and SOL to determine what additional procedures may be required in proposing discipline.



Protection Board (MSPB). If appealed to the MSPB, the Office of the Solicitor represents the agency and defends the decision of the DO.<sup>4</sup>

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<sup>4</sup> This proposal contemplates changes to current Department policy, 370 DM 752, which provides the policy on disciplinary actions.

(b)(5)

(b)(6)

(b)(6)

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Piper, Cynthia  
**Sent:** 2017-03-13T09:00:26-04:00  
**Importance:** Normal  
**Subject:** Temporary Promotion -  
**Received:** 2017-03-13T09:01:04-04:00

Follow up regarding temporary promotion language that is from the regulations

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Per 5 CFR 335.102 Agency authority to promote, demote, or reassign.

Subject to § 335.103 and, when applicable, to part 319 of this chapter, an agency may:

(f) Make time-limited promotions to fill temporary positions, accomplish project work, fill positions temporarily pending reorganization or downsizing, or meet other temporary needs for a specified period of not more than 5 years, unless OPM authorizes the agency to make and/or extend time-limited promotions for a longer period.

(1) The agency must give the employee advance written notice of the conditions of the time-limited promotion, including the time limit of the promotion; the reason for a time limit; the requirement for competition for promotion beyond 120 days, where applicable; and that ***the employee may be returned at any time to the position from which temporarily promoted***, or to a different position of equivalent grade and pay, and the return is not subject to the procedures in parts 351, 432, 752, or 771 of this chapter. When an agency effects a promotion under a nondiscretionary provision and is unable to give advance notice to the employee, it must provide the notice as soon as possible after the promotion is made.

\*\*\*\*\*

*Kimberly (Kim) B. Reed*

Supervisory HR Specialist  
Chief, HR Operations Branch  
--Servicing HR Office for Office of the Secretary  
Bureau of Safety and Environmental Enforcement  
45600 Woodland Rd. (Mail Stop: VAE-HRD)  
Sterling, VA 20166  
P: 703-787-1405  
F: 703-787-1447  
[Kimberly.Reed@bsee.gov](mailto:Kimberly.Reed@bsee.gov)

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Piper, Cynthia  
**Sent:** 2017-03-16T17:42:26-04:00  
**Importance:** Normal  
**Subject:** Fwd: Wamack Detail  
**Received:** 2017-03-16T17:43:08-04:00  
[Federal Civilian Hiring Freeze Frequently Asked Questions.pdf](#)  
[OPM hiring freeze guidance 1-31-17.pdf](#)

Mary,

Below is a request from OWF for a detail. Kristen indicated that we can not do this at this point, but I've let the staff know that we need to run this by you before saying yes or no for the future. Please let me know if you need more information to consider the below.

Thank you.

**Cynthia (Cindy) Piper**

Human Resource Officer  
Bureau of Safety and Environmental Enforcement  
Department of the Interior  
PHONE: 703-787-1442  
FAX: 703-787-1447

----- Forwarded message -----

**From:** **Barrigher, Kristen** <kristen.barrigher@bsee.gov>  
**Date:** Thu, Mar 16, 2017 at 3:13 PM  
**Subject:** Wamack Detail  
**To:** "Horsburgh, Erin" <erin\_horsburgh@ios.doi.gov>, "Rice, Bryan" <bryan\_rice@ios.doi.gov>  
**Cc:** "Hardaway, Peyton" <peyton.hardaway@bsee.gov>, "Carruthers, Courtney" <courtney.carruthers@bsee.gov>

Hello,

I'd entered all the information for Chuck and sent it over for final processing; however, I just received word from my headquarters that we cannot move forward with this detail due to the most recent guidance we received regarding the freeze. In the document entitled "OPM Hiring Freeze Guidance 1-31-17", section 3 Exemptions, letter o. states, "*Reallocation (i.e., noncompetitive reassignments and details) of current Federal civilian employees within an agency to meet the highest priority needs (including preservation of national security and other essential services) are not affected. Details (reimbursable and non-reimbursable) between agencies are also not affected; however, agency leadership should ensure that any reimbursable details between agencies are not being used to circumvent the intent of the hiring freeze.*"

The document entitled "Federal Civilian Hiring Freeze Frequently Asked Questions" addresses details in question 12 (Q 12.) which asks, "*What types of actions can be taken by an agency to "reallocate" current employees to meet priority needs within an agency?*"

The response reads almost identical to the above guidance except that it leaves the agency head responsible for deeming the relocation necessary; that said, we'd have to seek approval from the agency head for any details and/or reassignments. As Erin and I previously discussed, the Department is working on guidance to disseminate to the bureaus on the process by which we would seek approval for reallocation, clearing CTAP/ICAP, advertising mission critical positions, etc. To date, we have not received such guidance and cannot move forward with this action.

Moving forward, we would need to seek approval for Chuck to detail to Rochelle's position (IRWIN Business Lead) while she is on detail. Since there is currently no process in place to seek this approval, Chuck will need to return to his position of record. He can return to OWF once the proper approvals have been granted. Also, once the approval process is in place, it may prove difficult to gain approval to reassign Chuck to the newly developed PD as this may appear that we are attempting to circumvent the intent of the executive order (see highlighted section above).

Should you have any further questions regarding the process, please feel free to contact me.

Thank you,

*Kristen Barrigher*

Human Resources Generalist  
U.S. Department of the Interior  
Bureau of Safety and Environmental Enforcement  
Main Interior Building (MIB)  
Human Resources Division | HR Operations and Executive Resources Branch - DC (Rm 5444)  
Tel: 202.208.6448 | Fax: 202.219.8104 | Email: [kristen.barrigher@bsee.gov](mailto:kristen.barrigher@bsee.gov)

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**Gary 'Peyton' Hardaway**  
**Acting Branch Chief, HR Operations & Executive Resources Program Manager**  
U.S. Department of the Interior | Bureau of Safety and Environmental Enforcement (BSEE) | Human Resources  
Division (HRD) | HR Operations and Executive Resources Branch - D.C. 1849 C St. NW, Washington D.C.,  
20240 | Main Interior Building - Room  
(5446) Tel: 202.208.6607 | Cell: 571.524.3961 | Fax: 202.219.8104 | Email: [Peyton.Hardaway@bsee.gov](mailto:Peyton.Hardaway@bsee.gov)



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## Federal Civilian Hiring Freeze Frequently Asked Questions



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Employee  
Services

Saturday, February 11, 2017

On January 23, 2017, the President issued a Presidential Memorandum (PM) titled, "[Hiring Freeze](#) <sup>[1]</sup>" to be applied to all executive branch agencies. This document provides a list of frequently asked questions and responses to assist agencies in implementing the PM. Agencies must implement the PM and associated guidance ([M-17-17](#) <sup>[2]</sup> and [M-17-18](#) <sup>[3]</sup>) in accordance with any lawful collective bargaining obligations that may apply.

### General

#### Q 1. Which agencies are covered by the hiring freeze?

A: The hiring freeze applies to all vacant positions in the executive branch (unless otherwise exempted) regardless of the hiring authority used for the appointment. Agencies should consult with their agency counsel if there are specific questions regarding the applicability of the freeze to their organization or specific situations.

#### Q 2. Does the hiring freeze apply to uniformed services personnel outside of the Department of Defense (DoD)?

A: The freeze does not apply to members of the uniformed services outside the DoD, who are otherwise covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), such as U.S. Coast Guard and Commissioned Corps of the U.S. Public Health Service.

#### Q 3. Does the hiring freeze apply to positions in the competitive, excepted, and Senior Executive Service (SES)?

A: Yes, the hiring freeze applies to positions in all three types of service unless otherwise exempted.

#### Q 4. Does the hiring freeze apply to positions filled by political appointees?

A: No. The hiring freeze does not limit the appointment of individuals to non-career positions in the Senior Executive Service (SES) or to Schedule C positions in the Excepted Service, or the appointment of individuals to any other positions where the incumbent serves at the pleasure of the appointing authority (i.e., "appointed" positions of a political/non-career nature).

#### Q 5. Does the hiring freeze apply to appointments of all types of duration (i.e., temporary, term, time-limited, and permanent)?

A: Yes. The hiring freeze applies to all types of appointments regardless of duration, unless otherwise exempted.

### Exemptions from the Hiring Freeze

#### Q 6. The PM exempts 'national security' or 'public safety' positions. What is the definition of a 'national security' or 'public safety' position? Does the definition of national security include cybersecurity positions?

A: The head of an executive department or agency has the authority to exempt any position(s) it deems necessary to meet national security or public safety responsibilities. Agency heads have discretion to determine whether cybersecurity positions fall into a national security or public safety exemption category. Examples of activities typically considered to be essential for protecting life and property can be found in [OMB Memorandum, Agency Operations in the Absence of Appropriations](#) <sup>[4]</sup>, dated 11/17/1981 [see examples 3(a) to 3(k)].

#### Q 7. Are there additional exemptions from the hiring freeze, beyond those specified in the PM for national security and public safety positions?

A: Yes. A full list of exemptions to the hiring freeze is available in the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) Memorandum M-17-18, dated January 31, 2017 (<https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance> <sup>[3]</sup>).

#### Q 8. Can agencies appoint individuals already in the pipeline, i.e., individuals who have received a job offer and have a starting date?

A: In some cases, yes. Pursuant to guidance issued by OMB on January 25, 2017 ([M-17-17](#) <sup>[2]</sup>), agencies may appoint any individual who was offered a job from that agency prior to noon January 22, 2017, and who has a confirmed start date from the agency which is set on or before February 22, 2017. Such individuals should report to work on that start date.

#### Q 9. What about individuals who were offered jobs before January 22, 2017, but who have start dates after February 22, 2017, or who have yet to receive a start date from the agency? Can agencies continue with the appointments of these individuals?



**A:** In these instances, the agency head should review the position to determine whether the job offer should be revoked, or whether the individual should report for duty on an agreed upon start date. Agency heads should consider merit system principles, essential mission priorities, and current agency resources and funding levels when making determinations about whether to revoke such job offers.

**Q 10. Can agencies convert to the competitive service current employees serving on appointments that provide for non-competitive conversion (e.g., Pathways Interns, Recent Graduates, and Presidential Management Fellows) provided those individuals are otherwise eligible for conversion?**

**A:** Yes. Agencies may non-competitively convert these types of employees, currently on the agency rolls, provided the employees are otherwise eligible for conversion.

**Q 11. Can agencies make career ladder promotions for eligible employees during the hiring freeze?**

**A:** Yes. Agencies may make career ladder promotions during the hiring freeze.

**Q 12. What types of actions can be taken by an agency head to “reallocate” current employees to meet priority needs within an agency?**

**A:** For the purposes of the freeze, “reallocation” refers to certain internal placement actions (e.g., non-competitive reassignments, details, temporary promotions of 120 days or less, etc.) that an agency head may deem necessary to meet the highest priority needs of the agency or to ensure that essential services are not interrupted. These internal placement actions are limited to specific types of actions for which competitive merit promotion procedures are not required, and are defined at [5 C.F.R. 335.103\(c\)\(3\)](#) [5]. Note that such placement actions are subject to any agency policy/regulations and/or applicable lawful collective bargaining arrangements.

Note: This includes details and reassignments from one component to another component within the same department, as otherwise permissible under existing rules.

**Q 13. Can agencies extend the appointments of employees serving on temporary, term, or time-limited appointments during the hiring freeze?**

**A:** Yes. Agencies may extend temporary, term, or other time-limited appointments during the hiring freeze in order to meet the highest priority needs of the agency, ensure that essential services are not interrupted, or maintain national security. Such extensions must be consistent with 5 C.F.R. Parts 213, 304, and 316, as appropriate.

**Q 14. Can agencies hire seasonal or temporary employees to meet specific short-term needs?**

**A:** Yes. Pursuant to the [joint guidance memo](#) [3] issued by OMB and OPM, agencies may hire seasonal or short-term temporary employees to meet traditionally recurring workloads, provided that the agency informs its OMB Resource Management Office (RMO) in writing in advance of its hiring plans.

**Q 15. Are employees performing service in the uniformed services eligible to return to their employing agencies during the hiring freeze?**

**A:** Yes. The Uniformed Services Employment and Reemployment Rights Act (USERRA) provides statutory reemployment rights for eligible individuals.

**Q 16. Can individuals who have recovered from a compensable injury be restored to their employing agency during the hiring freeze?**

**A:** Yes. Per 5 U.S.C. § 8151 and 5 C.F.R. Part 353 subpart C, an eligible employee who recovers from a compensable injury is entitled to restoration.

**Q 17. Can agencies utilize the Inter-Governmental Personnel Act (IPA) to accept non-Federal personnel during the hiring freeze?**

**A:** Agencies can use the IPA to accept individuals on detail assignments from eligible non-Federal entities during the hiring freeze.

Agencies cannot use the IPA to appoint individuals from eligible non-Federal entities unless the position being filled is otherwise exempt.

**Q 18. Can agencies hire expert/consultants using 5 C.F.R. Part 304 during the hiring freeze?**

**A:** Unless the position is otherwise exempted, an agency may use an [expert](#) [6] or [consultant appointment](#) [7] only to hire an individual awaiting final action on a Presidential appointment, pending Schedule C appointment, or non-career appointment in the Senior Executive Service. The individual and the work assigned must comply with the expert or consultant requirements in 5 C.F.R. Part 304.

**Q 19. Can agencies hire Administrative Law Judges (ALJ) during the hiring freeze?**

**A:** There is no automatic exemption for ALJ positions, but they are subject to the same exemption provisions as other positions. Accordingly, if an agency is able to determine that the ALJ position pertains to national security or public safety, as discussed in the [Presidential Memorandum](#) [1] or subsequent guidance ([M-17-17](#) [2] and [M-17-18](#) [3]), the agency may be able to exempt such positions.

**Q 20. Can agencies utilize volunteers (including student volunteers) during the hiring freeze?**

**A:** Volunteers are not subject to the hiring freeze. Note that Section 1342 of Title 31 U.S.C. prohibits Federal agencies from accepting most volunteer services. There is an exception for students who are pursuing their educational goals [see 5 U.S.C. 3111(b)]. Otherwise, an agency is authorized to accept volunteer service only if it has a specific statutory authority to do so.

**Q 21. There is an exemption for Pathways interns, but are other types of internships subject to the hiring freeze?**

**A:** The freeze applies to any interns who are appointed to a Federal agency’s rolls, unless covered by an exemption category. Interns secured via a contractual agreement with a third party internship provider (e.g., interns from the Hispanic Association of Colleges and Universities) are not appointed, and, accordingly, are not subject to the hiring freeze.

## Types of Personnel Actions Subject to the Hiring Freeze

**Q 22. Can agencies make competitive (*i.e.*, other than career ladder) promotions during the hiring freeze?**

A: No. Unless the position is otherwise exempted, an agency may not make competitive (*i.e.*, other than career ladder) promotions during the hiring freeze.

**Q 23. Can agencies use merit promotion procedures to fill a vacancy with individuals from inside or outside the agency's workforce during the hiring freeze?**

A: No. Unless the position is otherwise exempted, an agency may not fill a vacancy with an individual from inside or outside of the agency's workforce during the hiring freeze if filling such vacancy would require the use of competitive merit promotion procedures. (Note: Certain actions involving the placement of a current agency employee within the agency may be authorized, as described in Q 12 above).

**Q 24. Can agencies hire civilian retirees ("re-employed annuitants") during the hiring freeze?**

A: No. Unless the position is otherwise exempted, an agency may not appoint civilian retirees during the hiring freeze.

**Q 25. Can agencies hire students under the CyberCorps@ Scholarship for Service Program <sup>(8)</sup>?**

A: Students in this program may be appointed only if the position is exempted.

**Process for Requesting OPM Exemptions****Q 26. The Presidential Memorandum authorizes OPM to make additional exemptions to the hiring freeze. What type of information must an agency submit to request an exemption?**

A: If an agency head assesses that the position has not already been exempted under the Presidential Memorandum or subsequent guidance, and that the agency itself is not able to exempt the position under existing exemptions, but that the circumstances facing the agency warrant an additional exemption to the hiring freeze, a request for additional exemptions may be made to OPM. The request must be made in writing to the Director of OPM and signed by the agency head. The request must:

1. Explain the critical need and how it relates to essential services or critical mission requirements.
2. Explain why reallocation (reassignment/detail) of existing staff within the agency is not possible to meet the needs outlined in the request.
3. Explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.

Agencies will be required to notify their OMB RMO if any additional exemptions are granted to the agency by OPM.

**Senior Executive Service****Q 27. May agencies continue to submit qualifications packages for SES candidates to OPM for Qualifications Review Board (QRB) certification?**

A: Yes, OPM will continue to process these submissions, under certain conditions (see below). However, SES appointments will be subject to the requirements of the hiring freeze.

**Q 28. How does the hiring freeze affect QRB packages submitted under Criterion A or C, or QRB moratorium exception requests already in process when the freeze went into effect (e.g., QRB packages that were returned as a rewrite or as a disapproval)?**

A. OPM will continue to process QRB packages and QRB moratorium exception requests it received, after OPM has received notification by the CHCO that:

1. The offer was made prior to noon on January 22, 2017; and
2. The current agency head has reviewed the recruitment and selection of the candidate for career appointment to an SES position, and has decided to proceed with a request for OPM's QRB certification to enable the agency to appoint the candidate to the SES position for which he or she was selected.

Note: As stated above, SES appointments will be subject to the requirements of the hiring freeze.

**Q 29. For QRB packages (Criterion A & C) and QRB moratorium exception requests submitted to OPM after January 31, 2017 (the release of the additional guidance <sup>(3)</sup>), will they be processed?**

A: Yes. However, SES appointments will be subject to the requirements of the hiring freeze.

**Q 30. Is an agency head or OPM approval for an exemption from the hiring freeze also considered an approval for an exception to the Governmentwide QRB Moratorium <sup>(9)</sup>?**

A: No. An agency head or OPM approved exemption from the hiring freeze is separate from an approval for exception to the Governmentwide QRB Moratorium. An agency must separately request an exception to the Governmentwide QRB Moratorium.

**Q 31. Are the criteria used to request an exemption from the hiring freeze, noted earlier in this document (see Question 26), also the criteria that will be used to request an exception to the Governmentwide QRB Moratorium?**

A: No. Agencies requesting an exception to the Governmentwide QRB Moratorium should use the existing guidance <sup>(9)</sup>, specific to moratorium exception requests.

**Q 32. Will OPM continue to process QRB packages submitted under Criterion B, for an individual completing his/her OPM approved SES Candidate Development Program?**

A: Yes.

**Miscellaneous**

**Q 33. Can agencies make appointments of readers, interpreters, and personal assistants for employees with disabilities during the hiring freeze?**

**A:** Yes. An agency may make an appointment of a reader, interpreter, or personal assistant when such appointment is necessary in order to provide a reasonable accommodation for an employee with a disability as required by the Rehabilitation Act of 1973, as amended.

**Q 34. Can agencies take personnel actions (e.g., reappointments, reassignments, promotions) when such actions are needed to comply with decisions mandated by a recognized adjudicative entity during the hiring freeze?**

**A:** Yes. An agency may take any personnel action necessary to comply with the terms of any settlement agreement into which the agency entered to resolve an asserted or contingent claim against the agency or any court order, Merit Systems Protection Board (MSPB) decision, Equal Employment Opportunity Commission (EEOC) decision, or decision of any other third party adjudicative entity with authority over the agency.

**Q35. Can agencies take personnel actions when needed to regularize an improper appointment?**

**A.** Yes, an agency may follow the usual processes to regularize an improper appointment.

**Q 36. Does the hiring freeze impact the placement rights of displaced or surplus employees who have Career Transition Assistance Program (CTAP), Interagency Career Transition Assistance Program (ICTAP) or Reemployment Priority eligibility?**

**A:** Agencies may fill vacant positions only if they are otherwise exempt from the hiring freeze. When doing so, they must follow the usual CTAP/ICTAP/Reemployment Priority List (RPL) provisions.

**Q 37. Are agencies permitted to continue recruitment activities?**

**A:** For positions that are exempted, agencies may continue to fill vacant positions and create new positions as part of normal activities. For vacancies or positions that are subject to the hiring freeze, agencies may, at their discretion, continue activities such as engaging in recruitment activities, posting job opportunity announcements, assessing applications, conducting interviews, etc. Agencies may not make any job offers, or fill vacancies for positions that are not exempt under the hiring freeze. Agencies should consider the timing of posting new job openings for positions that are subject to the freeze, in order to help manage applicant expectations.

**Q 38. The Presidential Memorandum [1] dated January 23, 2017, stated that “This memorandum does not abrogate any collective bargaining agreement in effect on the date of this memorandum.” What does this mean?**

**A:** The guidance in the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) Memorandum M-17-18 [3], dated January 31, 2017, states that the requirements in the PM should be implemented consistent with any lawful collective bargaining obligations that may apply.

Accordingly, the agency must review its individual collective bargaining agreements and consult with agency counsel to determine the procedures for filling vacancies during the hiring freeze in light of both the President Memorandum and OMB and OPM Memorandum M-17-18.

**Q 39. Is the memorandum intended to restrict agencies’ ability to enter into service contracts or grant activities?**

**A:** An agency may not use contract or grantee support to circumvent the intent of the PM. However, nothing in the memorandum restricts an agency from continuing, modifying, or entering into service contracts or grants during the hiring freeze consistent with law, regulation, and any applicable management direction.

**Q 40. Can agency heads delegate the exemption determination responsibilities to component heads?**

**A:** Delegation of agency head responsibilities under the hiring freeze to other agency officials is discouraged, but may be appropriate in some limited circumstances.

**Q 41. What should agencies tell job applicants about the status of their applications during the hiring freeze?**

**A:** The hiring freeze is a temporary period, and agencies may continue recruiting and hiring efforts for both exempt and non-exempt positions at their discretion (with the caveat that agencies may not make any new job offers, or fill vacancies for positions that are not exempt under the hiring freeze). In cases where stages of the hiring process may be delayed, it is important for agencies to help manage applicant expectations by providing regular updates and communications.

**Q 42. Can agencies continue to request approvals from OPM for hiring-related actions (e.g., selective service waivers, veteran’s pass overs, and medical qualifications determinations)?**

**A:** Yes, OPM will continue to process these requests. However, any appointments related to or resulting from these requests will be subject to the requirements of the hiring freeze.

**Q 43. Where can agencies find additional information about the hiring freeze?**

**A:** For more information on the hiring freeze, please visit: <https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance> [3].

**Source URL:** <https://www.chcoc.gov/content/federal-civilian-hiring-freeze-frequently-asked-questions>

**Links:**

- [1] <https://www.whitehouse.gov/the-press-office/2017/01/23/presidential-memorandum-regarding-hiring-freeze>
- [2] <https://www.whitehouse.gov/sites/whitehouse.gov/files/docs/m-17-17.pdf>
- [3] <https://www.chcoc.gov/content/federal-civilian-hiring-freeze-guidance>
- [4] [https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/attachment\\_a-4.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/attachment_a-4.pdf)
- [5] <https://www.gpo.gov/fdsys/pkg/CFR-2011-title5-vol1/pdf/CFR-2011-title5-vol1-sec335-103.pdf>
- [6] <https://www.law.cornell.edu/definitions/index.php?>

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[7] [https://www.law.comell.edu/definitions/index.php?](https://www.law.comell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=d526343b26fbcc8659ce0a6ea4bc6c84&amp;term_occur=2&amp;term_src=Title:5:Chapter:I:Subchapter:B:Part:304:304.1)  
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[8] <https://www.sfs.opm.gov/>  
[9] <https://www.chcoc.gov/content/governmentwide-moratorium-senior-executive-service-ses-qualifications-review-board-qrb-cases>



U.S. Office of  
Management & Budget

U.S. Office of  
Personnel Management



January 31, 2017

M-17-18

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: MARK SANDY *Mark Sandy*  
ACTING DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET  
KATHLEEN McGETTIGAN *Kathleen McGettigan*  
ACTING DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT

SUBJECT: Federal Civilian Hiring Freeze Guidance

1. Purpose. This memorandum provides additional guidance regarding the freeze on the hiring of Federal civilian employees as directed by the President on January 23, 2017, via Presidential Memorandum (PM) entitled "Hiring Freeze." This guidance is in addition to the initial implementation guidance issued by the Acting Director of the Office of Management and Budget (OMB) on January 25, 2017. This guidance provides information on the types of exemptions authorized under this hiring freeze as well as instructions on how departments and agencies can request exemptions from the Director of the Office of Personnel Management (OPM) for critical situations where additional exemptions may be warranted.
2. Coverage. This memorandum applies to all Executive departments and agencies regardless of the sources of their operational and programmatic funding and to all types of Federal civilian appointments, regardless of the length of the appointment, except as provided for below or otherwise provided in law. No vacant positions existing at noon on January 22, 2017, may be filled and no new positions may be created, except in limited circumstances. For the purposes of this memorandum, a position is not considered vacant if an individual has been given an offer of employment prior to noon on January 22, 2017, has accepted the position, and has a designated start date on or before February 22, 2017.

Contracting outside the Government to circumvent the intent of the PM shall not be permitted. For example, agencies shall not acquire by contract with a commercial vendor services that are substantially similar to those that would have been provided by a Federal civilian in a vacancy covered by the PM. However, nothing in this memorandum is intended to restrict agencies from continuing, modifying, or entering into service contracts for other purposes, consistent with law, regulation, and any applicable management direction.

The guidance in this memorandum should be implemented consistent with any lawful collective bargaining obligations that may apply.

3. Exemptions. The following exemptions to the Federal civilian hiring freeze are permitted:
  - a. Military personnel in the armed forces and all Federal uniformed personnel, including the U.S. Coast Guard, the Commissioned Corps of the U.S. Public Health Service, and the Commissioned Officer Corps of the National Oceanic and Atmospheric Administration.
  - b. Filling of positions under programs where limiting the hiring of personnel would conflict with applicable law.
  - c. Nomination and appointment of officials to positions requiring Presidential appointment, with or without Senate confirmation.
  - d. Appointment of officials to non-career positions in the Senior Executive Service or to Schedule C appointments in the Excepted Service, or the appointment of any other officials who serve at the pleasure of the appointing authority (i.e., “appointed” positions of a political/non-career nature).
  - e. Appointment of seasonal employees and short-term temporary employees necessary to meet traditionally recurring seasonal workloads, provided that the agency informs its OMB Resource Management Office in writing in advance of its hiring plans.
  - f. Hiring by the U.S. Postal Service.
  - g. Federal civilian personnel hires made by the Office of the Director of National Intelligence (ODNI) and the Central Intelligence Agency (CIA).
  - h. Appointments made under the Pathways Internship and Presidential Management Fellows programs (this does not include the Recent Graduates program). Agencies should ensure that such hires understand the provisional nature of these appointments and that conversion is not guaranteed.
  - i. Conversions in the ordinary course to the competitive service of current agency employees serving in positions with conversion authority, such as Veteran’s Recruitment Act (VRA) and Pathways programs.
  - j. Appointments made under 5 C.F.R. § 213.3102(r) (time limited positions in support of fellowship or professional/industry exchange programs) provided that the total number of individuals employed under this authority does not exceed the number of employees onboard (hired under this authority) on January 22, 2017.

- k. Placement of persons with restoration rights accorded by law, such as restoration after absence with injury compensation and restoration after military duty.
- l. Job offers made prior to January 22, 2017, for which the individual has a confirmed start date on or before February 22, 2017. Those individuals should report to work according to their respective designated start dates.
- m. Job offers made prior to January 22, 2017, but for which the individual has a confirmed start date that is later than February 22, 2017 (or does not have a confirmed start date), should be decided on a case-by-case basis and must go through an agency-head review. The agency head should review each position to determine whether the job offer should be revoked, or whether the hiring process should continue. Agency heads should consider essential mission priorities, current agency resources, and funding levels when making determinations about whether or not to revoke job offers.
- n. Internal career ladder promotions.
- o. Reallocations (i.e., noncompetitive reassignments and details) of current Federal civilian employees within an agency to meet the highest priority needs (including preservation of national security and other essential services) are not affected. Details (reimbursable and non-reimbursable) between agencies are also not affected; however, agency leadership should ensure that any reimbursable details between agencies are not being used to circumvent the intent of the hiring freeze.
- p. Term and temporary appointments of existing Federal employees may be extended up to the maximum allowable time limit, consistent with the conditions/requirements of the legal authority originally used to appoint the employee.
- q. A limited number of voluntary transfers of current SES between agencies, as necessary to secure the leadership capacity of agencies, and where needs cannot be met by reallocation of resources within an agency's current workforce; however, filling of such vacancies is subject to OPM approval in accordance with section 4 below.
- r. The head of any agency may exempt any positions that it deems necessary to:
  - i. Meet national security (including foreign relations) responsibilities, or
  - ii. Meet public safety responsibilities (including essential activities to the extent that they protect life and property). Agencies may refer to longstanding guidance, which provides examples of such activities in OMB Memorandum, Agency Operations in the Absence of Appropriations, dated 11/17/1981 [see examples 3(a) to 3(k)].

Agency heads should consult with appropriate personnel, including the agency Chief Human Capital Officer (CHCO) or equivalent and agency counsel when

determining what positions to exempt from the hiring freeze. Agency heads are also required to consult with OPM and the agency's OMB Resource Management Office on their intent to exempt positions using their agency head authority before implementing these exemptions. Note that in the case of an Inspector General's (IG) office, the Inspector General is considered the agency head for the purposes of determining which positions in the IG office are exempt based on the definitions above, as well as for the purposes of the agency-head review of job offers in the IG office that either do not have a start date or have a designated start date beyond February 22, 2017.

4. Exemptions Granted by the Director of OPM. The Director of OPM may grant additional exemptions from the hiring freeze for critical situations. Accordingly, if an agency head assesses that circumstances warrant additional exemptions to the hiring freeze other than those specified above, a request must be made in writing to the Director of OPM and signed by the agency head. The request must:
  - Explain the critical need and how it relates to essential services or critical mission requirements.
  - Explain why reallocation (reassignment/detail) of existing staff within the agency is not possible to meet the needs outlined in the request.
  - Explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.

Agencies must also notify their respective OMB Resource Management Office of exemption requests to OPM under this provision.

5. Effective Dates. The guidance in this memorandum is effective immediately. Within 90 days of the publication of the PM issued on January 23, 2017, the Director of OMB, in consultation with the Director of OPM, shall recommend a long-term plan to reduce the size of the Federal Government's workforce through attrition. The hiring freeze will expire upon implementation of the OMB plan.
6. Inquiries. Questions from departments and agencies regarding the instructions and guidance in this memorandum should be addressed to agency OMB Resource Management Officers and OPM contacts provided to Chief Human Capital Officers and HR Directors.



**To:** Mary Pletcher[Mary\_Pletcher@ios.doi.gov]  
**From:** Mabry, Scott  
**Sent:** 2017-03-20T11:03:50-04:00  
**Importance:** Normal  
**Subject:** Internal moves  
**Received:** 2017-03-20T11:03:57-04:00

Hi Mary,

Following are the internal reassignments that we spoke about Friday. Let us know if you see problems with any of them?

## **Reassignments**

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The rotation for the Acting Supervisor of the NOD Prod Ops Inspection Unit II will be as follows for three pay periods and repeated for a second time if needed. Acting supervisor candidates were selected through a notice of interest.

- ○ Eric Neal:
  - Lee Carter:
  - Pierre Lanoix



**To:** Mabry, Scott[scott.mabry@bsee.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-03-20T13:01:21-04:00  
**Importance:** Normal  
**Subject:** Re: Internal moves  
**Received:** 2017-03-20T20:36:41-04:00

Scott,  
On Angelico, are you paying for relocation?

Mary

On Mon, Mar 20, 2017 at 11:03 AM, Mabry, Scott <[scott.mabry@bsee.gov](mailto:scott.mabry@bsee.gov)> wrote:

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**Mary Pletcher**

Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer

(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Mabry, Scott  
**Sent:** 2017-03-20T13:09:28-04:00  
**Importance:** Normal  
**Subject:** Re: Internal moves  
**Received:** 2017-03-20T13:10:45-04:00

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On Mon, Mar 20, 2017 at 1:01 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

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(202) 208-4505

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Mabry, Scott  
**Sent:** 2017-03-20T15:00:29-04:00  
**Importance:** Normal  
**Subject:** Re: Internal moves  
**Received:** 2017-03-20T17:27:23-04:00

Financials? Do you mean the financial impact for the incentive? If that is it, yes, I can do that.

On Mon, Mar 20, 2017 at 2:13 PM, Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Can you just take a quick look at the financials?

Sent from my iPhone

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**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Mabry, Scott  
**Sent:** 2017-03-20T15:58:05-04:00  
**Importance:** Normal  
**Subject:** Re: Internal moves  
**Received:** 2017-03-20T15:59:06-04:00

It was initially advertised, but then Margaret decided that because of the freeze she would just lateral her into the position. She has been acting in the position since Nick left.

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**To:** Mabry, Scott[scott.mabry@bsee.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-03-20T16:02:06-04:00  
**Importance:** Normal  
**Subject:** Re: Internal moves  
**Received:** 2017-03-20T16:03:10-04:00

Are there any other employees in the DC area that wanted the job that would raise concerns about the incentive?

Mary

On Mon, Mar 20, 2017 at 3:58 PM, Mabry, Scott <[scott.mabry@bsee.gov](mailto:scott.mabry@bsee.gov)> wrote:

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**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Mabry, Scott  
**Sent:** 2017-03-20T16:05:23-04:00  
**Importance:** Normal  
**Subject:** Re: Internal moves  
**Received:** 2017-03-20T16:06:25-04:00

Let me ask Margaret. I know there was at least one other employee in the DC area. This one is not as urgent as the others since someone is acting, so we have time on this one. Margaret is at the Inspectors meeting this week, so I may not get to her until Wednesday.

On Mon, Mar 20, 2017 at 4:02 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

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**To:** Alexa Viets[alex\_a\_viets@nps.gov]; Amy Holley[amy\_holley@ios.doi.gov]; James Hess[jhess@usbr.gov]; Kerry Rae[kerry\_rae@ios.doi.gov]; Lara Douglas[ledouglas@blm.gov]; Maureen Foster[maureen\_foster@ios.doi.gov]; Richard Cardinale[richard\_cardinale@ios.doi.gov]; Sarah Walters[sarah\_walters@ios.doi.gov]  
**From:** Morris, Charisa  
**Sent:** 2017-03-24T11:34:53-04:00  
**Importance:** Normal  
**Subject:** Fwd: Updated DOI Guidance on the Hiring Freeze (Internal Personnel Actions)  
**Received:** 2017-03-24T11:35:42-04:00

Good morning!

As a follow up to today's COS meeting, please see the email below, which states only Mary Pletcher can approve any bureau's internal actions. Has nobody else received this message?

More to follow...

----- Forwarded message -----

**From:** **Matthew Huggler** <matthew\_huggler@fws.gov>  
**Date:** Mon, Mar 13, 2017 at 8:50 AM  
**Subject:** Fwd: Updated DOI Guidance on the Hiring Freeze (Internal Personnel Actions)  
**To:** Charisa Morris <charisa\_morris@fws.gov>

Email #1

Begin forwarded message:

**From:** "Cheek, Jessie" <jessie\_cheek@fws.gov>  
**Date:** March 8, 2017 at 4:56:42 PM EST  
**To:** "Mott, Seth" <seth\_mott@fws.gov>, Shelley Hartmann <shelley\_hartmann@fws.gov>, Robert Curry <robert\_curry@fws.gov>, "Johnson, Mike" <mike\_j\_johnson@fws.gov>, Gina Shultz <Gina\_Shultz@fws.gov>, Shaun Sanchez <shaun\_sanchez@fws.gov>, "Schmerfeld, John" <john\_schmerfeld@fws.gov>, "Bell, Gloria" <gloria\_bell@fws.gov>, Edward Grace <edward\_grace@fws.gov>, Matthew Huggler <matthew\_huggler@fws.gov>, Brian Bloodsworth <brian\_bloodsworth@fws.gov>, Jim Willis <jim\_willis@fws.gov>, Theresa Rabot <theresa\_rabot@fws.gov>, Charles Wooley <charles\_wooley@fws.gov>, Michael Oetker <mike\_oetker@fws.gov>, Deborah Rocque <deborah\_rocque@fws.gov>, Matt Hogan <matt\_hogan@fws.gov>, Karen Clark <karen\_clark@fws.gov>, Paul Souza <paul\_souza@fws.gov>, David Clark <david\_c\_clark@fws.gov>, Duane Padilla <duane\_padilla@fws.gov>, Rick Greenblat <rick\_greenblat@fws.gov>, Tiffany Mcfadden <tiffany\_mcfadden@fws.gov>, Michelle Rockwell <michelle\_rockwell@fws.gov>, Helen Stewart <helen\_stewart@fws.gov>

**Cc:** Stephen Guertin <[stephen\\_guertin@fws.gov](mailto:stephen_guertin@fws.gov)>, Denise Sheehan <[denise\\_sheehan@fws.gov](mailto:denise_sheehan@fws.gov)>, Rebekah Giddings <[Rebekah\\_Giddings@fws.gov](mailto:Rebekah_Giddings@fws.gov)>, Ginger Nethery <[ginger\\_nethery@fws.gov](mailto:ginger_nethery@fws.gov)>  
**Subject:** Updated DOI Guidance on the Hiring Freeze (Internal Personnel Actions)

Rebekah is on travel and may not be able to read or send emails so I'm sharing with you some critical guidance that we just received from the Department, Director of HR.

All DOI Bureaus HROs and HCOs were advised that only the agency head (DOI - Mary Pletcher) can approve details, temporary promotions and reassignments. The Department based their decision on OPM's guidance (FAQs) dated February 11, 2017.

Initially, the Department's guidance was based on OMB guidance dated January 31, 2017, which didn't specifically state that the approval authority resided with the agency heads (DOI level). However the OPM's guidance dated February 11, 2017, specifically states that only the agency heads (DOI level) can approve the internal actions indicated above.

This new guidance from the Department means that no official in the Service can approve any of the internal actions for any reason(s). We are expecting an update on this recent guidance within a couple of weeks. In the interim, if you have personnel actions that are critical to meeting your mission needs, please let us (DHR) know ASAP.

If you have any questions regarding the information in this email, please let me know.

Jessie

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*Jessie V. Cheek*  
Senior Advisor  
U.S. Fish and Wildlife Service  
HQ, Division of Human Resources  
Falls Church, VA.  
Office: (703) 358-2597

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[Charisa Morris@fws.gov](mailto:Charisa_Morris@fws.gov) | Chief of Staff, Office of the Director | U.S. Fish & Wildlife Service | 1849 C Street NW, Room 3348 | Washington, DC 20240 | (202) 208-3843 | For urgent matters, please dial cell: 301-875-8937

**To:** Edward Keable[edward.keable@sol.doi.gov]; Richard Myers[Richard.Myers@sol.doi.gov]; Mary Pletcher[Mary\_Pletcher@ios.doi.gov]  
**Cc:** Micah Chambers[micah\_chambers@ios.doi.gov]; Amanda Kaster[amanda\_kaster@ios.doi.gov]; Salotti, Christopher[chris\_salotti@ios.doi.gov]  
**From:** Barkin, Pamela  
**Sent:** 2017-03-28T13:10:06-04:00  
**Importance:** Normal  
**Subject:** HOGGR Request re Table of Penalties  
**Received:** 2017-03-28T13:10:15-04:00

Mary/Ed:

I just received a call from Kevin Ortiz, majority staffer on the HOGGR Committee. He is working on a memo and wanted to confirm his understanding of the Department's Table of Penalties.

Specifically, he is asking whether the Table of Penalties apply to members of the SES. Or whether just a portion of the Table of Penalties (i.e. just Part B or just Part C) applies to SES.

I took a look at 370 DM 752.

Section 1.3(B) states that "*only the adverse action procedures described in 1.7C of this chapter are applicable to Department appointees in the Senior Executive Service (SES), although SES employees (and ALJs) may be counseled/reprimanded for engaging in misconduct.*"

Section 1.6B states: *In taking a corrective action against an appointee in the SES, management's options are limited to a written reprimand or an adverse action covered by this chapter (i.e., suspension for more than 14 days; removal from the Federal service); management may take an adverse action against an SES employee only for misconduct, neglect of duty, malfeasance, or failure to accept a directed reassignment or to accompany a position in a transfer of function.*

Is there a quick answer to this one? Kevin is asking for an answer to this questions by **COB today, March 28**. If it will take longer to answer, let me know.

For my part, I am curious about the phrase "Department appointees", does that mean both political and career SES?

Thanks for your review of this one.

Pamela Barkin  
Assistant Legislative Counsel  
Office of the Secretary of the Interior  
(202) 501-2563

**To:** Barkin, Pamela[pamela\_barkin@ios.doi.gov]; Raymond Limon[raymond\_limon@ios.doi.gov]  
**Cc:** Edward Keable[edward.keable@sol.doi.gov]; Richard Myers[Richard.Myers@sol.doi.gov]; Micah Chambers[micah\_chambers@ios.doi.gov]; Amanda Kaster[amanda\_kaster@ios.doi.gov]; Salotti, Christopher[chris\_salotti@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-03-28T13:10:58-04:00  
**Importance:** Normal  
**Subject:** Re: HOCR Request re Table of Penalties  
**Received:** 2017-03-28T13:11:04-04:00

Adding Ray Limon.

On Tue, Mar 28, 2017 at 1:10 PM, Barkin, Pamela <pamela\_barkin@ios.doi.gov> wrote:

Mary/Ed:

I just received a call from Kevin Ortiz, majority staffer on the HOCR Committee. He is working on a memo and wanted to confirm his understanding of the Department's Table of Penalties.

Specifically, he is asking whether the Table of Penalties apply to members of the SES. Or whether just a portion of the Table of Penalties (i.e. just Part B or just Part C) applies to SES.

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Assistant Legislative Counsel  
Office of the Secretary of the Interior

(202) 501-2563

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Barkin, Pamela[pamela\_barkin@ios.doi.gov]; Edward Keable[edward.keable@sol.doi.gov]; Richard Myers[Richard.Myers@sol.doi.gov]; Micah Chambers[micah\_chambers@ios.doi.gov]; Amanda Kaster[amanda\_kaster@ios.doi.gov]; Salotti, Christopher[chris\_salotti@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-03-28T14:48:00-04:00  
**Importance:** Normal  
**Subject:** Re: HOGGR Request re Table of Penalties  
**Received:** 2017-03-28T14:48:07-04:00

Pam,

I running off to another meeting, but in short the answer is YES. The Table of Penalties (TOP) applies to SES career employees (referred to as SES appointees in the DM) keeping in mind that it provides suggested ranges of penalties, not requirements. The TOP mirrors the procedural statutory requirements and/or OPM SES regulations. Frequently, SES employees will receive penalties that are at the high end or even above the ranges in the TOP for two reasons:

1. There is a statutory limitation that prevents agencies from using suspensions that are 14 days or less for members of the SES (5 U.S.C. 7542). This is the reason behind both sections quoted below from 370 DM 752. Shorter suspensions are not available as disciplinary actions in the SES. The only options are informal counseling/reprimand, suspension longer than 14 days or removal.
2. The *Douglas* Factors, which are the fundamental penalty selection considerations set by MSPB case law (*Douglas v. VA*), address the employee's level of responsibility and visibility as factors to consider. As a result, higher level management officials often are given more severe penalties than lower graded employees.

In answer to the last question, the TOP is applicable to SES career folks....other than career members (e.g., politicals, term, temporary) do not enjoy MSPB rights and can be "technically" dismissed with one-day notice...

If you need additional follow up don't hesitate to reach out....

Thanks, Ray

On Tue, Mar 28, 2017 at 1:10 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

Adding Ray Limon.

On Tue, Mar 28, 2017 at 1:10 PM, Barkin, Pamela <pamela\_barkin@ios.doi.gov> wrote:

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Specifically, he is asking whether the Table of Penalties apply to members of the SES. Or whether just a portion of the Table of Penalties (i.e. just Part B or just Part C) applies to SES.

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Section 1.3(B) states that "*only the adverse action procedures described in 1.7C of this chapter*

*are applicable to Department appointees in the Senior Executive Service (SES), although SES employees (and ALJs) may be counseled/reprimanded for engaging in misconduct."*

Section 1.6B states: *In taking a corrective action against an appointee in the SES, management's options are limited to a written reprimand or an adverse action covered by this chapter (i.e., suspension for more than 14 days; removal from the Federal service); management may take an adverse action against an SES employee only for misconduct, neglect of duty, malfeasance, or failure to accept a directed reassignment or to accompany a position in a transfer of function.*

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Thanks for your review of this one.

Pamela Barkin  
Assistant Legislative Counsel  
Office of the Secretary of the Interior  
(202) 501-2563

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310



**To:** Limon, Raymond[raymond\_limon@ios.doi.gov]  
**Cc:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]; Edward Keable[edward.keable@sol.doi.gov]; Richard Myers[Richard.Myers@sol.doi.gov]; Micah Chambers[micah\_chambers@ios.doi.gov]; Amanda Kaster[amanda\_kaster@ios.doi.gov]; Salotti, Christopher[chris\_salotti@ios.doi.gov]  
**From:** Barkin, Pamela  
**Sent:** 2017-03-29T12:24:51-04:00  
**Importance:** Normal  
**Subject:** Re: HOGGR Request re Table of Penalties  
**Received:** 2017-03-29T12:24:58-04:00

Thanks Ray.

Follow-up question. For those employees that are exempt from the TOP (1.3 C(2)), is it fair to say that if those employees engage in misconduct, the TOP is used as a guidance for appropriate action (even if it is not required)? Or is there a separate TOP or other process for discipline of these employees short of removal? (This includes PAS, schedule C, reemployed annuitants, ALJ, presidential appointees, and those under probationary period.)

Thanks for your review

Pamela Barkin  
Assistant Legislative Counsel  
Office of the Secretary of the Interior  
(202) 501-2563

On Tue, Mar 28, 2017 at 2:48 PM, Limon, Raymond <[raymond\\_limon@ios.doi.gov](mailto:raymond_limon@ios.doi.gov)> wrote:

Pam,

I running off to another meeting, but in short the answer is YES. The Table of Penalties (TOP) applies to SES career employees (referred to as SES appointees in the DM) keeping in mind that it provides suggested ranges of penalties, not requirements. The TOP mirrors the procedural statutory requirements and/or OPM SES regulations. Frequently, SES employees will receive penalties that are at the high end or even above the ranges in the TOP for two reasons:

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Thanks, Ray

On Tue, Mar 28, 2017 at 1:10 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Adding Ray Limon.

On Tue, Mar 28, 2017 at 1:10 PM, Barkin, Pamela <[pamela\\_barkin@ios.doi.gov](mailto:pamela_barkin@ios.doi.gov)> wrote:

Mary/Ed:

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**Mary Pletcher**  
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(202) 208-4505

--  
Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310

**To:** Barkin, Pamela[pamela\_barkin@ios.doi.gov]  
**Cc:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]; Edward Keable[edward.keable@sol.doi.gov]; Richard Myers[Richard.Myers@sol.doi.gov]; Micah Chambers[micah\_chambers@ios.doi.gov]; Amanda Kaster[amanda\_kaster@ios.doi.gov]; Salotti, Christopher[chris\_salotti@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-03-29T13:32:12-04:00  
**Importance:** Normal  
**Subject:** Re: HOCR Request re Table of Penalties  
**Received:** 2017-03-29T13:32:19-04:00

...the DM gives a huge disclaimer that the TOP is not prescriptive and allows for wide-ranges of penalties depending on the extent of the conduct for "covered" employees. For employees excluded, the TOP is really non-applicable and no alternative exists (but for the procedural safeguards cited in the DM). Conventional wisdom dictates, for folks like probationaries and politicals, when misconduct occurs you ask them to move on....hope this helps.  
Ray

On Wed, Mar 29, 2017 at 12:24 PM, Barkin, Pamela <pamela\_barkin@ios.doi.gov> wrote:

Thanks Ray.

Follow-up question. For those employees that are exempt from the TOP (1.3 C(2)), is it fair to say that if those employees engage in misconduct, the TOP is used as a guidance for appropriate action (even if it is not required)? Or is there a separate TOP or other process for discipline of these employees short of removal? (This includes PAS, schedule C, reemployed annuitants, ALJ, presidential appointees, and those under probationary period.)

Thanks for your review

Pamela Barkin  
Assistant Legislative Counsel  
Office of the Secretary of the Interior  
(202) 501-2563

On Tue, Mar 28, 2017 at 2:48 PM, Limon, Raymond <raymond\_limon@ios.doi.gov> wrote:

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Thanks, Ray

On Tue, Mar 28, 2017 at 1:10 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Adding Ray Limon.

On Tue, Mar 28, 2017 at 1:10 PM, Barkin, Pamela <[pamela\\_barkin@ios.doi.gov](mailto:pamela_barkin@ios.doi.gov)> wrote:

Mary/Ed:

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Specifically, he is asking whether the Table of Penalties apply to members of the SES. Or whether just a portion of the Table of Penalties (i.e. just Part B or just Part C) applies to SES.

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For my part, I am curious about the phrase "Department appointees", does that mean both political and career SES?

Thanks for your review of this one.

Pamela Barkin  
Assistant Legislative Counsel  
Office of the Secretary of the Interior  
(202) 501-2563

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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Raymond A. Limon  
Director, Office of Human Resources  
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Department of Interior  
202-208-5310

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Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Piper, Cynthia  
**Sent:** 2017-03-30T11:39:11-04:00  
**Importance:** Normal  
**Subject:** Fwd: Requesting Guidance Regarding Making Positions Virtual-LBB  
**Received:** 2017-03-30T11:39:48-04:00

Mary,

We have been getting more requests to "reallocate" positions in the Office of the Secretary. The action below will essentially just be changing the duty location of one of the positions in the Land Buy Back Program but we will need to process the action as a reassignment for FPPS purposes. In most of these cases it is apparent the office is not trying to circumvent the hiring freeze guidance, however, I wanted to check in with you on what your preference for approving these types of actions is.... Please let me know if you have time to chat. I'm at the MIB and can give you a call.

**Cynthia (Cindy) Piper**

*Human Resource Officer  
Bureau of Safety and Environmental Enforcement  
Department of the Interior  
PHONE: 703-787-1442  
FAX: 703-787-1447*

----- Forwarded message -----

**From:** **Hardaway, Peyton** <peyton.hardaway@bsee.gov>  
**Date:** Thu, Mar 30, 2017 at 11:33 AM  
**Subject:** Fwd: Requesting Guidance Regarding Making Positions Virtual-LBB  
**To:** "Piper, Cynthia" <cynthia.piper@bsee.gov>

**Good Morning Cindy,**

Can you send this up through Mary for approval please.

**Thanks,  
Peyton**

----- Forwarded message -----

**From:** **Young, Kristin** <kristin.young@bsee.gov>  
**Date:** Thu, Mar 30, 2017 at 9:42 AM  
**Subject:** Re: Requesting Guidance Regarding Making Positions Virtual-LBB  
**To:** "Ferguson, James" <james\_ferguson@ios.doi.gov>  
**Cc:** Peyton Hardaway <peyton.hardaway@bsee.gov>

Thank you James! I will discuss with Peyton and will follow up with you as soon as I've talked with him.

Sincerely,

*Kristin Young*

**HR Generalist**

**Pathways Internship Program Coordinator for BSEE/BOEM/OS**

**Servicing HR Generalist for NISC, OLES, OEM, OAS, BOEM, IWR, LBB**

**U.S. Department of the Interior**

**Bureau of Safety and Environmental Enforcement**

**45600 Woodland Road**

**Sterling, VA 20166**

**703-787-1330**

**[Kristin.Young@bsee.gov](mailto:Kristin.Young@bsee.gov)**

On Thu, Mar 30, 2017 at 7:28 AM, Ferguson, James <[james\\_ferguson@ios.doi.gov](mailto:james_ferguson@ios.doi.gov)> wrote:

The Secretary of the Interior established the Land Buy-Back Program for Tribal Nations to implement the land consolidation aspects of the Cobell Settlement (Settlement”). The Settlement provides for a \$1.9 billion Trust Land Consolidation Fund that is made available to the U.S.

Department of the Interior, for a 10-year period ending in November 2022.

The high profile of the Program, in combination with the Program’s performance culture, increases the likelihood that the Program’s staff will continue to be targets of government and non-government recruitment efforts to fill permanent positions.

The Oversight Board for the Land Buy-Back Program for Tribal Nations (“Oversight Board” or “Board”) provides policy guidance, ideas for improvement, oversight and other assistance to the Buy-Back Program and makes recommendations to the Oversight Board Chair.

The Secretary, or Deputy Secretary as designee, chairs the Board, which includes the following members: Solicitor; Assistant Secretary – Indian Affairs; Special Trustee for American Indians (or the Principal Deputy Special Trustee as designee); Director, Bureau of Indian Affairs; Deputy Assistant Secretary – Technology, Information & Business Services; and Director, Bureau of Land Management.

The Secretary, or Deputy Secretary as designee, may, as they deem necessary seek advice from individual Oversight Board members or other subject matter experts who are not Oversight Board members.

At the request of the Board, Mary Pletcher, Acting Deputy Assistant Secretary for Human Capital and Diversity, attended the Oversight Board Meeting held on March 3, 2015. The Board



requested her assistance in addressing the then current and expected staffing and retention challenges facing the Land Buy-Back Program for Tribal Nations.

As a result of the Oversight Board Meeting on March 3, 2015 the Board directed the Program to utilize the Department's Relocation, Retention and Recruitment policies to retain current staff.

The liberal use of virtual positions (100% telework) and staff relocations were specifically discussed and approved during the Board meeting. This request is consistent with, and a part of the Program's effort to comply with, the directives of the Oversight Board.

Please let me know if I can provide any additional information that may be of assistance to you.

James Ferguson  
Land Buy-Back Program for Tribal Nations  
Office of the Deputy Secretary  
U.S. Department of the Interior  
1849 "C" Street, N.W.  
Washington, DC 20240  
(202) 821-7575

On Wed, Mar 29, 2017 at 2:54 PM, Young, Kristin <[kristin.young@bsee.gov](mailto:kristin.young@bsee.gov)> wrote:

James,

Hey there! :) Hope your day is going well. I was curious to know if you might have any guidance or anything in writing (such as e-mail) from Mary Pletcher regarding encouraging LBB to make their positions virtual (100% telework).

We have the reassignment action for Heather Hofman and HR leadership is requesting to have something in writing as all reassignments have been put on hold however HR management has stated that if I can provide something in writing from Mary Pletcher regarding encouraging LBB to make all of their positions virtual, we can proceed with processing the reassignment action.

Thank you in advance!

Sincerely,

*Kristin Young*  
**HR Generalist**  
**Pathways Internship Program Coordinator for BSEE/BOEM/OS**  
**Servicing HR Generalist for NISC, OLES, OEM, OAS, BOEM, IWR, LBB**  
**U.S. Department of the Interior**  
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**45600 Woodland Road**

*Sterling, VA 20166*  
*703-787-1330*  
*Kristin.Young@bsee.gov*

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**Gary 'Peyton' Hardaway**  
**Acting Branch Chief, HR Operations & Executive Resources Program Manager**  
**U.S. Department of the Interior|Bureau of Safety and Environmental Enforcement (BSEE)|Human Resources**  
**Division (HRD)|HR Operations and Executive Resources Branch-D.C. 1849 C St. NW, Washington D.C.,**  
**20240 |Main Interior Building - Room**  
**(5446) Tel: 202.208.6607|Cell: 571.524.3961|Fax: 202.219.8104|Email: Peyton.Hardaway@bsee.gov**

## Program Analyst GS-343-15

### I. Introduction

This position is located in the Office of the Secretary, Office of Planning and Performance Management. The incumbent serves as the performance measures expert and incorporates industrial engineering principles to carry out special program and projects that are mandated by the Administration, Congress, and the Secretary.

### Major Duties and Responsibilities

Serves as the Department's technical expert and staff advisor in the engineering, development, review, and evaluation of performance management systems and coordinates the Department's strategic planning process. The assignment covers a wide range of highly complex issues, vital to the effective and efficient fulfillment of the Department's programs and requires the application of specialized professional knowledge and skill in scientific methods to evaluate and develop performance requirements and integrated plans involving programs, processes, employees, customers, facilities, and resources.

Assists the Director, by providing technical expertise, to develop and complete Departmental plans, performance measurement systems and reports in compliance with the Government Performance and Results Act (GPRA).

Provides management with the information needed to make strategic planning decisions by examining organizational systems and programs and proposing alternatives for improving efficiency and effectiveness of organizations. Analysis may include conducting engineering economy and value added studies.

Evaluates proposed and existing legislation, executive orders, regulations and reports that have a bearing on concerned programs. Analyzes the issues and prepares comprehensive reports or alternative recommendations to proposals.

Directs task forces to complete special studies or surveys of problems, projects, or program implementation. Provides ongoing direction and technical guidance to those assigned to task forces. Establishes and maintains computerized tracking and information system to document Departmental performance management and strategic planning status.

Develops solutions to complex problems involved in the implementation of these initiatives. Applies systems management principles in the form of analytical methods to devise approaches to provide alternatives and determine benefits of new strategies and proposals versus current practices. Performs the staff functions necessary to ensure the efficient implementation of program initiatives which include collecting data, conducting research and analyzing issues,

coordinating with Departmental officials on the impact of new proposals or legislation and assisting in the development of policy statements.

Evaluates performance management and planning systems to ensure that valid methods and information are used and utilizes appropriate scientific and mathematical methods. Identifies deficiencies and weaknesses which may have an adverse effect on program success. Provides the Supervisor and/or the Chief of Staff with recommended corrective actions as necessary.

Coordinates all written reports involving program activities, including briefing papers and speeches for the Director and other senior Departmental managers. Represents the Office and the Department on intergovernmental projects, task forces, and meetings.

In carrying out assignments, the incumbent interfaces with top Bureau and Departmental program and staff officials to ensure that assigned projects receive the depth of review and coordination essential to meet Departmental objectives and are ready for action and endorsement.

Assignments also involve interaction with White House or Congressional staffs, other Federal agencies, consultants, or representatives of private organizations to develop needed information or to coordinate policy positions. The incumbent performs liaison work of a sensitive nature, requiring tact and diplomacy.

## II. Factors

### Factor 1. Knowledge Required by the Position -Factor Level 1-9 -1850

Expert knowledge and ability for planning, design, and identification of potential improvements in complex operational and programmatic systems, together with a thorough knowledge of analytical and research approaches and techniques to develop long and short term solutions to highly complex and extremely varied issues arising in the implementation of performance management, measurement, strategic planning, and other program areas.

Professional knowledge and skill in combining social sciences with the principles and methods of management analysis to design and specify strategic planning options and develop, evaluate, and track performance goals and measures which complement the plans.

Expert knowledge of the development of strategic and tactical planning in large, complex organizations with varied missions and responsibilities. Ability to apply management analysis methods that incorporate physical and social sciences, economic factors, organizational characteristics and practices to improve operational and organizational effectiveness and efficiency. Experience with public and private sector performance measurement and planning systems. Experience with benchmarking and applying best practices from other organizations.

Expert knowledge of Interior programs, functions, and missions not required. Some knowledge of natural resource management issues and the ability to apply strategic planning and performance management expertise to the integrated systems of natural resource management agencies.

Ability to explain objectively and persuasively, orally and in writing, about complex and controversial issues and recommendations to the highest officials with conflicting perspectives and concerns. Skill in developing management action plans, objectives, milestones, and monitoring progress and results.

Factor 2. Supervisory Controls - Factor Level 2-5 -650 Points

With the general administrative and policy guidance of the Director of Planning and Performance Management, the incumbent must exercise independent authority to plan, direct, and execute responsibilities, to meet deadlines, adjust work plans, as required, to accomplish assignments, and coordinate with other staff and entities whose participation is essential. Within the parameters of approved project plans, the incumbent is responsible for planning and organizing studies and projects, and completing all phases of the work. The incumbent is responsible for accuracy, completeness and timeliness of the work. Completed projects are reviewed by the Director of Planning and Performance Management for compatibility with organizational goals, guidelines, and effectiveness in meeting intended objectives. Recommendations presented are considered authoritative and has wide latitude to act independently and exercise professional judgment and is generally expected to resolve problems without assistance.

Recognized as technical and organizational authority over all aspects of the Government Performance and Results Act.

The incumbent must determine when it is appropriate to seek guidance from the Director of Planning and Performance Management.

Factor 3. Guidelines -Factor Level 3-5 -650 Points

Operates within general guidelines established through legislation, Departmental policy, memorandum, and other pertinent laws. Frequently encounters situations in which guidelines do not exist or are outdated; in this case develops working guidance or related tools needed to carry out the assignment and/or consult with others as necessary. The incumbent uses judgment and ingenuity in interpreting guidelines and developing the program in the context of the agency's organizational functions to meet specific performance measurement initiatives. The employee is considered the Departmental technical expert and is consulted by managers and employees Department-wide.

Factor 4. Complexity - Factor Level 4-6 -450 Points

The work is of a complex nature and covers a wide range of management and administrative areas. In conducting management and program analyses, the incumbent must synthesize complex issues involving a variety of perspectives, so as to provide succinct, cogent, and accurate framing of options for consideration by policy makers. The nature of the duties requires working on multiple projects under tight deadlines, the need to adapt and modify priorities in a changing program environment, and the need to address and resolve management issues independently.

Factor 5. Scope and Effect - Factor Level 5 -6 -450 Points

Work affects complex organization and operation analysis pertaining to a wide range of Government activities. The analysis results in technical studies which may present options for consideration in policy analysis and development, affecting significant programs. Studies may result in complex recommendations with comprehensive analysis of risk factors and related costs.

Factor 6. Personal Contacts -Factor Level 6-3 - 60 Points

Extensive contact with key administrative and technical officials of agencies to explain the need for program or changes in existing programs and the advice on far-reaching questions of policy and program formulations. Incumbent will serve on panels and committees concerned with planning interagency programs and collaboration.

Factor 7. Purpose of Contacts -Factor Level 7-3 -120 Points

The purpose of the contacts is to present Office or Departmental positions regarding issues relating to program functions in a persuasive manner; document pertinent facts relating to issues; give and receive policy, program, or technical advice, information, and conclusions; identify differing positions and objectives of parties involved in controversies with respect to program functions; present recommendations, negotiate solutions, and secure agreements relating to these controversies with bureaus, and others and to maintain an ongoing knowledge of programs and policy developments in the Department and elsewhere as necessary.

Factor 8. Physical Demands -Factor Level 8-1-5 Points

Work is mostly sedentary.

Factor 9. Working Conditions - Factor Level 9-1 -5 Points

Work is performed in an office setting. Some travel to field offices to attend meetings or to review operations may be required.

Total Points -4240

Range for a GS-15 -4055-up

Final Classification -Program Analyst, GS-343-15 Classified by: Judith K. Naquin

Date classified: 01/24/06

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Jonathan Mack[jonathan\_mack@ios.doi.gov]; Caroline (Carrie) Soave[caroline\_soave@ios.doi.gov]  
**From:** Oxyer, Michelle  
**Sent:** 2017-04-05T13:04:52-04:00  
**Importance:** Normal  
**Subject:** Sample reassignment packages  
**Received:** 2017-04-05T13:04:56-04:00  
[2014 Reassign VELA.doc](#)  
[ASIA - Reassignment - Jeannette Hanna.pdf](#)  
[SES - directed reassignment - Comer.doc](#)

The 120 day moratorium will be completed on 06/29/17. Actions could be made effective on or after 06/30/17.

**Michelle Oxyer**  
Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

Memorandum

To: Executive Resources Board

From: David L. Bernhardt  
Solicitor

Subject: Request for Approval to Reassign Robert Comer

Approval is requested to reassign Robert Comer to the SES General position of Associate Solicitor – Mineral Resources, ES-0905 in the Office of the Solicitor in Washington, DC. This an existing position, which was vacated by the transfer of James Harris in August 2008.

The Associate Solicitor – Mineral Resources provides legal advice and service to the Solicitor, the Deputy Solicitor, the Assistant Secretaries, and other offices, bureaus and agencies for all areas under the purview of the Division of Mineral Resources, including offshore minerals and international law, royalty management, onshore minerals and surface mining. The Associate Solicitor – Mineral Resources suggests and develops proposed legislation for recommendation to Congress, and coordinates and communicates with Members of Congress about Departmental programs under the purview of the Division of Mineral Resources. The Associate Solicitor – Mineral Resources handles complex legal problems and participates in the negotiation of matters under the purview of the Division of Mineral Resources. The Associate Solicitor – Mineral Resources works closely with the Justice Department in representing the Department as counsel in litigation brought by the Department or against the Department for matters falling under the purview of the Division of Mineral Resources. Further, the Associate Solicitor – Mineral Resources has primary responsibility for managing the Division of Mineral Resources.

Mr. Comer, currently Regional Solicitor for the Rocky Mountain Region in Lakewood, CO, is exceedingly well qualified for this position. He has served in his current position since April 2003. In this position, he represents and acts for the Solicitor as the chief legal officer for the various components of the Department of the Interior served by the region. He also participates with the Solicitor, Deputy Solicitor, Associate Solicitors and other Regional Solicitors in the development, interpretation, application, and implementation of legal policies, procedures, and practices for the overall operations of the Department. Mr. Comer has a diverse work experience history including Associate Solicitor – Land and Water Resources, from January 2002 through April 2003; Attorney with the law firm of Snell & Wilmer, LLP in Denver, CO, from April 2000 through January 2001; Associate General Counsel and Mining and Environmental Attorney with AWARCO Incorporated, from January 1994 through January 2000; Attorney with the law firm



of Saunders, Snyder, Ross & Dickson in Denver, CO, from May 1991 through January 1994; and Attorney with the Department of the Interior, February 1988 through May 1991. In addition to his diverse work experience, Mr. Comer has a Bachelor of Arts degree in Environmental Biology and Conservation from the University of Colorado, a Masters of Forest Science from Yale University, and a Juris Doctor degree from the University of Colorado School of Law.

This reassignment has been discussed with Mr. Comer. Upon ERB approval he will be provided written notification with 60 days allowed for reassignment; Mr. Comer may, of course, waive the 60 days. He will retain his career appointment and current rate of pay, which is \$156,540.

Attachments

Approved:

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for the Executive Resources Board

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Date

Memorandum

To: Robert Comer

From: James N. Burckman  
Human Resources Officer

Subject: Senior Executive Service Directed Reassignment

This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Regional Solicitor, Office of the Solicitor, duty station Lakewood, Colorado, to the position of Associate Solicitor – Mineral Resources, in the Office of the Solicitor, duty station Washington, D.C.

As discussed with you earlier, the Associate Solicitor – Mineral Resources provides legal advice and service to the Solicitor, the Deputy Solicitor, the Assistant Secretaries, and other offices, bureaus and agencies for all areas under the purview of the Division of Mineral Resources, including offshore minerals and international law, royalty management, onshore minerals and surface mining. Your experience as Regional Solicitor in representing and acting for the Solicitor as the chief legal officer for the various components of the Department of the Interior served by the region has provided you with the knowledge and skills necessary for this mission critical position.

This letter provides the requisite 60-day advance notice of your directed reassignment. Failure to accept this directed reassignment may subject you to removal under adverse action procedures. However, your involuntary separation may entitle you to discontinued service retirement (if eligible) or severance pay. Your servicing personnel office can provide you guidance in this area.

If you choose to accept the reassignment, your relocation will be at Government expense, and you will receive all travel and relocation benefits to which you are entitled.

The effective date of this action will be no earlier than 60 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your decision on the attached decision copy of this memorandum and return to me at Mail Stop 5540, Main Interior Building within 15 days of the date you receive it. No reply will be interpreted as a negative reply.

Also attached is a receipt copy of this memorandum. Please sign, date, and return it to me to indicate your receipt of this notification.

Questions concerning this reassignment should be addressed to Michelle Oxyer. She can be reached on (202) 208- 4821.

Receipt Acknowledged:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
NAME

\_\_\_\_\_ I accept the directed reassignment to the position of Associate Solicitor – Mineral Resources, ES-0905, Office of the Solicitor, in Washington, D.C. with an effective date no earlier than 60 days from my receipt of this notification.

\_\_\_\_\_  
NAME Date

\_\_\_\_\_ I accept the directed reassignment as described above and hereby waive the 60-day notice and request that the reassignment action be effective immediately.

\_\_\_\_\_  
NAME Date

\_\_\_\_\_ I hereby decline the geographic reassignment.

\_\_\_\_\_  
NAME Date



United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



JAN 30 2012

REC'd 1/31/12 gb

Memorandum

To: Executive Resources Board  
From: Larry Echo Hawk  
Assistant Secretary – Indian Affairs  
Subject: Directed Reassignment – Jeanette Hanna

Attached are the documents necessary to request approval for a directed reassignment of Ms. Jeanette Hanna to the position of Special Assistant to the Assistant Secretary – Indian Affairs, ES-301, in Washington, D.C. within the Office of the Assistant Secretary - Indian Affairs. Ms. Hanna's leadership skills and years of service to the Bureau of Indian Affairs makes her a strong candidate for this position. Ms. Hanna will be responsible for maintaining liaison within the Indian Affairs organization and the Assistant Secretary on policy matters and related matters that are of a confidential nature. The Special Counselor to the Assistant Secretary will also be responsible for a variety of special projects that are of high visibility to the Assistant Secretary – Indian Affairs that will impact not only the Office of the Assistant Secretary, but will impact both the Bureau of Indian Affairs and the Bureau of Indian Education. Ms. Hanna's depth and variety of experience at the regional level, in addition to her headquarters level experience, will prove invaluable to her success in this position.

This is an SES-General position and we recommend that she retain her current rate of SES pay (\$177,973 per annum) at this time. This directed reassignment will involve a geographic move for Ms. Hanna and has been discussed with her.

Attachments

For the Executive Resources Board:

Approved  Disapproved

Executive Resources Board

3/16/12 3/26/12  
Date

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
**DIES 19651**

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)	3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field	4. Employing Office Location Washington, DC	5. Duty Station Washington, DC	6. OPM Certification No.	7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input checked="" type="checkbox"/> SES (Gen.) SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
14. Agency Use							

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Special Assistant to the AS-IA	ES	0301	00	<i>[Signature]</i>	3/26/12
c. Second Level Review						
d. First Level Review	Special Assistant to the AS-IA	ES	0301	00	asb	
e. Recommended by Supervisor or Initiating Office	Special Assistant to the AS-IA	ES	0301	00		

16. Organizational Title of Position (if different from official title) \_\_\_\_\_  
17. Name of Employee (if vacant, specify) **HANNA**

18. Department, Agency, or Establishment U.S. Department of the Interior	c. Third Subdivision
a. First Subdivision Office of the Assistant Secretary - Indian Affairs	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.  
Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Larry Echo Hawk Assistant Secretary - Indian Affairs Signature: <i>[Signature]</i> Date: 3-26-12	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
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21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  
22. Position Classification Standards Used in Classifying/Grading Position  
5 U.S.C. 3132

Typed Name and Title of Official Taking Action Thomas Mulhern Director, Human Resources Signature: <i>[Signature]</i> Date: 3/26/12	<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
*review when vacated. jms*

25. Description of Major Duties and Responsibilities (See Attached)

**Special Assistant to the Assistant Secretary – Indian Affairs**  
**ES-301**

**Introduction**

This position is located in the U.S. Department of the Interior, Office of the Assistant Secretary – Indian Affairs, Washington, D.C. The Assistant Secretary – Indian Affairs discharges the duties of the Secretary with the authority and direct responsibility to strengthen the government-to-government relationship with Indian tribes; to advocate policies that support Indian Self-Determination; to protect and preserve Indian trust assets from loss, damage, unlawful alienation, waste, or depletion; and to administer a wide array of laws, regulations, and functions relating to Indian tribes, individual Indian tribal members, and Indian affairs that are vested in the Secretary by the President and the Congress of the United States.

The incumbent is Special Assistant to the Assistant Secretary. The incumbent of this position performs and completes special projects and/or initiatives as directed by the Assistant Secretary and Chief of Staff, maintaining liaison with the Indian Affairs organization [AS-IA; Bureau of Indian Affairs (BIA); and the Bureau of Indian Education (BIE)] and with other organizational elements of the Department.

**Major Duties**

Provides completed staff work and coordination for any special projects or initiatives that are assigned to the incumbent. Determines the scope of the project or initiative and whether staff is needed to accomplish the project successfully. Produces work schedules and timelines for project completion. Keeps the Assistant Secretary and Chief of Staff apprised on the status of all projects or initiatives.

Assists the Assistant Secretary – Indian Affairs with highly complex and specific policy and legislative issues related to projects and assignments that are in progress. Contacts may include other high-level Departmental officials, tribal representatives and other senior level management officials within and outside of the Federal government.

The incumbent maintains close review and coordination on items of a sensitive nature between the Assistant Secretary and other officials throughout the Department to transmit the Assistant Secretary's viewpoints on matters of importance to Indian Affairs with regard to programs, correspondence, proposed legislation and other matters.

Provides effective coordination on behalf of the Assistant Secretary and Chief of Staff for all reviews and edits of policy.

Coordinates and reviews policy statements originated by the various programs within the AS-IA, BIA and BIE in order to ensure that they reflect the views of the Assistant Secretary. Assists in ensuring that policy positions are consistent with Administration policy and the Assistant Secretary's views.

Follows legislative and policy matters of interest in order to keep the Assistant Secretary and Chief of Staff informed of their status and progress. Utilizes knowledge of the Assistant Secretary's policy viewpoints in the general review of proposed legislation in order to highlight and bring to his attention those portions of bills which conflict with that policy. Recommends policy alternatives to be incorporated as needed.

Performs in an advisory role on legislative and policy matters and writes reports on legislation of interest to the AS-IA, BIA, and BIE. Attends Congressional hearings of interest and writes reports on those hearings.

Performs in-depth analysis of issues of importance to the Assistant Secretary which is frequently needed in a very short time frame. Analyses are factually accurate, thorough, and include options available and recommended courses of action. Ensures that Congressional testimony to be given by the Assistant Secretary accurately reflects the Assistant Secretary's priorities and policies.

Coordinates and performs necessary liaison in the private sector, with other governmental agencies and Tribal Governments and with various executives, officials, administrators, and key personnel of business, industry, labor, professions and associations.

Conducts complex, extensive research in order to author significant policy/position papers for review/evaluation by the Chief of Staff and the Assistant Secretary – Indian Affairs.

Independently develops special in-depth reports based on critical trends, needs, and anticipated developments. Provides "early on" anticipatory recommendations to the Assistant Secretary and Chief of Staff.

Translates major, complex executive determinations such as the continuity of operations into plans of action, in order to achieve actual results desired as a consequence of such decisions. Follows through to achieve desired outcomes for the Indian Affairs organizations.

Provides insights to the Assistant Secretary and the Chief of Staff. Acts as the focal point for critical and complex special issues which may arise concerning Indian Affairs program activities in coordination with Deputy Assistant Secretaries. Interacts with the appropriate program official(s) in developing options for resolving these critical issues. Ensures all pertinent background information and options are available for presentation to the Assistant Secretary and Chief of Staff in a manner which will provide for the most effective decisionmaking.

Provides effective executive assistance to the Bureau of Indian Affairs and the Bureau of Indian Education in order to coordinate specific programs and projects in a manner that will prevent unnecessary duplication and conflict and will provide for a smooth-functioning organization.

Responsible for developing and implementing long and short range evaluation plans and strategies as needed for special projects or for other issues that are assigned.

#### Supervision

The incumbent receives general administrative direction and broad program policy guidance directly from the Assistant Secretary – Indian Affairs and Chief of Staff. Within the broad framework of legislative controls and Departmental policies, work is performed independently and assignments subject to review for fulfillment of overall objectives.



## Qualification Requirements

### Executive Core Qualifications (Mandatory)

**ECQ 1 – LEADING CHANGE:** You must have demonstrated an ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

**ECQ 2 – LEADING PEOPLE:** You must demonstrate the ability to lead people toward meeting the organization's vision, mission and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

**ECQ 3 – RESULTS DRIVEN:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

**ECQ 4 – BUSINESS ACUMEN:** This ECQ involves the ability to manage human, financial, and information resource strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

**ECQ 5 – BUILDING COALITIONS:** This ECQ involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

**FUNDAMENTAL COMPETENCIES:** The following competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, and Public Service Motivation.

### **Technical Qualification (Mandatory)**

1. Comprehensive and thorough knowledge of, and demonstrated experience in the areas of Federal Indian law, Indian trust regulations and policies, and the government-to-government relations with Indian tribes.
2. Experience that demonstrates an ability to analyze legal and policy implications of a wide range of communications, statutory, administrative, and constitutional law issues.
3. Experience in effective communication with internal and external organizations to provide leadership, negotiate agreements, justify major proposals, provide authoritative guidance and alleviate controversy.

**Jeanette D. Hanna**

**Candidate for:** Special Counselor to the Assistant Secretary – Indian Affairs, ES-301

**Present Appointment:** Regional Director, ES-340

**Education:** B.S., East Central State University, 1983

**Work Experience:**

06-02 to Present Regional Director, Department of the Interior, Bureau of Indian Affairs, Eastern Oklahoma Region, Muskogee, Oklahoma, ES-340

07-01 – 06-02 Director, Office of Planning, Budget and Management Support, Department of the Interior, Bureau of Indian Affairs, Central Office, Washington, D.C., ES-340

11-98 – 07-01 Chief, Division of Budget Management, Department of the Interior, Bureau of Indian Affairs, Central Office, Washington, D.C., GS-560-15

12-97 – 11-98 Deputy Budget Officer, Department of the Interior, Bureau of Indian Affairs, Central Office, Division of Program Development and Implementation, Washington, D.C., GS-560-14

07-97 – 11-97 Acting Area Director, Phoenix Area, Department of the Interior, Bureau of Indian Affairs, Phoenix Area Office, Phoenix, Arizona

12-96 – 07-97 Area Administrative Officer, Department of the Interior, Bureau of Indian Affairs, Phoenix Area Office, Division of Support Services, Phoenix, Arizona

08-94 – 11-96 Area Budget Officer, Department of the Interior, Bureau of Indian Affairs, Phoenix Area Office, Branch of Budget, Phoenix, Arizona

06-92 – 08-94 Budget Analyst, Department of the Interior, Bureau of Indian Affairs, Office of Management and Administration, Division of Program Development and Implementation, Washington, D.C.

12-90 – 06-92 Budget Analyst, Department of the Interior, Office of the Secretary, Office of Budget, Washington, D.C.

**Jeanette D. Hanna (cont.)**

10-89 – 12-90                      Legislative Director, U.S. Congressman Wes Watkins,  
U.S. House of Representatives, Washington  
Congressional Office, Washington, D.C.

08-87 – 10-89                      Legislative Assistant, U.S. Congressman Wes Watkins,  
U.S. House of Representatives, Washington  
Congressional Office, Washington, D.C.

04-84 – 10-89                      Legislative Correspondent, U.S. Congressman Wes  
Watkins, U.S. House of Representatives, Washington  
Congressional Office, Washington, D.C.

05-83 – 04-84                      Staff Assistant, U.S. Congressman Wes Watkins, U.S.  
House of Representatives, Washington Congressional  
Office, Washington, D.C.

P30 (2710)

Memorandum

To: Executive Resources Board

Through: Principal Deputy Assistant Secretary for Fish and Wildlife and Parks

From: Director

Subject: Request Approval to Reassign David Vela to Senior Executive Service (SES) position of Superintendent, Grand Teton National Park

We are requesting your approval to officially reassign Mr. Raymond D. (David) Vela to the SES position of Superintendent, Grand Teton National Park (GRTE NP), ES-0025, Wyoming. He is currently serving as the SES Associate Director, Workforce Management, Washington, DC. Mr. Vela's current annual salary is \$148,830.00; a 12% relocation incentive (\$17,860.00), with a signed service agreement, was given to Mr. Vela in 2012 when he was reassigned from the Regional Director, Southeast region position in Atlanta, GA to the Associate Director, Workforce Management (AD, WFM) position in Washington, DC. Based on Mr. Vela's recent relocation incentive, and the impending "across the board" SES pay increase there will be no additional salary or relocation incentive requested. Mr. Vela is a graduate of the Department's SES Candidate Development Program and received his Qualifications Review Board certification on May 16, 2006.

Mr. Vela is a highly respected Associate Director, former Regional Director and Park Superintendent. He has more than 22 years of National Park Service experience and 15 years in management positions. Mr. Vela's management career, with the NPS, began in 1998 as the Superintendent of Palo Alto Battlefield National Historic Site in Brownsville, Texas; then became the Texas State Coordinator, Austin, Texas; Superintendent for Lyndon B. Johnson National Historical Park, Johnson City, Texas; Superintendent for George Washington Memorial Parkway in Washington, DC; Regional Director, Southeast Region, Atlanta, Georgia, and currently as the Associate Director, Workforce Management, Washington, DC.

Since Mr. Vela was reassigned in 2012 to the AD, WFM position in Washington, DC he has established the Office of Relevancy, Diversity & Inclusion (RDI), helped to initiate the TMAP process for the Directorate, developed for former Secretary Salazar and Director Jarvis "A Plan for an Inclusive America – Ensuring a Diverse Workforce for the National Park Service." The plan outlines recruitment, hiring, mentoring, and related interests designed to enhance diversity

hiring in the agency. Mr. Vela developed the first voluntary employee organization to address the needs of Native American employees as they relate to employment, retention, and working with the Native American community. Working with a group of Native American employees for nine months resulted in the creation of a formal group called "CIRCLE" (Council for Indigenous Relevancy, Communication, Leadership and Excellence) which helps to discuss and address Native American employee concerns and interests to NPS leadership.

The Superintendent, Grand Teton National Park (GRTE) and the John D. Rockefeller, Jr. Memorial Parkway (JODR), located in northwestern Wyoming manages park staff which consists of 160 permanent and term employees, approximately 200 seasonal employees, and approximately 150 volunteers. The Superintendent provides direct supervision to the Deputy Superintendent, Management Assistant, Chief of Planning, Public Affairs Officer, Safety Officer, and Executive Assistant. The park has an annual budget of \$25-30 million, including recreation fees, franchise fees, cyclic maintenance, natural resource preservation, I&M network funds, repair/rehab, Federal Highway Administration funds, and line item construction.

The Superintendent provides leadership for planning, programming, review, progression, and initiation of all park programs including construction, physical development, and special studies; coordinates and cooperates with stakeholders, officials in local communities, county and state government, and other federal agencies in the conduct of park programs on widely varying and separated projects in accordance with established policies and procedures; cultivates and maintains existing partnerships following established guidelines.

Mr. Vela's past experience as the Regional Director, Southeast region, previous experience as a park Superintendent; specifically the Superintendent of the George Washington Memorial Parkway which has similar issues to the John D. Rockefeller, Jr. Memorial Parkway, and his current Associate Director experience, and executive level training have provided him with the leadership skills necessary to fill the duties of this demanding SES Superintendent's position.

Mr. Vela earned a Bachelor of Science at Texas A&M University, College Station, Texas. He is the recipient of the 2008 Leslie M. Reid Alumni Award – For Outstanding Contribution to the Field of Recreation, Parks, or Tourism by a Graduate of the Department of Recreation, Parks & Tourism Sciences at Texas A&M University; NPS recipient of the Department's 2006 Secretary Manuel Lujan, Jr. Champion Award and served for two terms as a Trustee ("at large" position) on the Wharton Independent School District Board of Trustees. Mr. Vela led his staff in the production of an award winning national publication on slavery as well as the first publication produced by the NPS on Hispanics and the Civil War along with a companion poster in English and Spanish.

We believe Mr. Vela's experience, commitment to diversity and the competencies that he has gained have provided him with superior credentials to serve in the position of Superintendent, Grand Teton National Park

The reassignment is outside the Washington, DC commuting area. In accordance with appropriate regulatory and Departmental guidance, Mr. Vela will be afforded a 60 day notice period prior to our effecting the action. We are attaching the position description, OF-8, and Mr.

Vela's resume. With your approval, we will affect the reassignment at the end of the notice period, or earlier if Mr. Vela waives any or all of the notice period.

Questions regarding this request to reassign Mr. Vela can be directed to Patricia Casey, SES Program Manager, at (202) 354-1978. Your signature below will signify your approval of this action.

Approved by the Executive Resources Board:

\_\_\_\_\_  
Executive Resources Board

\_\_\_\_\_  
Date

Attachments

bcc:

2710-R.F.

FNP:PCasey: db:1/13/14; BASIC FILE RETAINED IN HUMAN RESOURCES (2710)

SDRIVE:/SES PROGRAM/REASSIGN – VELA; Superintendent, GRTE



P30 (2710)

Memorandum

To: Raymond David Vela  
From: Director  
Subject: Reassignment within the Senior Executive Service (SES)

This is to inform you of my decision to reassign you from the position of Associate Director, Workforce Management, Washington, DC to the position of Superintendent, Grand Teton National Park, Wyoming. Your reassignment to this position is for the efficiency of the service. This reassignment is an opportunity for you to provide proven leadership ability to a key position managing a major organizational component of the National Park Service.

Your exemplary service record, proven management skill, and the willingness to tackle virtually any project assigned make me extremely confident in your ability to meet this new challenge. This is a time when dynamic leaders are needed in every key position to continue the legacy of protection, preservation and visitor enjoyment.

Your reassignment within the SES is in accordance with 5 USC 3395(a), and 5 CFR 317.901, and has been approved by the Executive Resources Board. As an SES employee, you must be given 60 days written notice in advance of the effective date of a directed reassignment within the commuting area. The 60 days notice period may be waived with your written consent. Absent your request to waive the notice period, your reassignment will be no earlier than 60 days from when you receive this memorandum.

Please indicate your decision on the attached form, which should be returned to Patricia Casey, SES Program Manager, Field Advisory Services and Executive Resources Division, Office of Human Resources (2710), 1201 Eye Street, NW, Washington, DC 20005. If you have any questions regarding this memorandum, please contact Patricia Casey at (202) 354-1978.

Attachment

bcc:

2710-R.F.

FNP:PCASEY:01/13/14 BASIC FILE RETAINED IN HR(2710)

SDRIVE:SES-REASSIGNMENTS-REASSIGN VELA; REASSIGNMENT TO  
SUPERINTENDENT, GRAND TETON NP

P30 (2710)

Memorandum

To: Director

From: Raymond David Vela

Subject: Reassignment within the Senior Executive Service (SES)

This memorandum is my notification to you of my decision regarding the reassignment to the position of Superintendent, Grand Teton National, Park, Wyoming.

\_\_\_\_\_ I accept the reassignment and waive the 60-day notice period.

\_\_\_\_\_ I accept the reassignment and do not waive the 60-day notice period.

\_\_\_\_\_ I decline the reassignment and will retire from Federal service. I understand that I may be eligible for discontinued service retirement.

\_\_\_\_\_ I decline the reassignment. I understand that I will be subject to removal under adverse action procedures.

I have made this decision voluntarily and without coercion from any individual.

Signature \_\_\_\_\_ Date \_\_\_\_\_

bcc:  
2710-R.F.  
FNP:PCASEY:01/13/14  
SDRIVE:SES-REASSIGNMENTS; REASSIGN VELA; REASSIGNMENT TO  
SUPERINTENDENT, GRAND TETON NP

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Hardaway, Peyton  
**Sent:** 2017-04-06T12:12:31-04:00  
**Importance:** Normal  
**Subject:** Fwd: Wendy Fink - Updated position description  
**Received:** 2017-04-06T12:12:58-04:00

I've contacted Wendy Fink for PSB purposes.

----- Forwarded message -----

From: **Oxyer, Michelle** <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>  
Date: Thu, Apr 6, 2017 at 11:39 AM  
Subject: Re: Wendy Fink - Updated position description  
To: "Hardaway, Peyton" <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)>

Mary just chatted me....she has to meet with Cason later today. She wants you to talk to Wendy as soon as possible to get the security piece started. Can you let Mary know as soon as you talk to Wendy and keep her updated throughout? She is sure this will come up in her meeting. Thanks!

### **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

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From: **Foster, Maureen** <[maureen\\_foster@ios.doi.gov](mailto:maureen_foster@ios.doi.gov)>  
Date: Thu, Apr 6, 2017 at 9:12 AM  
Subject: Re: Wendy Fink - Updated position description  
To: "Oxyer, Michelle" <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>  
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Wonderful news.

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I recommend that she have the same level of clearance as the Chief of Staff unless that clearance is tied to pay scale.

I am here all day if a phone call is easier on some of this.

Thanks again.

Maureen

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Maureen D. Foster  
Chief of Staff  
Office of the Assistant Secretary  
for Fish and Wildlife and Parks  
1849 C Street, NW, Room 3161  
Washington, DC 20240

202.208.5970 (desk)

202.208.4416 (main)

[Maureen\\_Foster@ios.doi.gov](mailto:Maureen_Foster@ios.doi.gov)

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Once we get the PD signed and get clearance from the BSEE PSB, we can arrange an effective date for the reassignment.

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Department of the Interior  
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[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

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[Maureen\\_Foster@ios.doi.gov](mailto:Maureen_Foster@ios.doi.gov)

On Wed, Apr 5, 2017 at 1:19 PM, Virginia Johnson <[virginia\\_johnson@ios.doi.gov](mailto:virginia_johnson@ios.doi.gov)> wrote:

Virginia

Begin forwarded message:

**From:** "Oxyer, Michelle" <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>  
**Date:** April 5, 2017 at 12:39:45 PM EDT  
**To:** Virginia Johnson <[virginia\\_johnson@ios.doi.gov](mailto:virginia_johnson@ios.doi.gov)>  
**Cc:** Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>, Peyton Hardaway <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)>  
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Let me know if you have any questions for concerns...thank you!

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Executive Resources Division

Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
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**Gary 'Peyton' Hardaway**  
Acting Branch Chief, HR Operations & Executive Resources Program Manager  
U.S. Department of the Interior|Bureau of Safety and Environmental Enforcement (BSEE)|Human Resources  
Division (HRD)|HR Operations and Executive Resources Branch-D.C. 1849 C St. NW, Washington D.C.,  
20240 |Main Interior Building - Room  
(5446) Tel: 202.208.6607|Cell: 571.524.3961|Fax: 202.219.8104|Email: [Peyton.Hardaway@bsee.gov](mailto:Peyton.Hardaway@bsee.gov)

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**To:** Hardaway, Peyton[peyton.hardaway@bsee.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-04-06T12:13:57-04:00  
**Importance:** Normal  
**Subject:** Re: Wendy Fink - Updated position description  
**Received:** 2017-04-06T12:14:07-04:00

Peyton.  
Great - thanks for the update.

Mary

On Thu, Apr 6, 2017 at 12:12 PM, Hardaway, Peyton <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)> wrote:

I've contacted Wendy Fink for PSB purposes.

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[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

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Date: Thu, Apr 6, 2017 at 9:12 AM

Subject: Re: Wendy Fink - Updated position description

To: "Oxyer, Michelle" <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>

Cc: Virginia Johnson <[virginia\\_johnson@ios.doi.gov](mailto:virginia_johnson@ios.doi.gov)>, Peyton Hardaway <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)>, Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>

Wonderful news.

Yes, please reach out to Wendy to get her portion of the work rolling. (My advice to her will be, "Do whatever Peyton tells you as he never steers you wrong.")

I recommend that she have the same level of clearance as the Chief of Staff unless that clearance is tied to pay scale.

I am here all day if a phone call is easier on some of this.

Thanks again.

Maureen

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**Date:** April 5, 2017 at 12:39:45 PM EDT  
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**Cc:** Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>, Peyton Hardaway <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)>  
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U.S. Department of the Interior|Bureau of Safety and Environmental Enforcement (BSEE)|Human Resources Division (HRD)|HR Operations and Executive Resources Branch-D.C. 1849 C St. NW, Washington D.C., 20240 |Main Interior Building - Room (5446) Tel: 202.208.6607|Cell: 571.524.3961|Fax: 202.219.8104|Email: [Peyton.Hardaway@bsee.gov](mailto:Peyton.Hardaway@bsee.gov)

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--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Hardaway, Peyton  
**Sent:** 2017-04-06T12:14:32-04:00  
**Importance:** Normal  
**Subject:** Re: Wendy Fink - Updated position description  
**Received:** 2017-04-06T12:14:59-04:00

Happy to help.

On Thu, Apr 6, 2017 at 12:13 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Peyton.  
Great - thanks for the update.

Mary

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Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

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**Gary 'Peyton' Hardaway**  
**Acting Branch Chief, HR Operations & Executive Resources Program Manager**  
U.S. Department of the Interior|Bureau of Safety and Environmental Enforcement (BSEE)|Human Resources Division (HRD)|HR Operations and Executive Resources Branch-D.C. 1849 C St. NW, Washington D.C., 20240 |Main Interior Building - Room  
(5446) Tel: 202.208.6607|Cell: 571.524.3961|Fax: 202.219.8104|Email: [Peyton.Hardaway@bsee.gov](mailto:Peyton.Hardaway@bsee.gov)

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**Gary 'Peyton' Hardaway**  
**Acting Branch Chief, HR Operations & Executive Resources Program Manager**  
U.S. Department of the Interior|Bureau of Safety and Environmental Enforcement (BSEE)|Human Resources Division (HRD)|HR Operations and Executive Resources Branch-D.C. 1849 C St. NW, Washington D.C., 20240 |Main Interior Building - Room  
(5446) Tel: 202.208.6607|Cell: 571.524.3961|Fax: 202.219.8104|Email: [Peyton.Hardaway@bsee.gov](mailto:Peyton.Hardaway@bsee.gov)

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



--

---

**Gary 'Peyton' Hardaway**  
**Acting Branch Chief, HR Operations & Executive Resources Program Manager**  
**U.S. Department of the Interior|Bureau of Safety and Environmental Enforcement (BSEE)|Human Resources**  
**Division (HRD)|HR Operations and Executive Resources Branch-D.C. 1849 C St. NW, Washington D.C.,**  
**20240 |Main Interior Building - Room**  
**(5446) Tel: 202.208.6607|Cell: 571.524.3961|Fax: 202.219.8104|Email: [Peyton.Hardaway@bsee.gov](mailto:Peyton.Hardaway@bsee.gov)**

**To:** Peter Symmes[Peter\_Symmes@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-04-06T13:32:03-04:00  
**Importance:** Normal  
**Subject:** high priority - probationary employee hires since start of FY  
**Received:** 2017-04-06T13:32:10-04:00

Peter,

You recall how you did the spreadsheet with all of the probationary employee hires since the election? Can you update that spreadsheet with the list of employees since the start of the fiscal year so October 1st?

The grade, position name, location, bureau and supervisory status is needed. It would be great to have veterans status as well if that's doable. I think this was all included in what you had sent me for the November hires onward. It would help if you could give me two lists - 1) all probationary employees and 2) GS-12 and above.

How quickly can you give me the data? I need to give an answer on how quickly we can produce this data.

Thanks,  
Mary

-----

Ray,

I need a one-pager on

(b)(5)

(b)(5)

Options I thought of:

(b)(5)

Others?

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer

(202) 208-4505

**To:** James Anderton[james\_anderton@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-04-06T13:33:49-04:00  
**Importance:** Normal  
**Subject:** Fwd: high priority - probationary employee hires since start of FY  
**Received:** 2017-04-06T13:33:56-04:00

Thoughts?

Mary

----- Forwarded message -----

**From:** Pletcher, Mary <mary\_pletcher@ios.doi.gov>  
**Date:** Thu, Apr 6, 2017 at 1:32 PM  
**Subject:** high priority - probationary employee hires since start of FY  
**To:** Peter Symmes <Peter\_Symmes@ios.doi.gov>  
**Cc:** Raymond Limon <raymond\_limon@ios.doi.gov>, Christopher B Lawson <Christopher\_Lawson@ios.doi.gov>

Peter,

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How quickly can you give me the data? I need to give an answer on how quickly we can produce this data.

Thanks,  
Mary

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I need a one-pager on

(b)(5)

(b)(5)

Options I thought of:

(b)(5)

(b)(5)

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]  
**From:** Symmes, Peter  
**Sent:** 2017-04-06T13:46:18-04:00  
**Importance:** Normal  
**Subject:** Re: high priority - probationary employee hires since start of FY  
**Received:** 2017-04-06T13:47:04-04:00

Yes, will do.

Peter H. Symmes  
HR Information Systems  
Department of the Interior  
Office: 202-208-3172  
Fax: 202-219-2184  
Mobile: 202-738-2005

On Thu, Apr 6, 2017 at 1:32 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

Peter,

You recall how you did the spreadsheet with all of the probationary employee hires since the election? Can you update that spreadsheet with the list of employees since the start of the fiscal year so October 1st?

The grade, position name, location, bureau and supervisory status is needed. It would be great to have veterans status as well if that's doable. I think this was all included in what you had sent me for the November hires onward. It would help if you could give me two lists - 1) all probationary employees and 2) GS-12 and above.

How quickly can you give me the data? I need to give an answer on how quickly we can produce this data.

Thanks,  
Mary

-----

Ray,

I need a one-pager on

(b)(5)

(b)(5)

Options I thought of:

(b)(5)

(b)(5)  
Others?

Thanks,  
Mary

--  
**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]  
**From:** Symmes, Peter  
**Sent:** 2017-04-06T13:47:32-04:00  
**Importance:** Normal  
**Subject:** Re: high priority - probationary employee hires since start of FY  
**Received:** 2017-04-06T13:48:18-04:00

It shouldn't take more than a couple hours.

Peter H. Symmes  
HR Information Systems  
Department of the Interior  
Office: 202-208-3172  
Fax: 202-219-2184  
Mobile: 202-738-2005

On Thu, Apr 6, 2017 at 1:32 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

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How quickly can you give me the data? I need to give an answer on how quickly we can produce this data.

Thanks,  
Mary

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Ray,

I need a one-pager on

(b)(5)

(b)(5)

Options I thought of:

(b)(5)



(b)(5)

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Symmes, Peter[peter\_symmes@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Christopher B  
Lawson[Christopher\_Lawson@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-04-06T13:48:39-04:00  
**Importance:** Normal  
**Subject:** Re: high priority - probationary employee hires since start of FY  
**Received:** 2017-04-06T13:48:46-04:00

Peter,  
Can you let me know how quickly you can run the data?

Mary

On Thu, Apr 6, 2017 at 1:46 PM, Symmes, Peter <[peter\\_symmes@ios.doi.gov](mailto:peter_symmes@ios.doi.gov)> wrote:

Yes, will do.

Peter H. Symmes  
HR Information Systems  
Department of the Interior  
Office: 202-208-3172  
Fax: 202-219-2184  
Mobile: 202-738-2005

On Thu, Apr 6, 2017 at 1:32 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

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Thanks,  
Mary

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Ray,

I need a one-pager on [REDACTED] (b)(5)  
[REDACTED] (b)(5)

Options I thought of:  
[REDACTED] (b)(5)

Others?

Thanks,  
Mary

--  
**Mary Pletcher**  
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(202) 208-4505

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**Mary Pletcher**  
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Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Christopher B  
Lawson[Christopher\_Lawson@ios.doi.gov]; Martin Pursley[MARTIN\_PURSLEY@ios.doi.gov]  
**From:** Symmes, Peter  
**Sent:** 2017-04-06T15:49:23-04:00  
**Importance:** Normal  
**Subject:** Re: high priority - probationary employee hires since start of FY  
**Received:** 2017-04-06T15:50:10-04:00

Mary,

I have refreshed the data set and uploaded the Excel file to the following location on the Google Drive:

<https://drive.google.com/open?id=0B7V-PiH8WdtLRm8yZ3ZDLULBZ1E>

The Excel file contains three pivot tables:

1. All employees in probationary status (Tenure Group = CAREER-COND/CAREER SVG PROB--EXC APPT SVG TRIAL PD) with a Date Accession >= Oct 1 2016 (total for all DOI is 1,911)
2. Employees in probationary status (Tenure Group = CAREER-COND/CAREER SVG PROB--EXC APPT SVG TRIAL PD) at grade 12 and above, with a Date Accession >= Oct 1 2016 (total for DOI is 273)
3. The third pivot shows non-permanent annuitants

Please let me know if you have any questions or need anything else. I can mine the data further should you need me to.

Peter H. Symmes  
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Department of the Interior  
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Fax: 202-219-2184  
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(b)(5)

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(b)(5)

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**Mary Pletcher**  
Department of the Interior  
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Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]  
**From:** Symmes, Peter  
**Sent:** 2017-04-06T15:54:32-04:00  
**Importance:** Normal  
**Subject:** Re: high priority - probationary employee hires since start of FY  
**Received:** 2017-04-06T15:55:19-04:00

Mary,

I sent a separate message a few minutes ago with a link to the data.

Peter H. Symmes  
HR Information Systems  
Department of the Interior  
Office: 202-208-3172  
Fax: 202-219-2184  
Mobile: 202-738-2005

On Thu, Apr 6, 2017 at 1:48 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Peter,  
Can you let me know how quickly you can run the data?

Mary

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Yes, will do.

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**To:** Symmes, Peter[peter\_symmes@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]; Martin Pursley[MARTIN\_PURSLEY@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-04-06T16:47:42-04:00  
**Importance:** Normal  
**Subject:** Re: high priority - probationary employee hires since start of FY  
**Received:** 2017-04-06T16:47:48-04:00

Peter,  
Are the ASIA employees included within the Office of the Secretary employees? Can you split them out separately?

Thanks,  
Mary

On Thu, Apr 6, 2017 at 3:49 PM, Symmes, Peter <[peter\\_symmes@ios.doi.gov](mailto:peter_symmes@ios.doi.gov)> wrote:

Mary,

I have refreshed the data set and uploaded the Excel file to the following location on the Google Drive:

<https://drive.google.com/open?id=0B7V-PiH8WdtLRm8yZ3ZDLUIBZ1E>

The Excel file contains three pivot tables:

1. All employees in probationary status (Tenure Group = CAREER-COND/CAREER SVG PROB--EXC APPT SVG TRIAL PD) with a Date Accession >= Oct 1 2016 (total for all DOI is 1,911)
2. Employees in probationary status (Tenure Group = CAREER-COND/CAREER SVG PROB--EXC APPT SVG TRIAL PD) at grade 12 and above, with a Date Accession >= Oct 1 2016 (total for DOI is 273)
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Please let me know if you have any questions or need anything else. I can mine the data further should you need me to.

Peter H. Symmes  
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Department of the Interior  
Office: 202-208-3172  
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Mary

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Options I thought of:

(b)(5)

Others?

Thanks,  
Mary

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**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]; Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]; Martin Pursley[MARTIN\_PURSLEY@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-04-06T16:49:05-04:00  
**Importance:** Normal  
**Subject:** Re: high priority - probationary employee hires since start of FY  
**Received:** 2017-04-06T16:49:11-04:00

No worries - I found the field myself.

Thanks,  
Mary

On Thu, Apr 6, 2017 at 4:47 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

Peter,  
Are the ASIA employees included within the Office of the Secretary employees? Can you split them out separately?

Thanks,  
Mary

On Thu, Apr 6, 2017 at 3:49 PM, Symmes, Peter <peter\_symmes@ios.doi.gov> wrote:

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HR Information Systems  
Department of the Interior  
Office: 202-208-3172  
Fax: 202-219-2184  
Mobile: 202-738-2005

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Thanks,  
Mary

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Ray,

I need a one-pager on

(b)(5)

(b)(5)

Options I thought of:

(b)(5)

Others?

Thanks,  
Mary

--

Mary Pletcher  
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Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer  
(202) 208-4505

--

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Chief Human Capital Officer  
(202) 208-4505

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Hardaway, Peyton[peyton.hardaway@bsee.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-04-10T12:00:03-04:00  
**Importance:** Normal  
**Subject:** Re: Wendy Fink - Updated position description  
**Received:** 2017-04-10T12:01:05-04:00

Hi - how are things going on this? Any movement forward?

Mary

On Thu, Apr 6, 2017 at 12:14 PM, Hardaway, Peyton <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)> wrote:

Happy to help.

On Thu, Apr 6, 2017 at 12:13 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Peyton.

Great - thanks for the update.

Mary

On Thu, Apr 6, 2017 at 12:12 PM, Hardaway, Peyton <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)> wrote:

I've contacted Wendy Fink for PSB purposes.

----- Forwarded message -----

From: **Oxyer, Michelle** <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>  
Date: Thu, Apr 6, 2017 at 11:39 AM  
Subject: Re: Wendy Fink - Updated position description  
To: "Hardaway, Peyton" <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)>

Mary just chatted me....she has to meet with Cason later today. She wants you to talk to Wendy as soon as possible to get the security piece started. Can you let Mary know as soon as you talk to Wendy and keep her updated throughout? She is sure this will come up in her meeting. Thanks!

### **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

On Thu, Apr 6, 2017 at 11:00 AM, Hardaway, Peyton <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)> wrote:

Thanks!!! This will be taken care of.

On Thu, Apr 6, 2017 at 10:52 AM, Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)> wrote:

Passing this off to you....let me know if there is anything I can do to assist.

**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

----- Forwarded message -----

From: **Foster, Maureen** <[maureen\\_foster@ios.doi.gov](mailto:maureen_foster@ios.doi.gov)>

Date: Thu, Apr 6, 2017 at 9:12 AM

Subject: Re: Wendy Fink - Updated position description

To: "Oxyer, Michelle" <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>

Cc: Virginia Johnson <[virginia\\_johnson@ios.doi.gov](mailto:virginia_johnson@ios.doi.gov)>, Peyton Hardaway  
<[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)>, Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>

Wonderful news.

Yes, please reach out to Wendy to get her portion of the work rolling. (My advice to her will be, "Do whatever Peyton tells you as he never steers you wrong.")

I recommend that she have the same level of clearance as the Chief of Staff unless that clearance is tied to pay scale.

I am here all day if a phone call is easier on some of this.

Thanks again.

Maureen

---

Maureen D. Foster  
Chief of Staff  
Office of the Assistant Secretary  
for Fish and Wildlife and Parks  
1849 C Street, NW, Room 3161  
Washington, DC 20240

202.208.5970 (desk)

202.208.4416 (main)

[Maureen\\_Foster@ios.doi.gov](mailto:Maureen_Foster@ios.doi.gov)

On Thu, Apr 6, 2017 at 9:06 AM, Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)> wrote:

These changes are absolutely fine. I have accepted them all. The next step...we will

create a PD coversheet that will need to be signed finalizing the classification of the position and bring that down for signature.

Two questions - We will need to reach out to Wendy to get her resume and have her complete paperwork to get the BSEE Personnel Security Branch (PSB) to clear this move...are we ok to proceed with this step? Two, her current position is requires a Non Critical Sensitive security clearance. Will she require the same level of clearance in this new position?

Once we get the PD signed and get clearance from the BSEE PSB, we can arrange an effective date for the reassignment.

Please let me know if you have any questions.

### **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

On Wed, Apr 5, 2017 at 7:04 PM, Foster, Maureen <[maureen\\_foster@ios.doi.gov](mailto:maureen_foster@ios.doi.gov)> wrote:

Michelle:

Attached is the PD with comments. The edits were made to ensure that the counselor will work with all the Deputy Assistant Secretaries in the office but under the supervision/direction of the ASFWP.

Let me know if there is another way to get at the same goal in case these edits affect the classification of the job.

Thanks much.

Maureen

---

Maureen D. Foster  
Chief of Staff  
Office of the Assistant Secretary  
for Fish and Wildlife and Parks  
1849 C Street, NW, Room 3161  
Washington, DC 20240

202.208.5970 (desk)  
202.208.4416 (main)

[Maureen\\_Foster@ios.doi.gov](mailto:Maureen_Foster@ios.doi.gov)

On Wed, Apr 5, 2017 at 1:19 PM, Virginia Johnson <[virginia\\_johnson@ios.doi.gov](mailto:virginia_johnson@ios.doi.gov)> wrote:

Virginia



Begin forwarded message:

**From:** "Oxyer, Michelle" <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>  
**Date:** April 5, 2017 at 12:39:45 PM EDT  
**To:** Virginia Johnson <[virginia\\_johnson@ios.doi.gov](mailto:virginia_johnson@ios.doi.gov)>  
**Cc:** Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>, Peyton Hardaway  
<[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)>  
**Subject:** Wendy Fink - Updated position description

Good afternoon Virginia, I made some modifications to the proposed position description, which is attached. Please review. If you have any changes, please let us know. If this works for you, please let us know and we will coordinate with BSEE HR to effective the reassignment as soon as possible.

Let me know if you have any questions for concerns...thank you!

**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

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Gary '*Peyton*' Hardaway  
Acting Branch Chief, HR Operations & Executive Resources Program Manager  
U.S. Department of the Interior|Bureau of Safety and Environmental Enforcement (BSEE)|Human Resources Division (HRD)|HR Operations and Executive Resources Branch-D.C. 1849 C St. NW, Washington D.C., 20240 |Main Interior Building - Room (5446) Tel: 202.208.6607|Cell: 571.524.3961|Fax: 202.219.8104|Email: [Peyton.Hardaway@bsee.gov](mailto:Peyton.Hardaway@bsee.gov)

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U.S. Department of the Interior|Bureau of Safety and Environmental Enforcement (BSEE)|Human Resources Division (HRD)|HR Operations and Executive Resources Branch-D.C. 1849 C St. NW, Washington D.C., 20240 |Main Interior Building - Room (5446) Tel: 202.208.6607|Cell: 571.524.3961|Fax: 202.219.8104|Email: [Peyton.Hardaway@bsee.gov](mailto:Peyton.Hardaway@bsee.gov)

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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**Gary 'Peyton' Hardaway**  
**Acting Branch Chief, HR Operations & Executive Resources Program Manager**  
**U.S. Department of the Interior|Bureau of Safety and Environmental Enforcement (BSEE)|Human Resources**  
**Division (HRD)|HR Operations and Executive Resources Branch-D.C. 1849 C St. NW, Washington D.C.,**  
**20240 |Main Interior Building - Room**  
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--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Hardaway, Peyton  
**Sent:** 2017-04-10T12:06:13-04:00  
**Importance:** Normal  
**Subject:** Re: Wendy Fink - Updated position description  
**Received:** 2017-04-10T12:07:31-04:00

**Good Morning Mary,**

I had a long conversation with Wendy and she expressed that she would communicate to Jim Cason how things are moving and how pleased she was with the service she's received thus far. I followed up with our PSB team today and they are working it out on their end. Lastly, I spoke with Virginia Johnson and Maureen Foster Friday and they'd like for her reassignment to be effective 04/16 given PSB approval.

**Thanks,  
Peyton**

On Mon, Apr 10, 2017 at 12:00 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Hi - how are things going on this? Any movement forward?

Mary

On Thu, Apr 6, 2017 at 12:14 PM, Hardaway, Peyton <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)> wrote:

Happy to help.

On Thu, Apr 6, 2017 at 12:13 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Peyton.  
Great - thanks for the update.

Mary

On Thu, Apr 6, 2017 at 12:12 PM, Hardaway, Peyton <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)> wrote:

I've contacted Wendy Fink for PSB purposes.

----- Forwarded message -----

**From:** Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>  
**Date:** Thu, Apr 6, 2017 at 11:39 AM  
**Subject:** Re: Wendy Fink - Updated position description  
**To:** "Hardaway, Peyton" <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)>

Mary just chatted me....she has to meet with Cason later today. She wants you to talk to Wendy as soon as possible to get the security piece started. Can you let Mary know as soon as you talk to Wendy and keep her updated throughout? She is sure this will come up in her meeting. Thanks!

**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

On Thu, Apr 6, 2017 at 11:00 AM, Hardaway, Peyton <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)> wrote:

Thanks!!! This will be taken care of.

On Thu, Apr 6, 2017 at 10:52 AM, Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)> wrote:

Passing this off to you....let me know if there is anything I can do to assist.

**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

----- Forwarded message -----

From: **Foster, Maureen** <[maureen\\_foster@ios.doi.gov](mailto:maureen_foster@ios.doi.gov)>

Date: Thu, Apr 6, 2017 at 9:12 AM

Subject: Re: Wendy Fink - Updated position description

To: "Oxyer, Michelle" <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>

Cc: Virginia Johnson <[virginia\\_johnson@ios.doi.gov](mailto:virginia_johnson@ios.doi.gov)>, Peyton Hardaway <[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)>, Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>

Wonderful news.

Yes, please reach out to Wendy to get her portion of the work rolling. (My advice to her will be, "Do whatever Peyton tells you as he never steers you wrong.")

I recommend that she have the same level of clearance as the Chief of Staff unless that clearance is tied to pay scale.

I am here all day if a phone call is easier on some of this.

Thanks again.

Maureen

---

Maureen D. Foster  
Chief of Staff

Office of the Assistant Secretary  
for Fish and Wildlife and Parks  
1849 C Street, NW, Room 3161  
Washington, DC 20240

202.208.5970 (desk)

202.208.4416 (main)

[Maureen\\_Foster@ios.doi.gov](mailto:Maureen_Foster@ios.doi.gov)

On Thu, Apr 6, 2017 at 9:06 AM, Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)> wrote:

These changes are absolutely fine. I have accepted them all. The next step...we will create a PD coversheet that will need to be signed finalizing the classification of the position and bring that down for signature.

Two questions - We will need to reach out to Wendy to get her resume and have her complete paperwork to get the BSEE Personnel Security Branch (PSB) to clear this move...are we ok to proceed with this step? Two, her current position is requires a Non Critical Sensitive security clearance. Will she require the same level of clearance in this new position?

Once we get the PD signed and get clearance from the BSEE PSB, we can arrange an effective date for the reassignment.

Please let me know if you have any questions.

### **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

On Wed, Apr 5, 2017 at 7:04 PM, Foster, Maureen <[maureen\\_foster@ios.doi.gov](mailto:maureen_foster@ios.doi.gov)> wrote:

Michelle:

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Thanks much.

Maureen

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202.208.5970 (desk)  
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[Maureen\\_Foster@ios.doi.gov](mailto:Maureen_Foster@ios.doi.gov)

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Virginia

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**From:** "Oxyer, Michelle" <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>  
**Date:** April 5, 2017 at 12:39:45 PM EDT  
**To:** Virginia Johnson <[virginia\\_johnson@ios.doi.gov](mailto:virginia_johnson@ios.doi.gov)>  
**Cc:** Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>, Peyton Hardaway  
<[peyton.hardaway@bsee.gov](mailto:peyton.hardaway@bsee.gov)>  
**Subject:** Wendy Fink - Updated position description

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Let me know if you have any questions for concerns...thank you!

**Michelle Oxyer**  
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Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

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Gary 'Peyton' Hardaway  
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U.S. Department of the Interior|Bureau of Safety and Environmental Enforcement (BSEE)|Human

Resources Division (HRD)|HR Operations and Executive Resources Branch-D.C. 1849 C St. NW,  
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(5446) Tel: 202.208.6607|Cell: 571.524.3961|Fax: 202.219.8104|Email: [Peyton.Hardaway@bsee.gov](mailto:Peyton.Hardaway@bsee.gov)

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(202) 208-4505

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(5446) Tel: 202.208.6607|Cell: 571.524.3961|Fax: 202.219.8104|Email: [Peyton.Hardaway@bsee.gov](mailto:Peyton.Hardaway@bsee.gov)

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-04-10T15:31:21-04:00  
**Importance:** Normal  
**Subject:** Re: Number of SLs to Request  
**Received:** 2017-04-10T15:31:28-04:00

The AD Science Applications has been vacant since 2011. The former incumbent, James Devine, was serving on an NDAA appointment until late 2015. The ERB approved to recruit for the position in Sept 2016 but never filled the position. Some of the duties of the position have been assigned to Suzette Kimball while she is serving on her NDAA appointment, so there are no plans to permanently fill the position at this time.

I'll ask OPM.

Thanks!

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Mon, Apr 10, 2017 at 2:52 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Was the USGS AD for Science Applications a new position?  
Would OPM be amenable to settlement type issues as in needing a spot because of a settlement issue?

Mary

On Mon, Apr 10, 2017 at 2:02 PM, Mack, Jonathan <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)> wrote:

- (1) Borderland position
- (2) OHA Reassignment
- (2) Deputy Division Chief, Service Delivery Division (OCIO)

Which of these should we ask for?

-USGS Asst Director for Science Applications is vacant for now but some of the duties are being performed by Suzette in her new role so this is not urgent.

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590



Fax: 202-208-5285

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]  
**From:** Hudson, Jody  
**Sent:** 2017-04-20T13:01:52-04:00  
**Importance:** Normal  
**Subject:** Re: Hiring Controls Templates  
**Received:** 2017-04-20T13:02:19-04:00

Hi Mary,

Thank you for the response. Can you please provide a supporting rationale? My leadership, and myself frankly, have difficulty understanding why this one state office is subject to different rules than all the other state offices simply by virtue of being located in Denver.

The closest I can speculate on a rationale would be that skill needs could theoretically be filled through lateral reassignments from other BLM components in Denver, i.e., the National Operations Center. That theory does not work though because of the drastically different skill sets between the two entities.

Best, Jody

Jody L. Hudson

Assistant Director Human Capital Management  
Bureau of Land Management  
U.S. Department of Interior  
1849 C St NW (RM 5611)  
Washington D.C., 20240  
Office - 202-208-7304  
Cell - 202-669-6317

On Thu, Apr 20, 2017 at 12:01 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Jody,

The BLM State Office in the Denver metropolitan area will have to follow the waiver process as will every other bureau with functions in Denver.

Thanks,  
Mary

On Wed, Apr 19, 2017 at 12:40 PM, Hudson, Jody <[jhudson@blm.gov](mailto:jhudson@blm.gov)> wrote:

Hi Mary,

As you may know, we have a number of state offices who perform BLM line-mission work in the field. One of those state offices (the Colorado Office) happens to be in Denver. This is

not an admin type office, but rather it performs BLM's line mission work.

I doubt the intent of the guidance was to include line mission offices who do the mission work out in the field. All other BLM state offices are not being held to that same requirement,

Can you please clarify?

Best

Jody L. Hudson

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Bureau of Land Management  
U.S. Department of Interior  
1849 C St NW (RM 5611)  
Washington D.C., 20240  
Office - 202-208-7304  
Cell - 202-669-6317

On Wed, Apr 19, 2017 at 11:57 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Dear Bureau Directors and Human Capital Officers:

As outlined in the Hiring Controls memorandum issued on April 14, 2017 to the Heads of Bureaus and Office Directors, waiver requests must be submitted to the Deputy Assistant Secretary for Human Capital and Diversity for the following:

- Washington, DC and Denver, CO metropolitan-area positions (exceptions are outlined in the memo); and
- GS-12- and-above hiring requests

The deadlines for submission are the 1st and 15th day of the month, and must be submitted to Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> and the DOI Office of Human Resources <[doi\\_office\\_of\\_human\\_resources@ios.doi.gov](mailto:doi_office_of_human_resources@ios.doi.gov)>.

Attached is a PDF of the memo and an Excel version of the template that must be submitted by the bureau director or deputy director.

The DAS HCD will review and coordinate the submission of hiring requests to the Deputy Secretary.

Questions regarding this guidance should be submitted to the DOI Office of Human Resources <[doi\\_office\\_of\\_human\\_resources@ios.doi.gov](mailto:doi_office_of_human_resources@ios.doi.gov)>.

We will convene the human capital officers to answer any questions that you might have.

Thanks,  
Mary

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
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(202) 208-4505

**To:** Hudson, Jody[jhudson@blm.gov]  
**Cc:** Raymond Limon[raymond\_limon@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-04-20T13:32:39-04:00  
**Importance:** Normal  
**Subject:** Re: Hiring Controls Templates  
**Received:** 2017-04-20T13:32:46-04:00

Jody,

The memo reflects the intent of the Secretary and the Acting Deputy Secretary. As I noted in my prior email, the BLM State Office in the Denver metropolitan area will have to follow the waiver process as will every other bureau with functions in Denver.

Thanks,  
Mary

On Thu, Apr 20, 2017 at 1:01 PM, Hudson, Jody <jhudson@blm.gov> wrote:

Hi Mary,

Thank you for the response. Can you please provide a supporting rationale? My leadership, and myself frankly, have difficulty understanding why this one state office is subject to different rules than all the other state offices simply by virtue of being located in Denver.

The closest I can speculate on a rationale would be that skill needs could theoretically be filled through lateral reassignments from other BLM components in Denver, i.e., the National Operations Center. That theory does not work though because of the drastically different skill sets between the two entities.

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Thanks,  
Mary

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(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Pursley, Martin[martin\_pursley@ios.doi.gov]; Lawson, Christopher[christopher\_lawson@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-04-24T15:15:17-04:00  
**Importance:** Normal  
**Subject:** Re: Hiring Controls FAQ  
**Received:** 2017-04-24T15:15:24-04:00

Yes, insofar if a bureau goes out of its way to increase the Denver and/or DC footprint. We could mitigate that by saying, laterals are ok, but lateraling someone from outside of DC or Denver to DC or Denver requires approval....

This would be different than what we said on the phone but would clarify the intent to limit growth in DC/Denver....

On Mon, Apr 24, 2017 at 3:04 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

I'm looking at the lateral reassignment from one geographic area to another question - do we think we run any risk of these given potential workforce restructuring efforts?

Mary

On Mon, Apr 24, 2017 at 2:10 PM, Pursley, Martin <[martin\\_pursley@ios.doi.gov](mailto:martin_pursley@ios.doi.gov)> wrote:

Please see the attached FAQs for your review.

I cross-referenced them to the spreadsheet and the call today. I believe that all the broad questions are answered. Please make certain that they all make sense and are accurate.

Let me know if any questions or changes are needed.

Martin

--

Martin Pursley, MSc  
Director, Talent Management

Department of the Interior  
Office of Human Resources  
1849 C Street NW  
MS 4310  
Washington DC 20240

Phone: 202-219-0727  
Fax: 202-219-1513  
Email: [martin\\_pursley@ios.doi.gov](mailto:martin_pursley@ios.doi.gov)



--

**Mary Pletcher**

Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer

(202) 208-4505

--

**Raymond A. Limon**

Director, Office of Human Resources

Deputy, Chief Human Capital Officer

Department of Interior

202-208-5310

**To:** Pursley, Martin[martin\_pursley@ios.doi.gov]  
**Cc:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]; Lawson, Christopher[christopher\_lawson@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-04-25T09:15:21-04:00  
**Importance:** Normal  
**Subject:** Re: Hiring Controls FAQ  
**Received:** 2017-04-25T09:15:28-04:00

I made a few more edits...please review....like to finalize by noon today.....we can add more if folks bring us more questions....

On Tue, Apr 25, 2017 at 7:50 AM, Pursley, Martin <[martin\\_pursley@ios.doi.gov](mailto:martin_pursley@ios.doi.gov)> wrote:

Added some questions....

On Mon, Apr 24, 2017 at 3:19 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Okay - I like that approach. I think we will want a few separate questions to specifically address issue. Lateral reassignments within DC or Denver are okay. Lateral reassignments from outside DC or Denver to DC or Denver require approval.

Mary

On Mon, Apr 24, 2017 at 3:15 PM, Limon, Raymond <[raymond\\_limon@ios.doi.gov](mailto:raymond_limon@ios.doi.gov)> wrote:

Yes, insofar if a bureaus goes out of its way to increase the Denver and/or DC footprint. We could mitigate that by saying, laterals are ok, but lateraling someone from outside of DC or Denver to DC or Denver requires approval....  
This would be different than what we said on the phone but would clarify the intent to limit growth in DC/Denver....

On Mon, Apr 24, 2017 at 3:04 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

I'm looking at the lateral reassignment from one geographic area to another question - do we think we run any risk of these given potential workforce restructuring efforts?

Mary

On Mon, Apr 24, 2017 at 2:10 PM, Pursley, Martin <[martin\\_pursley@ios.doi.gov](mailto:martin_pursley@ios.doi.gov)> wrote:

Please see the attached FAQs for your review.  
I cross-referenced them to the spreadsheet and the call today. I believe that all the broad questions are answered. Please make certain that they all make sense and are accurate.

Let me know if any questions or changes are needed.

Martin

--

Martin Pursley, MSc  
Director, Talent Management

Department of the Interior  
Office of Human Resources  
1849 C Street NW  
MS 4310  
Washington DC 20240

Phone: 202-219-0727

Fax: 202-219-1513

Email: [martin\\_pursley@ios.doi.gov](mailto:martin_pursley@ios.doi.gov)

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310

--

**Mary Pletcher**  
Department of the Interior  
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Chief Human Capital Officer  
(202) 208-4505

--

Martin Pursley, MSc  
Director, Talent Management

Department of the Interior  
Office of Human Resources  
1849 C Street NW  
MS 4310  
Washington DC 20240

Phone: 202-219-0727  
Fax: 202-219-1513  
Email: [martin\\_pursley@ios.doi.gov](mailto:martin_pursley@ios.doi.gov)

--

Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310

**To:** Richardson, Karen[karen.richardson@sol.doi.gov]  
**From:** Jorjani, Daniel  
**Sent:** 2017-04-25T15:55:22-04:00  
**Importance:** Normal  
**Subject:** Re: 120 day moratorium  
**Received:** 2017-04-25T15:56:09-04:00

Perfect. Appreciated.

On Tue, Apr 25, 2017 at 3:52 PM, Richardson, Karen <karen.richardson@sol.doi.gov> wrote:

Dan,

I could not resist immediately looking up the rule on directed reassignments of SES during the 120-day moratorium. You are correct that there is a moratorium on directed reassignments of SES during the 120-day moratorium if the reassignment is involuntary. This is what OPM has to say on the subject:

#### Moratorium on Involuntary Reassignments

Career appointees cannot be reassigned involuntarily within 120 days of the appointment of —  
\*h a new agency head, or  
\*h the career appointee's most immediate supervisor who is a noncareer appointee with the authority to make an initial appraisal of the career appointee's performance.

The intent of this moratorium is to provide a "get acquainted" period to allow the new agency head and noncareer appointees to get to know the career senior executives and their skills and expertise. However, after 120 days, they are free to reassign career appointees to any position for which they are qualified.

I would like to delve further into the issue of whether the appointment of a non-career supervisor would re-start the 120-day moratorium. I will report back on that and the other issues next Tuesday.

Thanks,

Karen

--

Karen K. Richardson  
Director, Employment and Labor Law Unit  
(202) 208-5708 (work)  
(202) 480-6981 (cell)

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Oxyer, Michelle  
**Sent:** 2017-04-27T13:56:36-04:00  
**Importance:** Normal  
**Subject:** Reassignments/Details  
**Received:** 2017-04-27T13:56:43-04:00  
[Moratorium - Key Considerations Summary v2.docx](#)

**Notice periods can run concurrently with the moratorium but they cannot be effective before the moratorium ends.**

I only included info on SES to SES details. There are more stringent rules when it comes to non-SES to SES details. If you want to me to add that, let me know.

### **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

**Moratorium  
Key Considerations  
Reassignments and Details**

**Moratorium on Involuntary Reassignments**

To prevent peremptory reassignments by new appointees without adequate knowledge of the individuals involved, the law provides that an agency may not involuntarily reassign an SES career appointee filling either a career reserved or general position:

- within 120 days after an appointment of the head of the agency; or
- within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to make an initial appraisal of the career appointee's performance under 5 U.S.C. Chapter 43, subchapter II.

The Secretary of the Interior was appointed on March 1, 2017. Involuntary reassignments can resume on **June 29, 2017**.

**Non-geographic reassignments** require a **15 calendar day advance written notice**. In the advance written notice, the executive will be provided the option to waive the 15 calendar advance notice period.

**Geographic reassignments** (to another commuting area) require a **60 calendar day advance written notice**. The advance written notice must include the reasons for the reassignment. Further, in the written notice, the executive will be provided to option to waive the 60 calendar day notice period.

**The 15 and 60 day advance notice period may run concurrently with the 120 day moratorium.** However, if the advance written notice is issued after the moratorium begins, an involuntary reassignment may be not be effective until the moratorium ends. Once beyond the end of the moratorium period, an involuntary reassignment can be effective after the completion of the advance notice period, or after the executive waives the advance notice period, whichever is sooner.

**SES Details**

Initial details and extensions within an agency must be made in accordance with 5 USC 3341 and 5 CFR 317.903(b)(1), which authorizes details in increments of no more than 120 days. Agencies cannot detail an SES member to unclassified duties for more than 240 days.

**Effect of the Moratorium on Details**

If a career appointee is detailed during the 120 day moratorium, or already on detail at the start of a moratorium, the first 60 days of the detail (or any combination of details) do not count against the 120 days. For example, if the employee is placed on a 90-day detail, the first 60 days would be added to the 120 days, and the moratorium would last 180 days. Although there is no limit on the total length of a detail during the moratorium, any detail during the moratorium must meet the detail requirements in the regulations. It also should be made judiciously and only when there is clear, bona-fide need. Details should not be used to circumvent the 120-day moratorium.

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Oxyer, Michelle  
**Sent:** 2017-04-27T14:13:25-04:00  
**Importance:** Normal  
**Subject:** Re: Reassignments/Details  
**Received:** 2017-04-27T14:13:33-04:00  
[Moratorium - Key Considerations Summary v2.docx](#)

Here is the revised document. Nothing in the OPM desk guide on appeal rights...generally details don't come with any appeal rights.

### **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

On Thu, Apr 27, 2017 at 2:02 PM, Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Can you also add info on SES details generally? Any time limits, appeal rights, etc?

Mary

Sent from my iPhone

On Apr 27, 2017, at 1:56 PM, Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)> wrote:

**Notice periods can run concurrently with the moratorium but they cannot be effective before the moratorium ends.**

I only included info on SES to SES details. There are more stringent rules when it comes to non-SES to SES details. If you want to me to add that, let me know.

### **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

<[Moratorium - Key Considerations Summary v2.docx](#)>



## **Moratorium Key Considerations Reassignments and Details**

### **Moratorium on Involuntary Reassignments**

To prevent peremptory reassignments by new appointees without adequate knowledge of the individuals involved, the law provides that an agency may not involuntarily reassign an SES career appointee filling either a career reserved or general position:

- within 120 days after an appointment of the head of the agency; or
- within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to make an initial appraisal of the career appointee's performance under 5 U.S.C. Chapter 43, subchapter II.

The Secretary of the Interior was appointed on March 1, 2017. Involuntary reassignments can resume on **June 29, 2017**.

**Non-geographic reassignments** require a **15 calendar day advance written notice**. In the advance written notice, the executive will be provided the option to waive the 15 calendar advance notice period.

**Geographic reassignments** (to another commuting area) require a **60 calendar day advance written notice**. The advance written notice must include the reasons for the reassignment. Further, in the written notice, the executive will be provided to option to waive the 60 calendar day notice period.

**The 15 and 60 day advance notice period may run concurrently with the 120 day moratorium.** However, if the advance written notice is issued after the moratorium begins, an involuntary reassignment may not be effective until the moratorium ends. Once beyond the end of the moratorium period, an involuntary reassignment can be effective after the completion of the advance notice period, or after the executive waives the advance notice period, whichever is sooner.

### **SES to SES Details**

Initial details and extensions of details to career SES to another SES position within an agency must be made in accordance with 5 USC 3341 and 5 CFR 317.903(b)(1), which authorizes details in increments of no more than 120 days. There is no time limit on how long a career SES can be detailed to another SES position.

Details of career SES members should not be used to circumvent the advance notice requirement for reassignments, or the 120 day moratorium on involuntary reassignments following the appointment of a new agency head. Any detail during the period should be made judiciously and only when there is a clear, bona fide need. The agency should document the reasons for the detail.

Agencies can detail a career SES member to unclassified duties for up to 240 days

### **Non SES to SES Details**

Details of non-SES employees to SES positions can be made for a maximum of 240 days (in 120 day increments). Agencies must use competitive procedures when detailing a non-SES employee to an SES position beyond 240 days. Details of non-SES employees to SES position should be kept to an absolute minimum and strictly controlled.

### **Effect of the Moratorium on Details**

If a career appointee is detailed during the 120 day moratorium, or already on detail at the start of a moratorium, the first 60 days of the detail (or any combination of details) do not count against the 120 days. For example, if the employee is placed on a 90-day detail, the first 60 days would be added to the 120 days, and the moratorium would last 180 days. Although there is no limit on the total length of a detail during the moratorium, any detail during the moratorium must meet the detail requirements in the regulations. It also should be made judiciously and only when there is clear, bona-fide need. Details should not be used to circumvent the 120-day moratorium.

**To:** Limon, Raymond[raymond\_limon@ios.doi.gov]  
**Cc:** Martin Pursley[martin\_pursley@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-05-08T09:19:05-04:00  
**Importance:** Normal  
**Subject:** Re: Hiring Controls FAQs  
**Received:** 2017-05-08T09:19:11-04:00

Yes - that's right.

Mary

On Mon, May 8, 2017 at 8:21 AM, Limon, Raymond <[raymond\\_limon@ios.doi.gov](mailto:raymond_limon@ios.doi.gov)> wrote:

Mary/Martin,  
I believe the answer is yes....reassignments/change to lower grade should be ok within DC....and within Denver...just not across.....is that right?

Ray

----- Forwarded message -----

**From:** Durrett, Carl <[cdurrett@usbr.gov](mailto:cdurrett@usbr.gov)>  
**Date:** Fri, May 5, 2017 at 6:24 PM  
**Subject:** Fwd: Hiring Controls FAQs  
**To:** Raymond Limon <[raymond\\_limon@ios.doi.gov](mailto:raymond_limon@ios.doi.gov)>  
**Cc:** Roseann Gonzales-Schreiner <[rgonzaleschreiner@usbr.gov](mailto:rgonzaleschreiner@usbr.gov)>, Robin Farrell <[rfarrell@usbr.gov](mailto:rfarrell@usbr.gov)>, Mary Owens <[mtowens@usbr.gov](mailto:mtowens@usbr.gov)>, Martin Pursley <[martin\\_pursley@ios.doi.gov](mailto:martin_pursley@ios.doi.gov)>

Good afternoon Ray,

During the Chief Human Capital Officer call on Wednesday May 3, 2017, Mary indicated that reassignments **between** DC and Denver Metro areas **were** subject to the hiring controls.

The attached FAQs states the following: "**Q. Can an employee currently located in DC or Denver Metro Areas be laterally reassigned within the DC or Denver Metro Area?** *A. Yes, employees currently serving in DC or Denver Metro Areas may be laterally reassigned within DC or Denver Metro Areas.*"

Does this FAQ mean that reassignments and changes to lower grade are ok **within** DC and reassignments and changes to lower grades are ok **within** Denver but these 2 actions from DC to Denver or vice versa are subject to the hiring controls?

Can you clear this up for us please?

Thanks, Carl

Carl A. Durrett II  
Manager, HR Policy & Programs Division

Bureau of Reclamation  
O: 303-445-2697  
C: 303-547-8256

----- Forwarded message -----

**From: OS, DOI Office of Human Resource**

[<doi\\_office\\_of\\_human\\_resources@ios.doi.gov>](mailto:doi_office_of_human_resources@ios.doi.gov)

Date: Wed, Apr 26, 2017 at 2:10 PM

Subject: Hiring Controls FAQs

To: Christopher B Lawson [<christopher\\_lawson@ios.doi.gov>](mailto:christopher_lawson@ios.doi.gov), Denise Sheehan

[<denise\\_sheehan@fws.gov>](mailto:denise_sheehan@fws.gov), Ed Buskirk [<ed\\_buskirk@nps.gov>](mailto:ed_buskirk@nps.gov), Glenn Wagner

[<glenn\\_wagner@ost.doi.gov>](mailto:glenn_wagner@ost.doi.gov), James Anderson [<james.anderson@boem.gov>](mailto:james.anderson@boem.gov), James

Anderton [<james\\_anderton@ios.doi.gov>](mailto:james_anderton@ios.doi.gov), James Burckman [<james.burckman@bia.gov>](mailto:james.burckman@bia.gov),

Jody Hudson [<jhudson@blm.gov>](mailto:jhudson@blm.gov), Julie Wozniak [<jwozniak@usgs.gov>](mailto:jwozniak@usgs.gov), Martin Pursley

[<martin\\_pursley@ios.doi.gov>](mailto:martin_pursley@ios.doi.gov), Raymond Limon [<raymond\\_limon@ios.doi.gov>](mailto:raymond_limon@ios.doi.gov), Roderick

Anderson [<roderick\\_anderson@doioig.gov>](mailto:roderick_anderson@doioig.gov), Roseann Gonzales-Schreiner

[<rgonzaleschreiner@usbr.gov>](mailto:rgonzaleschreiner@usbr.gov), Scott Mabry [<scott.mabry@bsee.gov>](mailto:scott.mabry@bsee.gov), Ted Woronka

[<tworonka@osmre.gov>](mailto:tworonka@osmre.gov), [doi\\_human\\_resources\\_officers@ios.doi.gov](mailto:doi_human_resources_officers@ios.doi.gov)

Dear Human Capital Officers and HR Directors,

As a follow up to the Human Capital Officers meeting earlier this week, attached are frequently asked questions to the hiring controls memo. After reviewing this document, please let us know what additional questions you have.

Thanks,  
Mary

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Office of Human Resources  
Department of the Interior  
Office of the Secretary  
Main Interior Building 4353  
1849 C Street NW  
Washington, DC 20240  
[doi\\_office\\_of\\_human\\_resources@ios.doi.gov](mailto:doi_office_of_human_resources@ios.doi.gov)

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Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Jonathan Mack[jonathan\_mack@ios.doi.gov]; Caroline (Carrie) Soave[caroline\_soave@ios.doi.gov]  
**From:** Oxyer, Michelle  
**Sent:** 2017-05-09T10:32:56-04:00  
**Importance:** Normal  
**Subject:** Documentation - Reassignments  
**Received:** 2017-05-09T10:33:04-04:00  
[5 CFR - Reassignments.pdf](#)  
[Desk Guide - Reassignments.pdf](#)

Mary, Attached is the excerpts from the CFR and Desk Guide regarding our discussion yesterday. I highlighted the key considerations.

Jonathan is verifying with OPM about the end of the 120 day period.

**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

**Change of Duty Station that is Not a Reassignment.** A career appointee's position may be moved from one geographic location to another (i.e., performing the same job but in a different location). An agency must apply the rules for geographic reassignments above.

***Failure to Accept a Directed Reassignment***

Failure to accept a directed reassignment makes an individual subject to removal under adverse action procedures. If separation is for failure to accept reassignment to a different commuting area, the individual is entitled to discontinued service retirement (if eligible) or severance pay (if eligible), unless a memorandum of understanding or other written agreement provides for such geographic reassignments. For example, if a mobility agreement is accepted at the beginning of the SES member's service he or she is not eligible for discontinued service retirement if the member later declines a position outside the commuting area. However, if the mobility agreement is added after the SES member is in the position and he or she declines the position outside the commuting area, the member would be eligible for discontinued service retirement. [See Chapter 8 for information on Removals.]

**MORATORIUM ON INVOLUNTARY REASSIGNMENTS**

**STATUTE: 5 U.S.C. 3395(e)**

**REGULATIONS: 5 CFR 317.901(c)**

To prevent peremptory reassignments by new appointees without adequate knowledge of the individuals involved, the law provides that an agency may not involuntarily reassign an SES career appointee filling either a career reserved or general position:

- within 120 days after an appointment of the head of the agency; or
- within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to make an initial appraisal of the career appointee's performance under 5 U.S.C. Chapter 43, subchapter II.

*See next page for clarification*

An appointee may voluntarily waive the moratorium, but the waiver must be in writing and must be retained as a temporary record in the Official Personnel Folder.

**Details during the moratorium.** In calculating the 120-day moratorium, the agency must not count any days (not to exceed a total of 60) during which the career appointee is serving on a detail or other temporary assignment apart from the appointee's regular position. The moratorium provision does not restrict the total length of a detail, which may exceed 60 days. Details should not be used to circumvent the 120-day moratorium. Any detail during the moratorium should be made only when there is clear, bona-fide need. [Information on details is provided later in this chapter.]

**Definitions.** "Head of the agency" means the head of an executive department (e.g., Treasury), a military department (e.g., Army), or an independent establishment (e.g., General Services Administration). It does not mean the head of a component within an agency (e.g., Internal Revenue Service in Treasury).

HR use only

“Noncareer appointee” is defined in 5 CFR 317.901(c)(1)(ii) as an SES noncareer or limited appointee, a Schedule C appointee, or an appointee in an Executive Schedule or equivalent position that is not required to be filled competitively. (Commissioned officers of the uniformed services are not considered noncareer appointees.)

“Most immediate supervisor” refers to the noncareer appointee who is closest to the career executive in the supervisory chain and who has the authority identified in statute as the basis for initiating the moratorium.

*Clarification  
on  
immediate  
supervisor*

- For the 120-day moratorium on reassignments, it is the noncareer appointee closest to the career executive in the supervisory chain who has authority to make an initial appraisal of the career appointee’s performance (5 U.S.C. 3395(e)). This does not mean a supervisor who functions solely as the reviewing official or final rater.
- For the 120-day moratorium on removals, it is the noncareer appointee closest to the career executive in the supervisory chain who has the authority to remove the career executive (5 U.S.C. 3592(b)).

“Initial appraisal” means the initial summary rating of the career appointee’s performance made by the supervising official (normally the immediate supervisor) as part of the annual performance appraisal process [information on performance appraisals, Chapter 5]. It does not include a recommendation by a higher level reviewer or the annual summary rating made by the appointing authority.

### ***Applying the Moratorium***

**New Agency Head.** The appointment of a new agency head (including a recess appointment) always initiates the 120-day moratorium throughout the agency, and an action may not be taken by another official even if that official has been in office more than 120 days.

**New noncareer supervisor.** A moratorium initiated by the appointment of a noncareer supervisor applies only to those career appointees for whom the supervisor gives the initial performance appraisal. It does not apply to other career appointees, even if the noncareer appointee is their higher level supervisor and functions as a reviewing official or final rater, or has the authority to reassign them.

If a moratorium is initiated by the appointment of a noncareer supervisor, an involuntary reassignment action may not be taken by the agency head even if the agency head has been in office more than 120 days.

**“Acting” designations.** The designation of an “acting” agency head or noncareer supervisor (e.g., by a detail or when a deputy acts in the position) is not legally an appointment (except in the case of a recess appointment). Therefore, the statutory moratorium is not technically applicable. However, the agency at its discretion may provide in its instructions that it will apply the moratorium on involuntary reassignments in such situations. If the individual later receives a permanent appointment to the position without a break in service, any days spent under an agency applied moratorium in an acting capacity shall be counted toward the 120-day moratorium on involuntary reassignments initiated by the permanent appointment (5 CFR 317.901(c)(5)). However, an agency may not count time served by an individual in an acting capacity toward the 120 day

HR use only

moratorium on involuntary removals (See 5 CFR 359.406; 5 CFR 359.503).

**Reassignment based on performance.** When an executive is reassigned as a result of an Unsatisfactory performance rating under 5 U.S.C. 4314(b)(3), the 120-day moratorium does not apply if the final performance rating was issued before the appointment that initiated the moratorium. When a final rating of Unsatisfactory has already been issued, the reassignment may proceed even if a new agency head or noncareer supervisor (with authority to make an initial appraisal) is subsequently appointed. However, any moratorium that is already underway at the time the final Unsatisfactory rating is issued must be allowed to run its course before the reassignment action can be taken.

**Reassignment notice.** The 15- and 60-day advance notices pertaining to reassignment may run concurrently with the 120-day moratorium. However, if the advance notice is issued after the moratorium begins, an involuntary reassignment may not be effected until the moratorium ends (5 CFR 317.901(d)).

*Notice period  
may run  
concurrently  
with moratorium*

If an advance notice is issued before the moratorium begins but the notice has not yet expired, the involuntary reassignment may be effected at the end of the notice period even if the moratorium has not ended. However, it would not be appropriate for a proposed agency head or noncareer supervisor to have some other official issue a reassignment notice before appointment to avoid application of the moratorium. The action needs to be taken independent of the incoming agency head or noncareer supervisor.

**Realignments.** The 120-day restriction does not apply to realignment, which is the movement of an employee and the employee's position when a transfer of function or an organization change occurs within the same agency and there is no change in the employee's position.

**Abolishing positions.** The 120-day restriction does not preclude the abolishment of a position during the moratorium. For example, a position could be abolished, and the incumbent could elect immediate discontinued service retirement, if all eligibility requirements are met, or agree to an immediate voluntary reassignment. However, the incumbent could not be involuntarily reassigned until the 120 days have elapsed.

[Note: Information about the 120 day moratorium on removals (5 U.S.C. 3592(b)) is provided in Chapter 8]

## CAREER TRANSFERS

**STATUTE: 5 U.S.C. 3395(a) and 3595(e)**

**REGULATIONS: 5 CFR 317.902**

This section applies to the movement of a career appointee between executive agencies and/or military departments (Army, Navy, and Air Force). (Movements of SES members within executive agencies or military departments are reassignments and are covered in the previous section on Career Reassignments.)

HR use only



**§ 317.901**

a career appointee is permitted to make an election for purposes of adding or dropping coverage no more than once during any twelve-month period.

[50 FR 6154, Feb. 14, 1985, as amended at 56 FR 15273, Apr. 16, 1991; 57 FR 54677, Nov. 20, 1992; 60 FR 6386, Feb. 2, 1995; 69 FR 2050, Jan. 13, 2004; 72 FR 12035, Mar. 15, 2007]

**Subpart I—Reassignments,  
Transfers, and Details**

SOURCE: 54 FR 9760, Mar. 8, 1989, unless otherwise noted.

**§ 317.901 Reassignments.**

(a) In this section, *reassignment* means a permanent assignment to another SES position within the employing executive agency or military department. (See 5 U.S.C. 105 for a definition of “executive agency” and 5 U.S.C. 102 for a definition of “military department.”)

(b) A career appointee may be reassigned to any SES position for which qualified in accordance with the following conditions:

(1) *Reassignment within a commuting area.* For reassignment within a commuting area, the appointee must receive a written notice at least 15 days before the effective date of the reassignment. This notice requirement may be waived only when the appointee consents in writing.

(2) *Reassignment outside of a commuting area.* For reassignment outside of a commuting area, (i) the agency must consult with the appointee on the reasons for, and the appointee’s preferences with respect to, the proposed reassignment; and (ii) following such consultation, the agency must provide the appointee a written notice, including the reasons for the reassignment, at least 60 days before the effective date of the reassignment. This notice requirement may be waived only when the appointee consents in writing.

(c) A career appointee may not be involuntarily reassigned within 120 days after the appointment of the head of an agency, or within 120 days after the appointment of the career appointee’s most immediate supervisor who is a noncareer appointee and who has the authority to make an initial appraisal of the career appointee’s performance

**5 CFR Ch. I (1–1–16 Edition)**

under subpart C of part 430 of this chapter.

(1) In this paragraph—

(i) *Head of an agency* means the head of an executive or military department or the head of an independent establishment.

(ii) *Noncareer appointee* includes an SES noncareer or limited appointee, an appointee in a position filled by Schedule C, or an appointee in an Executive Schedule or equivalent position that is not required to be filled competitively.

(2) These restrictions do not apply to the involuntary reassignment of a career appointee under 5 U.S.C. 4314(b)(3) based on a final performance rating of “Unsatisfactory” that was issued before the appointment of a new agency head or a new noncareer supervisor as defined in paragraph (c)(1) of this section. If a moratorium is already underway at the time the final rating is issued, then that moratorium must be completed before the reassignment action can be effected.

(3) A voluntary reassignment during the 120-day period is permitted, but the appointee must agree in writing before the reassignment.

(4) For the purpose of calculating the 120-day period, any days, not to exceed a total of 60, during which the career appointee is serving on a detail or other temporary assignment apart from the appointee’s regular position shall not be counted. Any days in excess of 60 days on one or more details or other temporary assignments shall be counted.

(5) The prohibition in this paragraph on involuntary reassignments may be applied by an agency, at its discretion, in the case of a detail of an individual as the head of an agency or of a noncareer appointee as a supervisor, or when a noncareer appointee in a deputy position is acting as the agency head or in a vacant supervisory position. If the individual later receives a permanent appointment to the position without a break in service, the 120-day moratorium initiated by the permanent appointment shall include any days spent in the position on an acting basis.

(d) A 15 or 60-day advance notice described in paragraph (b) of this section

Notice period for  
reassignments  
within the  
commuting area

Notice period for  
reassignments  
outside of the  
commuting area

Notice period may run  
concurrently with  
moratorium

may be issued during the 120-day moratorium on the involuntary reassignment of a career appointee described in paragraph (c) of this section, but an involuntary reassignment may not be effected until the moratorium has ended.

[54 FR 9760, Mar. 8, 1989, as amended at 57 FR 10124, Mar. 24, 1992; 58 FR 58261, Nov. 1, 1993; 60 FR 6387, Feb. 2, 1995; 63 FR 34258, June 24, 1998]

#### § 317.902 Transfers.

(a) *Definition.* In this section, *transfer* means a permanent assignment or appointment to another SES position in a different executive agency or military department.

(b) *Requirements.* Transfers are voluntary and cannot occur without the consent of the appointee and the gaining agency, except transfers connected with a transfer of functions to another agency.

#### § 317.903 Details.

(a) *Definition.* In this section, *detail* means the temporary assignment of an SES member to another position (within or outside of the SES) or the temporary assignment of a non-SES member to an SES position, with the expectation that the employee will return to the official position of record upon expiration of the detail. For purposes of pay and benefits, the employee continues to encumber the position from which detailed. The provisions of this section cover details within or outside of the employing agency.

(b) *Time limits.* (1) Details within an executive agency or military department must be made in no more than 120-day increments.

(2) An agency may not detail an SES employee to unclassified duties for more than 240 days.

(3) An agency must use competitive procedures when detailing a non-SES employee to an SES position for more than 240 days unless the employee is eligible for a noncompetitive career SES appointment.

(4) An agency must obtain OPM approval for a detail of more than 240 days if the detail is of:

(i) A non-SES employee to an SES position that supervises other SES positions; or

(ii) An SES employee to a position at the GS-15 or equivalent level or below.

(c) *SES career reserved positions.* Only a career SES appointee or a career-type non-SES appointee may be detailed to a career reserved position.

(d) *SES general positions.* Any SES appointee or non-SES appointee may be detailed to a general position.

[54 FR 9760, Mar. 8, 1989, as amended at 60 FR 6387, Feb. 2, 1995]

#### § 317.904 Change in type of SES appointment.

An agency may not require a career SES appointee to accept a noncareer or limited SES appointment as a condition of appointment to another SES position. If a career appointee elects to accept a noncareer or limited appointment, the voluntary nature of the action must be documented in writing before the effective date of the new appointment. A copy of such documentation must be retained permanently in the appointee's Official Personnel Folder.

### Subpart J—Corrective Action

#### § 317.1001 OPM authority for corrective action.

If OPM finds that an agency has taken an action contrary to law or regulation under this part, it may require the agency to take appropriate corrective action.

[54 FR 9761, Mar. 8, 1989]

## PART 319—EMPLOYMENT IN SENIOR-LEVEL AND SCIENTIFIC AND PROFESSIONAL POSITIONS

### Subpart A—General

Sec.	
319.101	Coverage.
319.102	Senior-level positions.
319.103	Scientific and professional positions.
319.104	Applicable instructions.
319.105	Reporting requirements.

### Subpart B—Position Allocations and Establishment

319.201	Coverage.
319.202	Allocation of positions.
319.203	Establishment of positions.

**To:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-05-09T16:06:25-04:00  
**Importance:** Normal  
**Subject:** reassignment files  
**Received:** 2017-05-09T16:06:35-04:00  
[SES Roster 050117.xlsx](#)  
[SES Vacancies.docx](#)

Purple tab on the spreadsheet.

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

## SES Vacancies

### **NPS**

Associate Director for Workforce, Relevancy and Inclusion  
Associate Director for Interpretation and Education  
Superintendent, Golden Gate National Recreation Area  
Superintendent, Yosemite  
Regional Director, Northeast Region (after 5/19/17)  
Associate Director, Cultural Resources (after 6/3/17)

### **FWS**

Associate Director for Business Management Operations  
Associate Director for Science Applications  
Associate Chief Information Officer (new position, currently SL level Associate Director for Information Resources in FWS)

### **SOL**

Associate Solicitor for Parks and Wildlife

### **BLM**

Deputy Director for Operations  
State Director – Montana/Dakotas  
Assistant Director – Fire and Aviation (pending retirement effective 5/13/17)

### **PMB**

Director – Office of Law Enforcement and Security  
Deputy Director – Office of Acquisition and Property Management

### **ASFWP**

Director, Gulf of Mexico Restoration (new position)

### **OST**

Principal Deputy Special Trustee

### **Indian Affairs**

ASIA - Deputy Assistant Secretary – Management  
BIA – Deputy Director – Field Operations  
BIA – Deputy Director – Justice Services  
BIA – Regional Director – Midwest (Minneapolis)  
BIA – Regional Director – Alaska (Anchorage)  
BIE – Associate Director – BIE Operated Schools (Albuquerque)  
BIE – Chief Academic Officer (new position)

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Keable, Edward  
**Sent:** 2017-05-09T19:12:08-04:00  
**Importance:** Normal  
**Subject:** Re: Documentation - Reassignments  
**Received:** 2017-05-09T19:12:38-04:00

Thanks Mary.

As for meeting, I have nothing scheduled tomorrow morning but tomorrow afternoon and all of Thursday are booked (unless I can cancel an out of office all-morning meeting on Thursday). I could also meet Friday morning at 9:00 or 11:00.

Ed

On Tue, May 9, 2017 at 3:07 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Ed,

Per our discussion, here's the CFR, OPM desk guide and one-pager on the moratorium. I'll set up a time to discuss further.

Thanks,  
Mary

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

Edward T. Keable  
Deputy Solicitor-General Law  
Office of the Solicitor  
U.S. Department of the Interior  
Phone: 202-208-4423  
Fax: 202-208-5584  
[edward.keable@sol.doi.gov](mailto:edward.keable@sol.doi.gov)

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**To:** Rigas, Laura[laura\_rigas@ios.doi.gov]  
**From:** MacGregor, Katharine  
**Sent:** 2017-05-11T15:04:09-04:00  
**Importance:** Normal  
**Subject:** Re: Filling BSEE OPA Chief position  
**Received:** 2017-05-11T15:04:16-04:00

Following up on this. I think she did a good job down in the Gulf and is well respected in our regional offices.

On Tue, Apr 18, 2017 at 5:16 PM, Rigas, Laura <laura\_rigas@ios.doi.gov> wrote:

Hi ladies -- welcome your thoughts on this potential personnel action.  
Thanks!  
My best,  
L

----- Forwarded message -----

**From:** Frank Quimby <frank\_quimby@ios.doi.gov>  
**Date:** Tue, Apr 18, 2017 at 8:33 AM  
**Subject:** Fwd: Filling BSEE OPA Chief position  
**To:** [laura\\_rigas@ios.doi.gov](mailto:laura_rigas@ios.doi.gov)

Sent from my iPhone

Begin forwarded message:

**From:** Margaret Schneider <margaret.schneider@bsee.gov>  
**Date:** April 18, 2017 at 8:17:38 AM EDT  
**To:** [frank\\_quimby@ios.doi.gov](mailto:frank_quimby@ios.doi.gov)  
**Cc:** [Kimberly.Reed@bsee.gov](mailto:Kimberly.Reed@bsee.gov)  
**Subject:** Filling BSEE OPA Chief position

BSEE has decided to proceed to fill the open OPA chief position by a lateral reassignment of Eileen Angelico into the position. Eileen has been acting since Nick Pardi left a number of months ago. Eileen has done a superb job as acting. She brings a unique set of skills, institutional and situational knowledge, and field level experience to the position. Her intimate knowledge of the organizational from the field level, including the support throughout the DWH event, brings a critical understanding of the front lines to the HQ, consistent with the Secretary's desire to promote the job that our field personnel do. Eileen has been willing to relocate from her family in NOLA to take on

these responsibilities and to grow in her career experience. As you know there are few people who willingly volunteer to come to D.C. Eileen is also participating in a USDA sponsored leadership development program and has already completed a rotational assignment with OORP, our largest HQ operational office. In addition to her general OPA functions, Eileen is assisting the Bureau in internal communication and engagement initiatives. She is also my "go to" person for many assignments and information requests. I am confident that our new Director will immediately recognize her contribution to the organization and the daily functioning.

I believe that Eileen has already had the opportunity to interact with many of the folks in the Secretary's office, including the communications staff and has shown her knowledge and value to the new team. I realize that a new Communications Director has just started. I appreciate your willingness to facilitate getting the approval for this move. Please let me or Eileen know if introductions are needed to secure the approval. Please copy Kim Reed on the approval so that Eileen's paperwork can move. Now that we have permission to laterally move personnel we are anxious to get the paperwork complete so that Eileen can secure a permanent living arrangement here in D.C. Her change of duty station will also save the Bureau considerable travel dollars. BSEE will not be backfilling the OPA Deputy position which is Eileen's position of record. This will be part of our efforts to streamline Bureau positions as directed by the Secretary. The consolidation of the Chief and Deputy Chief positions makes it all the more imperative that we have a highly experienced Chief who comes with the knowledge of DOI. Thank you for your assistance. Please feel free to reach out to me with any questions. I will be in the office later this morning.

Margaret  
208 4094

Sent from my iPad

--

Kate MacGregor  
1849 C ST NW  
Room 6625  
Washington DC 20240

202-208-3671 (Direct)

**To:** MacGregor, Katharine[katharine\_macgregor@ios.doi.gov]  
**From:** Laura Rigas  
**Sent:** 2017-05-11T15:05:09-04:00  
**Importance:** Normal  
**Subject:** Re: Filling BSEE OPA Chief position  
**Received:** 2017-05-11T15:05:12-04:00

Thanks, Kate. Can we discuss on Monday?

Laura Keehner Rigas  
Communications Director  
U.S. Department of the Interior  
(202) 897-7022 cell  
@Interior

On May 11, 2017, at 1:04 PM, MacGregor, Katharine <[katharine\\_macgregor@ios.doi.gov](mailto:katharine_macgregor@ios.doi.gov)> wrote:

Following up on this. I think she did a good job down in the Gulf and is well respected in our regional offices.

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Thanks!  
My best,  
L

----- Forwarded message -----  
**From:** Frank Quimby <[frank\\_quimby@ios.doi.gov](mailto:frank_quimby@ios.doi.gov)>  
**Date:** Tue, Apr 18, 2017 at 8:33 AM  
**Subject:** Fwd: Filling BSEE OPA Chief position  
**To:** [laura\\_rigas@ios.doi.gov](mailto:laura_rigas@ios.doi.gov)

Sent from my iPhone

Begin forwarded message:

**From:** Margaret Schneider <[margaret.schneider@bsee.gov](mailto:margaret.schneider@bsee.gov)>  
**Date:** April 18, 2017 at 8:17:38 AM EDT  
**To:** [frank\\_quimby@ios.doi.gov](mailto:frank_quimby@ios.doi.gov)  
**Cc:** [Kimberly.Reed@bsee.gov](mailto:Kimberly.Reed@bsee.gov)  
**Subject:** Filling BSEE OPA Chief position



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Margaret  
208 4094

Sent from my iPad

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Kate MacGregor  
1849 C ST NW  
Room 6625  
Washington DC 20240

202-208-3671 (Direct)

**To:** Laura Rigas[laura\_rigas@ios.doi.gov]  
**From:** MacGregor, Katharine  
**Sent:** 2017-05-11T15:05:30-04:00  
**Importance:** Normal  
**Subject:** Re: Filling BSEE OPA Chief position  
**Received:** 2017-05-11T15:05:38-04:00

sure.

On Thu, May 11, 2017 at 3:05 PM, Laura Rigas <laura\_rigas@ios.doi.gov> wrote:

Thanks, Kate. Can we discuss on Monday?

Laura Keehner Rigas  
Communications Director  
U.S. Department of the Interior  
(202) 897-7022 cell  
@Interior

On May 11, 2017, at 1:04 PM, MacGregor, Katharine <katharine\_macgregor@ios.doi.gov> wrote:

Following up on this. I think she did a good job down in the Gulf and is well respected in our regional offices.

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Hi ladies -- welcome your thoughts on this potential personnel action.  
Thanks!  
My best,  
L

----- Forwarded message -----

**From:** Frank Quimby <frank\_quimby@ios.doi.gov>  
**Date:** Tue, Apr 18, 2017 at 8:33 AM  
**Subject:** Fwd: Filling BSEE OPA Chief position  
**To:** laura\_rigas@ios.doi.gov

Sent from my iPhone

Begin forwarded message:

**From:** Margaret Schneider <margaret.schneider@bsee.gov>

**Date:** April 18, 2017 at 8:17:38 AM EDT  
**To:** [frank\\_quimby@ios.doi.gov](mailto:frank_quimby@ios.doi.gov)  
**Cc:** [Kimberly.Reed@bsee.gov](mailto:Kimberly.Reed@bsee.gov)  
**Subject:** Filling BSEE OPA Chief position

BSEE has decided to proceed to fill the open OPA chief position by  
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Sent from my iPad

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Kate MacGregor  
1849 C ST NW  
Room 6625  
Washington DC 20240

202-208-3671 (Direct)

--  
Kate MacGregor  
1849 C ST NW  
Room 6625  
Washington DC 20240

202-208-3671 (Direct)

**To:** Laura Rigas[laura\_rigas@ios.doi.gov]  
**From:** Katharine MacGregor  
**Sent:** 2017-05-11T15:38:02-04:00  
**Importance:** Normal  
**Subject:** Re: Filling BSEE OPA Chief position  
**Received:** 2017-05-11T15:38:09-04:00

Yep of course

Sent from my iPhone

On May 11, 2017, at 3:05 PM, Laura Rigas <[laura\\_rigas@ios.doi.gov](mailto:laura_rigas@ios.doi.gov)> wrote:

Thanks, Kate. Can we discuss on Monday?

Laura Keehner Rigas  
Communications Director  
U.S. Department of the Interior  
(202) 897-7022 cell  
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L

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**Date:** Tue, Apr 18, 2017 at 8:33 AM  
**Subject:** Fwd: Filling BSEE OPA Chief position  
**To:** [laura\\_rigas@ios.doi.gov](mailto:laura_rigas@ios.doi.gov)

Sent from my iPhone

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**From:** Margaret Schneider  
<[margaret.schneider@bsee.gov](mailto:margaret.schneider@bsee.gov)>  
**Date:** April 18, 2017 at 8:17:38 AM EDT  
**To:** [frank\\_quimby@ios.doi.gov](mailto:frank_quimby@ios.doi.gov)  
**Cc:** [Kimberly.Reed@bsee.gov](mailto:Kimberly.Reed@bsee.gov)  
**Subject:** Filling BSEE OPA Chief position

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Margaret  
208 4094

Sent from my iPad

--

Kate MacGregor  
1849 C ST NW  
Room 6625  
Washington DC 20240

202-208-3671 (Direct)



**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Keable, Edward  
**Sent:** 2017-05-16T16:20:45-04:00  
**Importance:** Normal  
**Subject:** Re: have OPM answer on timeframe question  
**Received:** 2017-05-16T16:21:12-04:00

Mary,

I have not gotten through the legal research on this question yet but

(b)(5)

(b)(5)

notice provision concurrently with the moratorium, we can give 60 days notice of an involuntary

(b)(5)

Ed

On Tue, May 16, 2017 at 4:01 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

Ed,

We got an answer from OPM on the moratorium timeframe question. 120 day period starts again for direct reports of new appointees when they arrive. We could still give notice but date it goes into effect would have to consider the 120 days.

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

Edward T. Keable  
Deputy Solicitor-General Law  
Office of the Solicitor  
U.S. Department of the Interior  
Phone: 202-208-4423  
Fax: 202-208-5584  
[edward.keable@sol.doi.gov](mailto:edward.keable@sol.doi.gov)

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**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Keable, Edward  
**Sent:** 2017-05-16T17:08:59-04:00  
**Importance:** Normal  
**Subject:** Re: have OPM answer on timeframe question  
**Received:** 2017-05-16T17:09:26-04:00

(b)(5)

On Tue, May 16, 2017 at 4:50 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

(b)(5)

On Tue, May 16, 2017 at 4:20 PM, Keable, Edward <edward.keable@sol.doi.gov> wrote:

Mary,

I have not gotten through the legal research on this question yet but

(b)(5)

(b)(5)

(b)(5)

Ed

On Tue, May 16, 2017 at 4:01 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

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Mary

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

Edward T. Keable  
Deputy Solicitor-General Law  
Office of the Solicitor  
U.S. Department of the Interior  
Phone: 202-208-4423  
Fax: 202-208-5584  
[edward.keable@sol.doi.gov](mailto:edward.keable@sol.doi.gov)

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--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

Edward T. Keable  
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Phone: 202-208-4423  
Fax: 202-208-5584  
[edward.keable@sol.doi.gov](mailto:edward.keable@sol.doi.gov)

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**To:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-05-17T15:46:03-04:00  
**Importance:** Normal  
**Subject:** to be printed  
**Received:** 2017-05-17T15:46:13-04:00  
[SES Roster 050117.xlsx](#)

reassignments tab.

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** mary\_pletcher@ios.doi.gov[mary\_pletcher@ios.doi.gov]  
**From:** Michelle Oxyer (via Google Drive)  
**Sent:** 2017-05-24T12:22:55-04:00  
**Importance:** Normal  
**Subject:** Reassignments - Invitation to collaborate  
**Received:** 2017-05-24T12:23:47-04:00

Michelle Oxyer has invited you to **contribute to** the following shared folder:

## Reassignments

Open

Google Drive: Have all your files within reach from any device.

Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Jonathan Mack[jonathan\_mack@ios.doi.gov]  
**From:** Oxyer, Michelle  
**Sent:** 2017-05-26T13:57:12-04:00  
**Importance:** Normal  
**Subject:** Fwd: Two SES Questions  
**Received:** 2017-05-26T13:57:20-04:00  
[Shenwick v State 9-24-2002.pdf](#)

Here is the response from Bill Collins at OPM regarding our two questions.

**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

----- Forwarded message -----

**From:** Collins, William C <[William.Collins@opm.gov](mailto:William.Collins@opm.gov)>  
**Date:** Thu, May 25, 2017 at 3:23 PM  
**Subject:** RE: Two SES Questions  
**To:** "Oxyer, Michelle" <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>  
**Cc:** Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>, "Colchao, Barbara W" <[Barbara.Colchao@opm.gov](mailto:Barbara.Colchao@opm.gov)>, "Fajardo, Christian" <[Christian.Fajardo@opm.gov](mailto:Christian.Fajardo@opm.gov)>

Hello Michelle,

I have responded briefly to your questions below. On your second question, I am providing a precedential MSPB case involving involuntary reassignment that I have in my electronic files. Unfortunately, I do not have access to a service such as Westlaw, which would enable me to search for any further development in this area in more recent cases, but I believe this case reflects MSPB's current stance. You might want to have your lawyers follow up through the resources available to them.

I trust this will be helpful.

Bill Collins

Executive Resources and Performance Management Policy

Senior Executive Services and Performance Management

**From:** Oxyer, Michelle [mailto:[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)]  
**Sent:** Tuesday, May 23, 2017 4:23 PM  
**To:** Collins, William C  
**Cc:** Jonathan Mack  
**Subject:** Two SES Questions

Hi Bill, I asked Barbara Colchao a couple of SES related questions and she referred me to you. Hope you can help!

1. We have a career SES in his probationary period and is not working out in terms of performance. We are working with management on removing him from the SES and placement options. At the time of his SES appointment, this individual was on a career appointment at the GS-14 level from another agency but within the DC commuting area. Two questions I have are -

(b)(5)

(b)(5)

2. My second issue is regarding involuntary SES reassignments. In terms of a justification or business case to support the action, particularly in cases where the reassignment will be outside of the geographic area,

(b)(5)

(b)(5)

(b)(5)

(b)(5)

Thanks in advance for your assistance!!

**Michelle Oxyer**

Executive Resources Division

Office of Human Resources

Department of the Interior

Phone 202-208-6943

[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)



(b)(5)

(b)(5)

(b)(5)

(b)(5)

(b)(5)

(b)(5)

(b)(5)

(b)(5)



(b)(5)

(b)(5)

**To:** mary\_pletcher@ios.doi.gov[mary\_pletcher@ios.doi.gov]  
**From:** Michelle Oxyer (via Google Drive)  
**Sent:** 2017-05-30T14:00:36-04:00  
**Importance:** Normal  
**Subject:** Reassignments - Invitation to collaborate  
**Received:** 2017-05-30T14:00:41-04:00

Michelle Oxyer has invited you to **contribute to** the following shared folder:

## Reassignments

Open

Google Drive: Have all your files within reach from any device.

Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

**To:** Rice, Crystal[[crystal\\_rice@ios.doi.gov](mailto:crystal_rice@ios.doi.gov)]; Debbie Cousins[[debbie\\_cousins@ios.doi.gov](mailto:debbie_cousins@ios.doi.gov)]  
**Cc:** pamela williams[[pamela\\_williams@ios.doi.gov](mailto:pamela_williams@ios.doi.gov)]  
**From:** Holley, Amy  
**Sent:** 2017-05-30T14:55:57-04:00  
**Importance:** Normal  
**Subject:** Re: Pre-Approval Travel for Pam Williams (June 22-24, 2017)  
**Received:** 2017-05-30T14:56:24-04:00

It is my understanding that this is not yet an official reassignment, so I believe I still need to sign off on travel. Happy to discuss though. Thank you!

On Tue, May 30, 2017 at 8:25 AM, Rice, Crystal <[crystal\\_rice@ios.doi.gov](mailto:crystal_rice@ios.doi.gov)> wrote:

Good morning Amy,  
I have a question regarding travel approval for Pamela Williams, our office now direct report to Alan Mikkelsen does her travel continue to come through you for approval or Alan?

Have A Blessed Day,  
*Crystal Rice*  
Program Manager  
Secretary's Indian Water Rights Office  
(202) 208-4576  
MIB Rom 6243

On Fri, May 26, 2017 at 1:18 PM, Holley, Amy <[amy\\_holley@ios.doi.gov](mailto:amy_holley@ios.doi.gov)> wrote:

This approved. Thank you!

On Fri, May 26, 2017 at 12:29 PM, Rice, Crystal <[crystal\\_rice@ios.doi.gov](mailto:crystal_rice@ios.doi.gov)> wrote:

1. Dates of travel: June 22-24, 2017 (Albuquerque, NM)
2. Purpose of travel: Aamodt Pueblos Meetings
3. Associated cost of the travel:airfare (approx. \$350), per diem (\$315.00), misc. (100.00)
4. Who will be paying for travel (DOI or other):DOI-SIWRO

Have A Blessed Day,  
*Crystal Rice*  
Program Manager  
Secretary's Indian Water Rights Office  
(202) 208-4576  
MIB Rom 6243

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-05-31T10:36:10-04:00  
**Importance:** Normal  
**Subject:** Re: two color copies  
**Received:** 2017-05-31T10:36:16-04:00

will do...

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Wed, May 31, 2017 at 10:28 AM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

Use this one instead. Took off the written Yes/No column.

Thanks,  
Mary

On Wed, May 31, 2017 at 10:27 AM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

Can I get two color copies of the reassignment tab? I've made some additional adjustments -  
[REDACTED] (b)(5) When you bring the  
copies up, can walk through it.

Thanks,  
Mary

--  
Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--  
Mary Pletcher

Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Oxyer, Michelle[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-01T09:17:25-04:00  
**Importance:** Normal  
**Subject:** Re:  
**Received:** 2017-06-01T09:17:32-04:00

Can you find her reassignment package from Nevada State Office to NM State Office?

Thanks,  
Mary

On Thu, Jun 1, 2017 at 9:12 AM, Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)> wrote:

Lueders resume

**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

----- Forwarded message -----

**From:** Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>  
**Date:** Tue, May 30, 2017 at 2:14 PM  
**Subject:**  
**To:** "Pletcher, Mary" <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>

**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Oxyer, Michelle  
**Sent:** 2017-06-01T09:22:25-04:00  
**Importance:** Normal  
**Subject:** Re:  
**Received:** 2017-06-01T09:22:32-04:00  
[Lueders.pdf](#)

## Michelle Oxyer

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

On Thu, Jun 1, 2017 at 9:17 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Can you find her reassignment package from Nevada State Office to NM State Office?

Thanks,  
Mary

On Thu, Jun 1, 2017 at 9:12 AM, Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)> wrote:

Lueders resume  
**Michelle Oxyer**  
Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

----- Forwarded message -----

**From:** Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>  
**Date:** Tue, May 30, 2017 at 2:14 PM  
**Subject:**  
**To:** "Pletcher, Mary" <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>

## Michelle Oxyer

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)



--

**Mary Pletcher**

Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer

(202) 208-4505




United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
Washington, D.C. 20240  
<http://www.blm.gov>



In Reply Refer To:  
1400-317 (700)

Memorandum

To: Executive Resources Board

Through: Janice M. Schneider   
Assistant Secretary, Land and Minerals Management

From:  Neil Kornze  
Director



Subject: Geographic Reassignment of Amy Lueders to the Senior Executive Service  
Position of New Mexico State Director

The Bureau of Land Management (BLM) requests approval for the directed geographic reassignment of Ms. Amy Lueders to the Senior Executive Service (SES) position of New Mexico State Director, ES-340, in Santa Fe, New Mexico. BLM leadership has determined that Ms. Lueders' executive leadership skills and dedicated service make her the ideal candidate for the position of New Mexico State Director. If approved by the Executive Resources Board, Ms. Lueders will be responsible for the administration of a broad and complex program of balanced land protection, utilization and development, both surface and subsurface. She will also play a major and vital role in land use planning within the State.

A State Director serves as the direct, on-site extension of the Director, Bureau of Land Management in the accomplishment of broad management responsibilities. This involves establishing statewide program goals and priorities designed to meet the economic and social demands placed on the natural resources consistent with prudent conservation and protection concerns; recommending new efforts or changes in national policy and programs to the Director; and providing executive leadership and direction for all Bureau actions within the state(s) compatible with the Bureau, Departmental and Administration objectives and policy.

Ms. Lueders' extensive experience in managing and providing leadership that anticipates and solves problems, in building and maintaining an efficient and fully functioning organization, and in resolving conflicts both externally and internally, makes her highly qualified for this position.

The Office of Personnel Management and Departmental guidance allow an agency to offer a relocation incentive to a current senior executive who must relocate to accept a position in a

different geographic area. Accordingly, the BLM proposes to reassign Ms. Lueders at her current rate of pay which is \$158,877, and offer her a one-time, lump sum relocation incentive in the amount of \$10,000, to be paid at the beginning of this assignment. The relocation incentive is requested to ease the financial burden created in moving from Reno, Nevada to the higher cost of living location of Santa Fe, New Mexico. In addition, this directed reassignment is at the request of the BLM, and it will cause significant upheaval for Ms. Lueders and her family. Without the requested relocation incentive, Ms. Lueders will experience a greater financial hardship when making this transition. In accepting this incentive, Ms. Lueders will be required to sign a written service agreement to remain in the position for at least one year.

Approved       Disapproved

  
\_\_\_\_\_  
For the Executive Resources Board

8/21/25  
Date

Attachments

- 1 – Employee Notice of Directed Reassignment
- 2 – Position Description

**To:** David Palumbo[dpalumbo@usbr.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-05T10:03:29-04:00  
**Importance:** Normal  
**Subject:** lateral reassignment  
**Received:** 2017-06-05T10:03:38-04:00

David,  
Per our conversation, you can move forward with the lateral reassignment of Patrick Fischer to the Loveland Area Office in the Great Plains Office.

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Olivia Ferriter[[olivia\\_ferriter@ios.doi.gov](mailto:olivia_ferriter@ios.doi.gov)]  
**From:** Holley, Amy  
**Sent:** 2017-06-05T10:15:34-04:00  
**Importance:** Normal  
**Subject:** Re: Question on detail to External Affairs and overhire Mary approved for Lisa Branum in IOC  
**Received:** 2017-06-05T10:16:01-04:00

Yes I can explain.

On Mon, Jun 5, 2017 at 10:12 AM, Olivia Ferriter <[olivia\\_ferriter@ios.doi.gov](mailto:olivia_ferriter@ios.doi.gov)> wrote:

Can you please help us with this? First I have heard of it. We need to be careful on WCF. I don't think we were consulted.....

Sent from my iPhone

Begin forwarded message:

**From:** "Flanagan, Denise" <[denise\\_flanagan@ios.doi.gov](mailto:denise_flanagan@ios.doi.gov)>  
**Date:** June 5, 2017 at 10:09:02 AM EDT  
**To:** Olivia Ferriter <[olivia\\_ferriter@ios.doi.gov](mailto:olivia_ferriter@ios.doi.gov)>  
**Subject:** Question on detail to External Affairs and overhire Mary approved for Lisa Branum in IOC

Olivia,

Hi - have you heard of this (see Sherri's email below) and how do you want to handle this? Thomas said he has the IOC is budgeted for 11 positions, they have 10 on board. The two approved hires by Mary will place them at 12 on-board. On of those on-board will be on detail to the Office of External Affairs.

Typically, over-hires are not done in the WCF, because we potentially would need to explain why a service went over budget and needed funds from another service to be solvent. These sort of realignments of funding are permissible in the WCF, but typically not the result of an intentional overage. So - while he is on detail I would recommend we fund him out of the Office of External Affairs funding in the Immediate Office of the Secretary - is this OK?

Do you know how long the detail of Andrew Goodrich is to the Office of External Affairs? If it is a permanent reassignment then we can move and fund him out of there and there isn't a problem. If not, he'll be coming back to Lisa's office and they'll be over at some point, so I wanted you to be aware of that.

Thanks! Denise

----- Forwarded message -----

From: **Gudger, Sherri** <[sherri\\_gudger@ios.doi.gov](mailto:sherri_gudger@ios.doi.gov)>

Date: Fri, Jun 2, 2017 at 1:19 PM  
Subject: Fwd: Hiring  
To: "Wayson, Thomas" <[thomas\\_c\\_wayson@ios.doi.gov](mailto:thomas_c_wayson@ios.doi.gov)>

Thomas,  
Please advise on how I should respond to Lisa Branum.

Thanks,

----- Forwarded message -----

From: **Branum, Lisa** <[lisa\\_a\\_branum@ios.doi.gov](mailto:lisa_a_branum@ios.doi.gov)>  
Date: Fri, Jun 2, 2017 at 1:17 PM  
Subject: Hiring  
To: "Gudger, Sherri" <[sherri\\_gudger@ios.doi.gov](mailto:sherri_gudger@ios.doi.gov)>  
Cc: Kristin Young <[kristin.young@bsee.gov](mailto:kristin.young@bsee.gov)>, "Taylor, Thomas" <[thomas\\_taylor@ios.doi.gov](mailto:thomas_taylor@ios.doi.gov)>, Marcia Saddler <[marcia\\_saddler@ios.doi.gov](mailto:marcia_saddler@ios.doi.gov)>

Sherri,

With the approval of Mary Pletcher, we are about to initiate two hiring actions for the IOC for two GS 11/12s. One will be to replace VanBuskirk (yes, he was a 13) and one will be to replace Andrew Goodrich who will be going on a detail assignment to the Office of External Affairs.

I was told I don't have to do the OS Overhire ceiling form... Just wanted to backchannel to you to see if that's in fact the case? We can easily pull one together if necessary but I'm being told differently.

Can you advise? Thanks.  
Lisa

--

Lisa A. Branum  
Director  
Office of Emergency Management  
U.S. Department of the Interior  
1849 C Street, NW MS-3428-MIB  
Room 3412  
Washington, DC 20240

Office: 202-208-5673  
Cell: 202-664-9489  
Fax: 202-501-6139  
Interior Operations Center (24/7): 202-208-4108 or 877-246-1373

*Leading the Department of the Interior's emergency management efforts to enhance protection and preservation of the lands and resources with which we are entrusted.*

--

Sherri Gudger  
Office of Budget  
Budget Analyst  
OS Budget Office Branch  
Division of Budget Administration and Departmental Management  
(MS 4106-MIB)  
(202) 208-6648 w  
(202) 219-4095 f  
HOURS – 5:30 a.m. – 3:00 p.m. (EDT)

*We appreciate your feedback. Tell us what you think [here](#), and respond to our survey. If you have trouble accessing the survey, please paste the following link into your browser:*

[https://docs.google.com/a/ios.doi.gov/forms/d/12k5bgm01hs7a\\_H5rGqoMfhFWGc8XV2GoP\\_0LAlf9jJ4/viewform](https://docs.google.com/a/ios.doi.gov/forms/d/12k5bgm01hs7a_H5rGqoMfhFWGc8XV2GoP_0LAlf9jJ4/viewform).

**WORKDAYS: MONDAY - THURSDAY**

**DAYS OFF: EVERY FRIDAY**

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--

Denise Flanagan, CDFM  
Director, Office of Budget  
U.S. Department of the Interior  
1849 C. Street NW, Room 4108  
Washington DC 20240  
Phone: 202-208-5309 (Direct Line)  
Email: [Denise\\_Flanagan@ios.doi.gov](mailto:Denise_Flanagan@ios.doi.gov)

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Limon, Raymond  
**Sent:** 2017-06-13T12:24:38-04:00  
**Importance:** Normal  
**Subject:** template for OMB memo  
**Received:** 2017-06-13T12:24:45-04:00

Yikes...slightly embarrassed...when I asked about the template, they said it went out last week to agencies and posted on max....by chance, do you have that email? It may have gone directly to JC....

Dustin also said in his opening remarks that DOI (JC) is really pushing hard on SES Reform and is REALLY big on SES reassignment....one agency asked about DOI's results....of course, I deflected but Dustin seems inspired by JC's comments...

--

Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310



**To:** Michael Black[mike.black@bia.gov]; Weldon Loudermilk[weldon.loudermilk@bia.gov]; James Burckman[james.burckman@bia.gov]; Debrah McBride[debrah.mcbride@bia.gov]  
**Cc:** Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-13T16:29:56-04:00  
**Importance:** Normal  
**Subject:** BIA - May 15 and June 1 hiring waiver decisions  
**Received:** 2017-06-13T16:30:06-04:00  
[BIA\\_0515\\_0601\\_Hiring\\_Waiver\\_Requests\\_Decisions.pdf](#)

Attached is the list of positions submitted for May 15 and June 1 for hiring waivers. The decisions are shown in the far right column. In reviewing the requests that were not approved in DC and Denver, please consider whether there are alternate duty locations where the positions could be located. For duty stations outside of DC and Denver, please consider whether there are DC or Denver staff that could be reassigned to the field location to perform the work. Please let me know if you have any questions.

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

Consolidated Hiring Waiver Requests 2017-06-01.xlsx

No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
743	BIA	6/1/2017	LTRO Manager	13	Aberdeen, SD	3 months	Yes	Serves as Branch Chief of LTRO and is responsible for the direct supervision of staff and day-to-day operations that include: recording, imaging, microfilming, managing and maintenance of federal land title documents, title examination, map making and administrative duties.	Great Plains Region has 6,065,771 total trust acreage; 3,009,144 Tribal acres, 3,056,628 allotted acres of which the LTRO Manager has the leadership responsibility to provide accurate, timely and cost effective federal land title services to the beneficial owners (both tribal and individual) of trust land. Without this position there will be negative impacts on realty transactions, delayed service to the trust beneficiaries and increased possibility of missing GPRA goals.	Yes
729	BIA	6/1/2017	Social Worker (Regional Child Welfare Specialist)	9/11/12	Aberdeen, SD	10 months	No	Contributes to program management and consultation and budget overview of the child and family service and grant assistance programs provided through direct services, contracts, or grants, planning, developing, and monitoring child protection to eligible Indians who reside within the jurisdiction of the Region.	Social service programs directly impact the neediest and most vulnerable Indian Country tribal members. At this particular field location, the social services workload involves Region-wide technical and hands-on support of child protection at all field locations, which address children at risk and victims of abuse and neglect. In addition, this program conducts vital services relative to various forms of assistance, including general assistance, which is a subsistence resource of last resort for families who are ineligible for any other services in an environment where unemployment rates exceed 50%.	Yes
764	BIA	6/1/2017	Contract Specialist	13	Albuquerque, NM	4 months	No	Performs a full range of commercial contracting requirements for a wide range of highly complex contracting types and methods.	The Region is already significantly backlogged in its commercial contracting. Contracts for schools (food services, HVAC servicing, etc.) are already imperiled. Lack of contracting staff prevents the Region from obligating its FY funds, year after year.	Yes
322	BIA	5/15/2017	Structural Engineer	GS-13	Albuquerque, NM	5 years (an acting qualified Engineer has been providing these services during that timeframe)		The incumbent will be responsible for assuring the the BIA bridges are inspected annually and all recommendations of 23 CFR 650, Subpart C & D are followed. The incumbent must meet the requirements of the National Bridge Inspection Standards for a Bridge Program Manager, 23 CFR 309(a).	Should this position not be filled, it would greatly diminish the BIA's ability to provide annual inspections of the 925 BIA-owned bridges in Indian Country that require an annual inspection under 23 USC 144. This annual inspection certifies the structure is safe and adequate to handle all public use traffic. In addition, to 23 USC 144 requiring the BIA to inspect its bridges annually, the law also requires the BIA to take action to rehabilitate or replace any deficient bridges in a timely manner. Should this position not be filled, it would negatively impact BIA's ability to safely maintain, or replace if needed, BIA bridges.	Yes
330	BIA	5/15/2017	Supervisory Civil Eng/Ag Eng.	GS-13	Billings, Montana	7/23/2016	Yes	Serves as the Regional Irrigation Engineer. Directly supervises the 5 BIA Regional irrigation projects. Provides oversight and technical assistance to the 5 irrigation projects, which includes assisting in planning, organizing, coordinating, and evaluating various activities of the 5 Irrigation Projects: Budget and Finance, Property Management and Procurement, Federal Records Management, Risk Management, Human Resources. Ensures all requirements are met for Fiscal Responsibility and Internal Controls (Accountability), Information Security (Protection of PII), Ethical Conduct, Occupational Safety and Health, EEO/Diversity/Harassment Free Workplace NOTE: Source of funding for this position is the Judgement Fund.	If this position is not filled, management attention will necessarily be diverted from continued progress in overseeing operations and maintenance, and providing technical assistance to five Irrigation project, with the following risks: Lack of irrigation project oversight and technical assistance to the 5 irrigation project. Deferred maintenance will not be completed or may be completed improperly. Reduced capacity to ensure efficient and accountable operations. Operations of the irrigation deliveries could suffer, causing insufficient water deliveries leading to TORT claims against the Federal Government, and lack of technical assistance which could lead to failure of structures or canals where irrigation water cannot be delivered, also leading to TORT claims against the Federal Government.	Yes

Consolidated Hiring Waiver Requests 2017-06-01.xlsx

No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
329	BIA	5/15/2017	Supervisory Civil/Agricultural Engineer	GS-810-12	Billings, Montana	2/22/2015	Yes	Serves as the Irrigation Project Manager, Crow Irrigation Project, and assistant to the Regional Irrigation Engineer. Manages plans, organizes, directs, coordinates, evaluates, and controls all activities of the Crow Irrigation Project including: Budget and Finance, Property Management and Procurement, oversight and monitoring of the Cooperative Agreements with the Water User Groups, Risk Management, Supervision of staff, ensures all requirements are met in the following areas: Fiscal Responsibility and Internal Controls (Accountability), Ethical Conduct, Occupational Safety and Health, and EEO/Diversity/Harassment Free Workplace.	If this position is not filled, management attention will necessarily be diverted from continued progress in overseeing operations and maintenance, and providing technical assistance to the Irrigation project, with the following risks: Reduced capacity to ensure efficient and accountable operations, operations of the irrigation deliveries could suffer, causing insufficient water deliveries leading to TORT claims against the Federal Government, lack of technical assistance which could lead to failure of structures or canals where irrigation water cannot be delivered, also leading to TORT claims against the Federal Government, and deferred maintenance will not be completed or may be completed improperly.	Yes
331	BIA	5/15/2017	Civil Engineer (Water Rights)/Agricultural Engineer (Water Rights), GS-0810/0890-12	GS-12	Billings, MT	6/10/2016	No	Serves as the Lead position in protecting water rights on trust lands in Montana during the State wide basin adjudication process. Coordinates with the Dept. of Justice (DOJ) and provides technical documents to support objections on water rights. Manages plans, organizes, directs, coordinates, evaluates, and controls all activities BIA Basin Adjudication process including: Oversight of all technical work provided to DOJ, review of claims and prepares objections prior to Court ordered deadlines, and acts as the lead technical expert for all litigation Court proceedings	If this position is not filled, management attention will necessarily be diverted in protection of the water rights on trust land, with the following risks: Reduced capacity to provide timely technical documents to the DOJ for Court litigation, less protection of water rights on trust lands, and as protection of water rights on trust lands is a trust responsibility, possible breach of trust lawsuits from allottees and/or tribes	Yes
359	BIA	5/15/2017	Electrical Engineer	GS-12	Coolidge, AZ	2 months	No	Electrical Utility/Power System Engineer - Design overhead and underground transmission and distribution for power system upgrades and new construction. Conduct power system analysis. Write equipment specification consistent with RUS standards. Maintain system records, drawings and log files. Establish contact	SCIP needs differing levels of power system engineering; in this case power system studies, system improvements, standardization of SCIP equipment specifications, maintenance of system files and drawings will go unfulfilled impacting the agency's ability to deliver efficient and reliable power to SCIP Power customers. SCIP also perform FERC/WECC reporting. The reporting responsibilities are mandatory, failure to backfill this position means reporting requirements will be delayed which could lead to penalties for SCIP Power.	Yes
365	BIA	5/15/2017	Electrician	BB-2810-00	Coolidge, AZ	72 months	No	Install substation equipment, e.g. XFMRs, Breakers, Reclosers, Protective relays, high voltage switches, secondary side switches and terminate all wire landings. Work with system engineering with follow up testing and commissioning before placing equipment in service. Must be available for after hours power outage calls	SCIP is planning upgrades to the SCIP power system, failure to fill the vacant position will impact substation equipment installation and programming which could lead to system outages for all SCIP customers if new equipment isn't installed and programmed correctly. SCIP Power will also be impacted during outages and emergencies since electricians work and troubleshoot substation equipment during outages.	Yes
366	BIA	5/15/2017	Electrician	BB-2810-00	Coolidge, AZ	75 months	No	Install substation equipment, e.g. XFMRs, Breakers, Reclosers, Protective relays, high voltage switches, secondary side switches and terminate all wire landings. Work with system engineering with follow up testing and commissioning before placing equipment in service. Must be available for after hours power outage calls	SCIP is planning upgrades to the SCIP power system, failure to fill the vacant position will impact substation equipment installation and programming which could lead to system outages for all SCIP customers if new equipment isn't installed and programmed correctly. SCIP Power will also be impacted during outages and emergencies since electricians work and troubleshoot substation equipment during outages.	Yes
367	BIA	5/15/2017	Lineman	BB-2810-00	Coolidge, AZ	48 months	No	Upgrade/construct overhead/underground power system transmission and distribution lines. Troubleshoot power outages, make repairs to restore power when necessary. Must be available for after hour calls during power system outages.	If this position remains vacant, SCIP's ability to construct overhead and underground power lines will be impacted. Also, all lineman respond to after hour trouble calls, not having enough lineman impacts the agency's ability to repair and restore power timely during system outages.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
361	BIA	5/15/2017	Supervisory Public Utility Specialist	GS-12	Coolidge, AZ	65 months	Yes	Supervise Electrical Engineering Technicians and electric metering staff. Oversee and approve EE Tech design work for line extensions, rights-of-way/easements, and Archaeological/Environmental clearances prior to issuing folders for rehab or new construction. Responsible for handling customer service issues, investigate usage issues and power theft issues. Responsible for maintaining records for new line extensions and rights-of-way/ easement files. Initiates annual electric utility rate studies and coordinates all rate increase public meetings and advertising prior to approval.	If this position remains vacant, the San Carlos Irrigation Project (SCIP) power requirements such as rate studies aren't addressed timely per 25 CFR, Part 175. Line extension request are not performed timely for new customers, developments, commercial, industrial and agricultural services. The SCIP service area is being impacted by private, tribal, state and local government plans for the local area, SCIP needs this position to communicate and coordinate with all parties to effectively convey what system changes and requirements will be needed to address and meet new demand.	Yes
343	BIA	5/15/2017	Fire Management Officer	12	Crow Agency, MT	10/17/2016	Yes	<b>Serves as Supervisory for the Agency Fire and Aviation program:</b> The FMO plans, develops, implements, coordinates, and evaluates an integrated fire management program to achieve resource management objectives. Incumbent is in charge of the fuels program that is responsible to take proactive measures in areas that have potential for extreme fire hazard. For actual Fires or Natural disaster initiates or mobilizes the Incident Command. Determines level of complexity of incident. Demobilizes upon closing of incident and reports pro's and con's of incident. Educates community and schools with fire safety. Oversees programs complex budget requirement, especially during fire season. Manages and supervisee's employees with the Fire & Aviation Program, and instructs staff and/or crews with daily assignments and safety protocols.	If this position is not filled, management attention will necessarily be diverted from managing the Wildland Fire and Fuel Management program on the Crow Indian Reservation, with the following risks: Lack of oversight and planning of the Fuel Management Program, which can lead to more and/or larger wildland fires. Reduced management capacity to ensure efficient and accountable operations to effectively combat Wildland Fires in a timely manner on the Reservation. Lack of implanting timely logistics and operations to prevent or control wildland fire which could affect the safety and welfare of property and the local populace, and lack of taking proactive measures to prevent wildland fires	Yes
341	BIA	5/15/2017	Natural Resource Officer	12	Crow Indian Agency	2/27/2017	Yes	<b>Serves as the Supervisory Natural Resource Officer with Management and Administrative duties of the program.</b> This position is in charge of all field work on Trust Land on the Crow Indian Reservations. Enforces and inspects trust lands to ensure contract compliance. Reports all non-compliance, violations and trespass, takes action to remedy or cure action. Assist Law Enforcement in missing persons or any situations that require additional assistance and takes lead in natural disaster's, i.e. floods, fire, rescue efforts, etc., and assigns cases and assess cases to employees.	If this position is not filled, management attention will necessarily be diverted from other Agency programs with the following risks: Less compliance of Trust Lands leading to less conservation and protection of trust land leading to natural resources being jeopardized. Trust lands and it's natural resources will be degraded due to poor land management practices. Trust Resources may not be appropriately managed. Trust documents are not given proper review before approval. Approval of Trust documents are delayed. Agency Trust Policy and regulations could be breached. Many deadlines and reporting requirements would lapse, and inadequate monitoring would allow for land to be compromised and trespass occurrences to increase.	Yes
340	BIA	5/15/2017	Supervisory Social Worker	12	Crow Indian Agency	2-Aug-15	Yes	<b>Serves as the Supervisor Social Worker with management and administrative function of the program.</b> The position is a field position with the primary duties of Child Protection services and assistance to dependent, neglected, abandoned, abused and exploited children. Protection of Adults in need, non-compos mentis who are abused neglected and exploited. Duties consist of but not limited to: conducts home visits, develops treatment plans, monitors progress. Makes referrals to other agencies. Works with tribal, state and county court systems. Law Enforcement, Health care providers, county, state and other federal agencies Health care providers, Law Enforcement, tribal, county, state and federal. Also, foster care programs/institutes, relative placements and specialized providers for children needing higher level of care. Ensures cases are in the System of Record for Human Services, and assigns and assess cases distributed to employees.	If this position is not filled, management attention will necessarily be diverted from other Agency programs with the following risks: Reduced capacity to ensure efficient and accountable operations. Increase in non compliance in case management by staff due to lack of leadership and supervision. Increase risk of life and harm to children/adults in need. Coordination with Tribal Courts will be jeopardized. Tribal Court requirements are critical in assuring cases are properly filed and presented, otherwise cases get dismissed, sending children back to endangered environments. Reduced Communications with the Court creating negative impacts on our clientele, including children being placed in unsafe homes.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
725	BIA	6/1/2017	Civil Engineer - Construction Specialist	12/13	Denver, CO	9/14/2016		The incumbent must possess a professional knowledge of the theories, principles, practices and techniques of civil engineering, or geologic engineering as applied to dam safety and dam construction, operation, maintenance, and rehabilitation problems and issues. If this position is not filled, the BIA will not be able to provide expertise for the planning, coordination, direction, and evaluation of trust resources in the areas of dam safety and floodplain management. This position is critical to fulfilling trust responsibility for quality of life and economic opportunity related to a safely operating dam, including reducing the risk of life loss and property damage if a dam were to fail.	1. Critical Life-safety Position 2. Public Safety Position	Yes with conditions - Duty station changed from CO
724	BIA	6/1/2017	Civil Engineer - Early Warning Specialist	12/13	Denver, CO	9/14/2016		Flood early warning systems (EWS) are used to improve safety by providing advanced warning to the downstream public. It is well documented from historical dam failures and hazardous floods events that loss-of-life due to flooding is highly dependent on the amount of warning time received. If this position is not filled, the BIA will not be able to provide expertise for the planning, coordination, direction, and evaluation of trust resources in the areas of dam safety and floodplain management. This position is critical to fulfilling trust responsibility for quality of life and economic opportunity related to a safely operating dam, including reducing the risk of life loss and property damage if a dam were to fail.	1. Critical Life-safety Position 2. Public Safety Position	Yes with conditions - Duty station changed from CO
745	BIA	6/1/2017	Supervisory Civil Engineer Agricultural Engineer	12/13	Farmington, NM	4 months	Yes	This position manages an Irrigation system to provide water to approx. 80,000 farm acres by conducting inspections and the monitoring of three BIA pumping plants that lift water to 40.6 miles of canals and power plant's that furnish energy to two substations via 164 miles of transmission and distribution lines. Assures compliance with environmental commitments by coordinating with BOR and conducting Sec. 7 consultation with USFW for existing water use. Supervises 5 staff for the Navajo Indian Irrigation Project (NIIP) Office by assigning tasks, approving time sheets and conducting employee performance appraisals. . This position conducts contract compliance for construction build out and the completion of NIIP projects.	Compromise the NM San Juan Settlement Act and its requirement to supply water to the Navajo Agricultural Lands	Yes
744	BIA	6/1/2017	Supervisory Minerals Specialist	13/14	Farmington, NM	6 months	Yes	The position provides technical oversight of Oil and Gas Leases. Meets with Oil and Gas developers to explore potential oil well drilling. Supervises 5 staff assigned from BLM, ONRR, OST and BIA by assigning tasks, approving time sheets and conducting employee performance appraisals. Coordinates royalty payments and collaborates with BLM, ONRR, OST and BIA partners on drill permitting issues such as monitoring lease compliance. This position assures that prior to a lease of Indian minerals, the Secretary of the Interior, acting through the BIA approves the terms of the lease.	Delay of royalty payments. Delay in drilling permitting. There/by negatively impacting Oil and Gas input into the local economy and the Indian Minerals Owner and Oil and Gas Industry Producers.	Yes
756	BIA	6/1/2017	Natural Resources Officer	11/12	Fort Hall, ID	1 year	No	This position serves as the principal technical advisor on all matters relating to agriculture and irrigation practices, range management, and soil conservation and Geographic Information Systems (GIS) at the Fort Hall Agency.	In the absence of having the technical advisor present at the Agency, Irrigation and rangeland issues (Fort Hall Irrigation Project and the wild/feral horse issue) have been neglected. In addition, working relationships with the tribes, feds and county officials have been left unattended.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
757	BIA	6/1/2017	Realty Officer	11/12	Fort Hall, ID	1 year	Yes	This position is responsible for planning, organizing, and directing Real Estate Services involving approximately 544,000 acres of trust lands on the Fort Hall Reservation.	Many critical realty functions have gone untouched, including critical rights of way agreements and Fee to Trust applications. The biggest concern by this vacancy little to no administrative oversight ensuring compliance with regulations and statutes.	Yes
332	BIA	5/15/2017	Chief Magistrate	GS 14	Fort Washakie, WY	5/9/2017	Yes	Internal Administration and Management of Court of Federal Regulations Program. Daily Supervision and Management of Employees. Oversees Magistrates and Deputy Clerks in daily activities. Approval of daily activities is required.... Responsible for protecting, providing and administering justice on Wind River Indian Reservation. Responsible for public safety. Reviewing and hearing criminal, civil, juvenile and custody cases. Adjudication, administers sentences and holds bond hearings. Provides instructions of Courts Judicial Process to staff, tribes, attorneys, prosecutor(s) and public defender(s), and holds arraignments and trials	If this position is not filled there will serious consequences due to the decrease in Judicial Services. Crimes will increase due to the lack of adjudication. On going Custody Cases will not be resolved or monitored. Children that need to be taken into protective custody will be at risk. Civil Cases will not be adjudicated. Domestic Violence cases will rise. Juvenile Services cannot be performed and minors that are in need may not get necessary treatment or placement, and there will be a reduction in law trained DOI personnel due to the detailing of those employees to the CFR court.	Yes
336	BIA	5/15/2017	Chief Public Defender	GS 12	Fort Washakie, WY	10/1/2016	Yes	Responsible for protecting, providing and defending clients in Judicial Proceedings on the Wind River Indian Reservation. * Responsible for public safety * Reviewing and defending criminal, civil, juvenile and custody clients. * Present during Adjudication, sentencing, bond hearings, arraignments and Trials * Provides instructions of Courts Judicial Process to client * Performs services for indigent clientele * Reviews, provides support and monitors cases eligible as	If this position is not filled there will serious consequences due to the decrease in Judicial Services. * Violation of civil rights may occur * Clients who need representation may be exploited. * Civil Cases will not be adjudicated * Domestic Violence cases will rise * Juvenile Services cannot be performed and minors that are in need may not get necessary treatment or placement * There will be a reduction in law trained DOI personnel due to the detailing of other non-legally trained employees to the CFR court.	Yes
334	BIA	5/15/2017	Magistrate	GS 12	Fort Washakie, WY	10/1/2016	No	Responsible for protecting, providing and administering justice on Wind River Indian Reservation. Responsible for public safety, reviewing and hearing criminal, civil, juvenile and custody cases, adjudication, administers sentences and holds bond hearings, provides instructions of Courts Judicial Process to staff, tribes, attorneys, prosecutor(s) and public defender(s), and holds arraignments and trials.	If this position is not filled there will serious consequences due to the decrease in Judicial Services. Crimes will increase due to the lack of adjudication. Ongoing Custody Cases will not be resolved or monitored. Children that need to be taken into protective custody will be at risk. Civil Cases will not be adjudicated. Domestic Violence cases will rise. Juvenile Services cannot be performed and minors that are in need may not get necessary treatment or placement, and there will be a reduction in law trained DOI personnel due to the detailing of other non-legally trained employees to the CFR court.	Yes
735	BIA	6/1/2017	Supervisory Social Worker	11/12	Fort Yates, ND	3 months	Yes	Plans, develops, and monitors the administration of a comprehensive Human Services Program designed to meet the needs of individuals, families, and groups on the Standing Rock	Social service programs directly impact the neediest and most vulnerable Indian Country tribal members. This program conducts vital services relative to various forms of assistance, including Lease contract management within the mineral department to ensure the leases and permits are issued or granted after through consideration of current surface and subsurface use will be lessened.	Yes
347	BIA	5/15/2017	Realty Specialist (Mineral and Mining)	12	Ft Duchese, UT	10/15/2016	No	Provides contract management within the mineral department and administers leases. Provides guidance to other realty specialists in the mineral department.	Lease contract management within the mineral department to ensure the leases and permits are issued or granted after through consideration of current surface and subsurface use will be lessened.	Yes
346	BIA	5/15/2017	Supervisory Petroleum Engineer	12	Ft Duchese, UT	6 years	Yes	Incumbent advises the Superintendent, Deputy Superintendent of Trust Services, the Ute Indian Tribe and industry representatives on problems or matters relating to oil and gas and exploration companies. Incumbent provides technical advice for program long range and or immediate plans for energy development. Incumbent is responsible for the management of the Agency's mineral	There will be no technical expert or compliance officer to provide recommendations of oil and gas resource optimization solutions at both field production and reservoir levels.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
337	BIA	5/15/2017	Realty Officer	GS 12	Harlem, MT	1/28/2017	Yes	This positions requires a subject matter expert in Indian lands and real estate services. Incumbent will oversees all realty staff to ensure compliance with applicable laws, policies, and procedures, develops, implements, and continually improves standard operating procedures for efficient and effective land acquisition, performs quality assurance/quality control to ensure all realty transactions are accurate and complete, and manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals	If this position is not filled, the Realty program will not have leadership in discharging the government's trust responsibility to manage, utilize, preserve, conserve, and protect Indian trust resources., with the following risks: Trust resources may not be appropriately managed. Approval of Trust documents are delayed. Bureau Trust Policy and regulations could be breached. Many deadlines and reporting requirements would lapse. Inadequate monitoring would allow for Trust land to be compromised and trespass occurrences to increase. Reduced operational effectiveness and efficiency affecting the economic development on Trust lands for the tribe and allottees. Less success in providing fiduciary trust responsibilities to the Tribe and Allottees, opening up breach of trust law suits, and less success in managing or influencing resource use to enhance public benefit, promote responsible use, and ensure optimal value.	Yes
339	BIA	5/15/2017	Supervisory Social Worker	GS112	Lame Deer, MT	2/17/2017	Yes	Serves as subject matter expert for all social service program matters. Directs, coordinates, and oversees activities in the following areas: Development and implementation of a social welfare program due to drug/alcohol abuse, broken home, non-family support and unemployment. Coordinate activities with Tribes, law enforcement, State, other social service programs, health programs and schools to ensure quality care of supervised children/adults in need. Supervise eight social service staff, (2) child protection workers, (5) social service representatives and (1) staff support. Review children/adult in need and general assistance case files every 90 days for compliance. Analyze, evaluate and advise on aspects of the social service program, and ensures all required trainings regarding supervision (EEO, Diversity, safety, harassment free workplace and ethics) are completed timely	If this position is not filled, management attention will necessarily be diverted from other Agency programs with the following risks: Reduced capacity to ensure efficient and accountable operations. Increase in non compliance in case management by staff due to lack of leadership and supervision. Increase risk of life and harm to children/adults in need. Coordination with Tribal Courts will be jeopardized. Tribal Court requirements are critical in assuring cases are properly filed and presented, otherwise cases get dismissed, sending children back to endangered environments, and reduced Communications with the Court creating negative impacts on our clientele, including children being placed in unsafe homes.	Yes
742	BIA	6/1/2017	Rangeland Management Specialist	12	Lower Brule, SD	2 months	No	Responsible for development, utilization, and management of farm and range lands, and pest control on the Lower Brule reservation. Prepares maps GIS, records range utilization, takes action to correct improper management practices and when necessary modifies permits to improve range condition and utilization. Inspects range units and livestock handling practices for conformity with terms of grazing permits.	There are 156,017 acres of trust land with more than 26-permitted range units and 103-farm/pasure leases on the Lower Brule Sioux Indian Reservation. The Natural Resources Program provides technical assistance to the Tribe in development of: Integrated Redource management Plans, Agricultural Resoruce Management Plans and Conservation Plans for each permit/Lease. Without this position proper quality assurance for accuracy of land transactions would be at-risk, and overall the Federal government could fail in its mission to properly manage trust resources. The Agency intends to combine these functions into one position to oversee the Natural Resource Program at the Agency level.	Yes
761	BIA	6/1/2017	Supervisory Forester	12/13	Mescalero, NM	9 months	Yes	Manages a \$1.5m annual program and budget, which includes forest management, timber operatios, fire suppression, etc. This position interacts with other Agencies and tribal governments at the local and national level.	FMI&P projects will be delayed/completed resulting in outdated or expired forest management plans. Outdated plan can adversely impact fuels reduction from failure to manage forest resources.	Yes

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733	BIA	6/1/2017	Administrative Officer	9/11/12	New Town, ND	1 year, 2 months	Yes	Responsible for administering and coordinating all administrative functions for this agency. May be called upon to serve as Acting Agency Superintendent in accordance with written delegation.	Abest an Administrative Officer, the responsibility of administering agency programs in accordance with policies, rules, and regulations of the Bureau increases risk of waste, fraud, and abuse of government resources. The Administrative Officer insures overall direction of day-to-day administrative activities, budget, finance, personnel contracting, and property and supply in a manner that complies with all laws and regulations and creates efficiencies that support the administration of all the field location's trust and fiduciary responsibilities to Tribes and tribal members.	Yes
734	BIA	6/1/2017	Petroleum Engineer	12	New Town, ND	NEW	No	Work involves the research and development to improve methods, equipment, and techniques aiding in the discovery, recovery, production, conservation, storage, and transportation of petroleum, natural gas, and helium; the regulation of the transportation and sale of natural gas and its components, including establishing the rate structures for production and service areas; the discovery, preservation, conservation, management, and utilization of petroleum and natural gas resources on public, Native American, acquired, and offshore lands, including the regulation of the production of petroleum, natural gas, and helium from such lands and determination of royalties; and the preservation and maintenance of petroleum, natural gas, and helium resources in areas set aside as reserves.	The Fort Berthold Agency (FBA) has approved approximately 3,000 oil and gas leases on the Fort Berthold Reservation. In order for the landowners to receive royalties, the FBA must approve and manage all subsequent transactions and activity related to the oil and gas business. These transactions include, but are not limited to: oil and gas lease assignments, compliance, reclamation, rights-of-way, communitization agreements, unit agreements, suspense of operation approvals, etc. The FBA needs a Petroleum Engineer on staff to provide technical assistance in all aspects of oil and gas activity, which continues to increase as innovative ways to expand production emerge. This includes onsite technical assistance to landowners, which is requested on a daily basis. Further noted, the Fort Berthold Reservation constitutes well over 90% of all oil and gas production and activity on trust lands managed by BIA.	Yes
348	BIA	5/15/2017	Public Utility Specialist	13	Parker, AZ	11/1/2015	Yes	Public Utility Specialist generates rates, buys and sells power that provides revenue to the non-appropriated Branch of Electrical Services; the incumbent serves as the POC of all IA's between BIA, Bureau of Reclamation and Western Area Power Administration.	Impact is significant to utility customers within the jurisdiction of CRIT and the Parker community including businesses and residential areas; BIA BES provides power utility services to approximately 3,400 customer per year, managing approximately 17,000 accounts monthly.	Yes
351	BIA	5/15/2017	Civil Engineer (SOD)	13	Phoenix, AZ	1 year	no	Engineering oversight and guidance related to the design, construction, operation, maintenance, rehabilitation of 27 high hazard dams in NV, UT, AZ; preparation of emergency action plans (EAPs) for all high and significant hazard dams in the Western Region; coordinates annual reviews and exercises of those plans with appropriate agency and tribal personnel; completes 27 annual safety inspections; monitors Early Warning System data; participates in safety deficiency reviews and prepares correction action plans for deficiencies;	No annual safety inspections at 27 high hazard dams; no regional participation in Emergency Action Plan or Early Warning System activities; no assigned COR or AOTR for SOD program construction contracts; no technical staff support to Superintendents, Regional Director or tribes for safety emergencies at dams.	Yes
768	BIA	6/1/2017	Contract Specialist	9/11/12	Phoenix, AZ	5 months	No	Warranted Contracting Office (CO) is responsible to provide acquisition support to Western Region Programs/Agencies. CO provides technical assistance to regional, branches, and agencies, without this support the branches/agencies could not function on a day-to-day basis. CO is responsible for the procurement of all goods and services for the Region Branches and Agencies.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	Yes
769	BIA	6/1/2017	Contract Specialist	9/11/12	Phoenix, AZ	11 months	No	Warranted Contracting Officer (CO) is responsible to provide acquisition support to Western Region Programs/Agencies. CO provides technical assistance to regional, branches and agencies. CO is responsible for the procurement of all good and services for the Region, Branches and Agencies.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	Yes



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353	BIA	5/15/2017	Highway Engineer( Right-of-Way)	12	Phoenix, AZ	7/24/2016	no	Serves as the "Right of Way" Engineer for the DOT whose primary duties are to develop highway right of way documents and process right of way encroachment permits. These documents are required before a roadway can be constructed.	Should this position not be filled, it would negatively impact the ability to process, review, and approve right-of-way documents, 23 U.S.C. 202(b)(1)(A). It would negatively impact the Certification of compliance with the requirements of 25 CFR 169, as well as any additional public taking documentation clearances (25 CFR 170.460). The processing of right-of-way documents is a Federally-inherent functions pursuant to 25 CFR 170 Appendix to Subpart E. Five to ten right-of-way documents per year would be adversely affected. It would also negatively impact road and bridge construction projects and would negatively impact the protection of the health, safety and welfare of the traveling public.	Yes
350	BIA	5/15/2017	Supervisory General Engineer	14	Phoenix, AZ	3/19/2014	Yes	Responsible for the planning, coordination, direction, and evaluation of the Western Region's environmental, and hazardous and solid waste programs. Major duties include: (1) environmental management systems (EMS) to include cross functional team facilitation; (2) environmental compliance and auditing; (3) environmental assessment and restoration; (4) natural resource damage assessment and restoration; (5) emergency response coordination for hazardous materials spills; (6) Regional coordination with environmental programs with Tribes, Agencies, and EPA; (7) planning, scheduling, and budgeting of environmental projects; and (8) supervision of Regional environmental staff.	Deterioration of environmental management and compliance programs. Activities that will not get done or will be delayed include: (1) completion of the Tuba City Dump Site project; (2) 602 DM 2 reviews of fee-to-trust applications; (3) reduction of environmental liability associated with the environmental disposal and liability sites; (4) corrective actions associated with EPA enforcement or internal auditing; (5) settlement of the Leviathan Mine NRDAR case; (6) implementation of the EMS program; (7) management and obligation of environmental funding; and (8) supervision of three staff positions.	Yes
754	BIA	6/1/2017	Water Rights Specialist	9/11/12	Portland, OR	1 year	No	This position in Northwest Region will participate in five Indian water rights adjudications, four settlement negotiations, and efforts to implement water rights settlements for three tribes.	Over the past year, the one employee in the Water Rights program has primarily worked on negotiations in the Klamath Basin in Oregon and negotiations over trespass against the Spokane Tribe's adjudicated water rights in Washington. Consequently, preparations for the adjudication of water rights on behalf of three tribes have lagged. Once this position is filled, the Northwest Region will be in a better position to more fully meet its trust responsibility to the tribes whose water rights are being adjudicated.	Yes
355	BIA	5/15/2017	Irrigation System Mgr	12	Poston, AZ	5 + Years	Yes	Assistant to the Agriculture Manager/Agriculture Engineer, Division Supervisor of the O & M for the Branch of Natural Resources Irrigation Project	Significantly important to the Irrigation project which operates 24/7, 365 days a year. Management of the project is critical to avoid liabilities of crop and property damage.	Yes
327	BIA	5/15/2017	Realty Officer	GS-1170-11,12	Riverside, CA	11/15/2016	YES	Realty Officer provides services to 29 tribal governments; discharges the government trust responsibility to manage, utilize, preserve, conserve, and protect Indian trust resources; provides expert counsel to Deputy Superintendent/Superintendent on Trust programs, polices, regulations, legislation, court decisions; develops and maintains working relationships with tribal governing bodies/federal partners; and Coordinates the delivery of services to tribes and staff.	Leases for tribal projects will not be reviewed and approved in a timely manner. Leases for individual housing will be delayed. There will be an impact on processing of documents for Tribal Economic Development. Review of regulations under the HEARTH Act will be delayed.	Yes
326	BIA	5/15/2017	Tribal Operations Officer	GS-0301-09, 11, 12	Riverside, CA	2/8/2016	YES	Under Supervision of Superintendent and within the field of Tribal Operations & Agency's jurisdiction, Incumbent administers program services to 29 tribal governments; provides expert counsel to Superintendent on tribal enactments, Bureau programs, polices, regulations, legislation, and court decisions; develops and maintains working relationships with tribal governing bodies; and provides program overview; coordination and delivery of services to tribes and staff.	Tribal Governing document reviews will be delayed. Review and recommendations in accordance with Tribal governing documents on Tribal enrollment will be delayed or not completed. Technical Assistance will not be provided to the 29 Tribal governments under the Agency jurisdiction. Backlogs for individuals requesting CDIB's will continue to get larger and will be further delayed. Contract monitoring will not be provided.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
739	BIA	6/1/2017	Fire Management Officer	11/12	Rosebud, SD	1 year, 4 months	Yes	This position is a key fire management position. The FMO directs all phases of fire management program with a high complexity level and is responsible for its planning, program direction, coordination and evaluation.	Indian Country experiences extremely high rates of human-caused fires. The Fire Management Officer is responsible for ensuring that trust land, which we have a fiduciary duty to protect, wildfires are promptly addressed. The work of each field location's Fire Management Officer also preserves and protects the firefighters as well as the general public.	Yes
328	BIA	5/15/2017	Regional Social Worker	GS-0185	Sacramento, CA	2/1/2017	YES	The position provides program management and administration to the Regional Social Services Program. The position provides administrative, direction and oversight of P.L. 95-608, the Indian Child Welfare Act. Provides Regional level direction in the administration of Individual Indian Money for minors and adults who are in need of supervision. Provides technical advice and professional assistance in all social service matters within the Region. Provides oversight services and consultation to	104 Federally Recognized Tribes in California would not receive assistance or minimal assistance would be provided. Approximately 24,000 Indian Child Welfare Act Notices would not be processed in accordance with the ICWA. Case management for adults in need of assistance and supervised IIM accounts would be interrupted. Distribution of Welfare Assistance funds to Tribes and Tribal contracts would be delayed. Services to the poorest, elderly and most needy Indian population would be impacted.	Yes
356	BIA	5/15/2017	Fire Management Officer	12	San Carlos, AZ	6 Months	Yes	Manages high complexity fire organization with interagency components including Interagency Hotshot Crew, 8 Initial Attack Engines, Fuels module, Type 2 crews, and Fire Prevention program	Should this position not be filled it would impact the effective management of fire resources on the San Carlos Indian Reservation. Fire goals and objectives of fire suppression will not be met. Adequate management of fire resources not being met would impact the public health and safety and property would be damaged or lost. The Bureau's Trust Responsibility will not be met.	Yes
737	BIA	6/1/2017	Realty Officer	12	Sisseton, SD	12 months	Yes	Plans, develops, and implements a trust real estate services program to accomplish the timely and efficient processing of applications for patents, removal of restrictions, disposals, acquisitions, rights-of-way, surface and subsurface leasing and permitting.	The Realty Officer is the lead position who directs the Realty staff at each field location to perform all monitoring, leasing, transactional, and financial management related to trust real estate, which is the fiduciary responsibility of the Bureau of Indian Affairs. This particular field location manages Realty functions for 108,023 acres of trust land for the Sisseton-Wahpeton Oyate Tribe. Without strong leadership, the Tribe and tribal members might see reduced or eliminated rental income, land sales and transfers would have delayed action, proper quality assurance for accuracy of land transactions would be at-risk, and overall the Federal government could fail in its mission to properly manage trust resources.	Yes
753	BIA	6/1/2017	Forest Manager	13	Toppenish, WA	6 months	Yes	The forest manager is the lead federal official who oversees the largest BIA forestry program in all of Indian Country totaling nearly 700,000 acres of forest and woodlands.	Without the federal leadership of this position, the BIA faces a liability without direct oversight of forest and fire management of the largest BIA forestry program (staff of 60+ FTE, with a harvest of 143 MMBF) in the country.	Yes
370	BIA	5/15/2017	FORESTER (G& M)	GS-12	Whiteriver, AZ	1 MONTH	YES	This Supervisory Forester is responsible for leading the Growth and Management Section. The Forest Development (FD) program, the Forest Management, and the Inventory & Planning functions are directed by this position. Development of a Forest Management Plan is a key role.	The Forest Development program will not be able to thin as many forest acres. Forest health will decline due to a decrease in the monitoring of forest insects and diseases. The completion and approval of an essential new Forest Management Plan will be delayed.	Yes
368	BIA	5/15/2017	SUPERVISORY FORESTER (ADMIN)	GS-13	Whiteriver, AZ	5 MONTHS	YES	The Forest Manager is responsible for guiding the FAA Branch of Forestry in its mission to proactively manage, enhance, conserve, and protect land and forest trust resources for the benefit of the White Mountain Apache Tribe on a sustainable basis.	It will impact the effective management of forest and woodland resources on the Fort Apache Indian Reservation. Forestry goals and objectives will not be met. Supervision of the forestry program will not be achieved. The Bureau's Trust Responsibility will not be met.	Yes
369	BIA	5/15/2017	SUPV FACILITY OPERATIONS SPECIALIST	GS-12	Whiteriver, AZ	20	YES	The Facilities Manager is responsible for effective management of the Branch of Facility Management; plans, organizes, directs and coordinates the operations and maintenance program including financial and human capital management. As a member of the Agency's management team develops and implements management strategies. Has collateral duty of Safety Officer for Agency.	Should this position not be filled, there would be a lack of direction for proper maintenance of federally owned buildings & infrastructure including two schools, seven office buildings, five shops & warehouses and utility systems. Fort Apache Indian Reservation consists of 1.6 million acres and real property asset depreciated value of \$12,156,635.54; and facilities will not be properly maintained to meet health and safety standards.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
372	BIA	5/15/2017	Superintendent	GS-0340-13	Hollywood, FL	3 YEARS	Yes	Serves as the initial point of contact for Government to Government relations and provides oversight of Agency and Tribal 638 programs; provides first level review of program activities requiring Federal approval. Coordinates requirements under Public Law 93-638, as amended, the Indian Self Determination and Education Assistance Act, and makes recommendations on all grants/contracts applications. Meets with the Tribal Chairman, Tribal Council and Board/Committees periodically and at special meetings affecting a close working relationship conducive to attaining Tribal, Bureau, and Department objectives. The Superintendent directs the planning, coordination, and execution of all activities pertinent to the tenure and management of Trust asset estate under the jurisdiction of the Agency. Works with the Regional Office in the development of current and long range plans necessary for executing and coordinating the various Agency and Regional programs consisting of Natural Resources, Realty, Tribal Government, Self-Determination, Environmental, Housing Improvement, Transportation, Forestry/Fire.	<ul style="list-style-type: none"> <li>Given this is the Line Officer with the Federal responsibility for the Government-to-Government relationship with the Tribe, the lack of this 'frontline' position has and will continue to negatively impact local resolution of Tribal issues and shift that responsibility to the next level (Regional Office). This has and will continue to result in the development of poor Government to Government relationships and push issue resolution away from the local level.</li> <li>Outreach to the membership and local communities about Bureau programs has been lacking, and potentially has had negative consequences for the review of transactions generated by Tribal 638 programs, and provide less opportunity to address Federal concern with the performance of these 638 programs.</li> <li>There has been less opportunity to collaborate with the Tribe to address specific barriers to economic development and explore opportunities with other Federal Agencies to implement programs to address these issues in a quicker time frame.</li> <li>The duties of this position have been realigned to provide program expertise to Tribal 638 programs to address technical issues. Failure to fill this position will continue to result in a loss of time in bringing corrective action for the performance of given program responsibilities and delay the processing of contracts and financial documentation which support program management. This will result in a loss in efficiency and delays in completing critical actions.</li> </ul>	No
728	BIA	6/1/2017	Architect	12	Aberdeen, SD	Never filled	No	As a technical authority in architecture, the incumbent is regularly called upon for opinions and advice touching on matters with the technical specialization and overall planning, design, construction, and project management of facilities projects.	Facilities is not only responsible for the Facilities which house our Regional Bureau of Indian Affairs staff, but also thousands of students in BIE-operated schools and hundreds of prisoners in detention centers throughout North Dakota, South Dakota, and Nebraska. We presently have only 7 staff, including the secretary and the program analyst, to manage over 1,300 aging buildings in our inventory. We only have one Engineer on staff and must supplement a professional level staffperson to help with the workload and provide backup technical expertise in the event of the unavailability of the single engineer. The vacant position creates backlogs in the areas of demolition, construction projects large and small, environmental abatement, repairs, operations and maintenance, and emergencies throughout the Region. Without significant technical expertise to assist, health and safety are at risk for everyone from schoolchildren to our employees at remote field locations.	No
730	BIA	6/1/2017	Natural Resources Specialist(GIS)	12	Aberdeen, SD	Since 1990	No	Coordinates Invasive Species and Agricultural Land Management with the Region working closely with Agencies, Tribes, and other government agencies, as well as non-governmental organizations.	Lose our capacity to plan coordinate and evaluate programs in the field of natural resource management and to assist in protection and enhancement of the value of the Indian agronomic, environmental, and natural resources.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
738	BIA	6/1/2017	Self-Determination Officer	14	Aberdeen, SD	4 months	Yes	Serves as Senior Awarding Official in the Regional Office jurisdiction for the award, administration and management, modification, and close-out of self-determination contracts, including construction contracts, and grants administered within the jurisdiction.	The Great Plains Region awards approximately \$90 million dollars and monitors more than 175 contracts annually to the 16 Tribes in our Region and numerous other critical service tribal organizations. The Regional Office only has one Level II, which is the only self-determination official who can additionally award construction contracts. Additionally, our present staff with only Level I awarding authority need more training and daily guidance from Level II awarding officials. The Self-Determination Officer is absolutely critical to carrying out the primary tribal self-determination mission of the Bureau of Indian Affairs at this location.	No
732	BIA	6/1/2017	Social Worker (IIM Coordinator)	9/11/12	Aberdeen, SD	NEW	No	This position is responsible for providing services that includes case management services with outcome that are conducted on a active supervised IIM account each quarter, e.g., conducting social service assessment to restrict accounts, updating addresses, conducting evaluations and assessments to support a distribution plan, home visits to determine who has custody of the account holder, preparing Kennerly Letters, conducting appeal hearings, and other guidance & support to the supervised account holder. This person must provide on-site technical assistance and training on the various policies and procedures related to IIM.	We lose our capacity to provide services. If this position isn't filled we wouldn't be able to uphold the trust responsibilities of case management services pertaining to IIM accounts, conducting our "very much needed" social service assessments, home visits, etc.	No
731	BIA	6/1/2017	Supervisory Civil Engineer	12/13	Aberdeen, SD	4 years	Yes	Serves as Safety of Dams and Irrigation Section Leader in the Division of Natural Resources. Serves as Regional senior expert in operation and management of the Safety of Dams and Irrigation programs within the Division. Provides professional knowledge of resource management.	We will be unable to properly monitor and ensure dams under the jurisdiction of the BIA do not present unacceptable risks to public safety and property. Failure to do so would present unacceptable risks to public safety and property.	No
763	BIA	6/1/2017	Civil Engineer	13	Albuquerque, NM	2 years	No	The duties of this position are to coordinate the activities related to 29 high and significant hazard dams on Indian lands throughout the Southwest Region. I involves ensuring inspections take place, early warning systems are operational and the safety of downstream persons and property is maximized.	Failure to hire will lead to the inability of the BIA to ensure that dams are maintained in a safe condition, and that the early warning systems are properly monitored and maintained.	No
760	BIA	6/1/2017	Forester	12	Albuquerque, NM	2 years	Yes	Manager of the Forest Management Inventory and Planning (FMI&P) program for the Southwest Region	FMI&P projects will be delayed/completed resulting in outdated or expired forest management plans. Outdated plan can adversely impact fuels reduction from failure to manage forest resources.	No
762	BIA	6/1/2017	Interdisciplinary: Supervisory Natural Resources Specialist, GS-0401-13 or Supervisory Civil Engineer, GS-0810-13.	13	Albuquerque, NM	2 years	Yes	The duties of this position are to interact with tribes and parties as a the BIA member of Federal Negotiations Teams and Federal Implementation Teams for Indian Water Rights. In addition, duties are to assemble and analyze data for use in Indian Water Rights litigations and negotiations, to assert and defend Indian water, supervising a crew to collect and interpret data.	Not filling means that the branch manager will have to perform these functions, as time allows.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
320	BIA	5/15/2017	Self Determination Advisor (Trainer)	13/14	Albuquerque, NM	12 months (April 2016)		This position is required to provide a mandatory training program for Federal and tribal officials in support and the execution of program specific components of Self-Determination programs and services. This Trainer position provides and coordinates that required training under the Self-determination laws and regulations.	If the position is not filled, the mandatory training requirements for Awarding Official, Awarding Officials Technical Representatives (AOTRs) and Approving Officials will not be fulfilled. This could cause BIA Awarding Officials to become deficient in maintaining required training and risk a lapse in contracting and obligation authority. This lapse in Awarding Official authority negatively impacts the process and timing in which tribes contract and receive funding, access technical assistance and receive feedback. Furthermore, these training sessions also provide essential training to federal officials on how to be responsible stewards of federal dollars contracted to Indian tribes and tribal organizations.	No
766	BIA	6/1/2017	Staff Assistant	12	Albuquerque, NM	NEW	No	This position will provide the foundation in the planning, organizing, coordinating, controlling and directing programs, policies, procedures, systems and activities which are designed to promote the welfare and social economic and political development of the Southwest Region. Position serves as the assistant to the Regional/Deputy Regional Director, Tribes and the programs with in the Southwest Region; in the management and implementation of daily operations and system to assure organization mission, plans, goals and objectives are accomplished effectively and efficiently in compliance with established standards and policies.	Failure to fill this position will have a negative effect on the leadership, guidance, and management provided to agencies and tribes. Specifically, the leadership will need to handle these tasks reducing the capacity of the executives to actively manage the Region.	No
765	BIA	6/1/2017	Wildland Fire Program Manager	12	Albuquerque, NM	4 Months	Yes	Serves as one of the Region's senior experts in fire and aviation management, providing professional knowledge of resource and ecosystem management, and extensive knowledge and experience in all levels of fire suppression, prescribed fire and aviation management.	Without this position the leadership, guidance, and management from this position increases the risks to property and personnel from wildland fire incidents. This position routinely directs the efforts for BIA fire personnel during active burns and wildland fires.	No
325	BIA	5/15/2017	Supervisory Regional Archeologist	GS-12	Anchorage, AK	6/15/2016	Yes	The Regional Archeologist has responsibility for cultural resources work on Indian Trust and BIA restricted lands (including planning and implementation of field activities, and timely completion of necessary reports); supervision of staff archeologists; budget formulation and management; communication with BIA and Tribal personnel on Bureau actions that involve significant cultural resources; and advising Senior Managers on statutes, regulations and guidelines involving cultural resources management.	Not filling this position will threaten compliance with National laws and regulations concerning cultural resources; delay or prevent completion of site evaluations and mitigations of adverse impacts to cultural resources tied to proposed undertakings on Indian Trust and BIA restricted lands; impede associated work processes of Tribal service providers and our Realty, Environmental, Transportation and HIP Housing programs; and prevent effective consultation and communication with a broad range of Tribal, Federal and State of Alaska organizations.	No
740	BIA	6/1/2017	Deputy Supt - Trust	13	Belcourt, ND	Occupied	Yes	Provides leadership for all agency trust programs to foster the effective conservation and utilization of all Indian resources.	This position is filled. Agency would like to change PD to combine Trust Services and Indian Services changing title to Deputy Superintendent.	No
323	BIA	5/15/2017	Administrative Officer	11/12	Billings, MT	Since 10/16/2016. Offer of employment extended to and accepted by a highly qualified Veteran prior to hiring freeze.		Serves as the chief advisor to management on all administrative matters. Directs, coordinates, and oversees activities in the following areas: Budget and Finance, Property Management and Procurement, Federal Records Management, Risk Management, Human Resources. Ensures all requirements are met for Fiscal Responsibility and Internal Controls (Accountability), Information Security (Protection of PII), Ethical Conduct, Occupational Safety and Health, EEO/Diversity/Harassment Free Workplace note: Source of funding for this position is the Judgement Fund	If this position is not filled, management attention will necessarily be diverted from continued progress in consolidating fractionated Indian lands to daily administrative matters, with the following risks: Reduced capacity to ensure efficient and accountable operations, less success in reducing the Government's burden of managing highly fractionated Indian lands, less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges, fewer consolidated lands amenable to economic development, including energy production, and loss of credibility in the implementation of the land acquisition components of the Cobell Settlement.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
338	BIA	5/15/2017	Deputy Regional Director, Indian Services	GS-15	Billings, MT	2/28/2014	Yes	<p>Serves as the chief advisor to the Regional Director on management on all Indian Services and administrative matters within the Region. Manages, directs, coordinates, and oversees Regional budget and finance, safety, Facilities, Environmental Protection and Property Management for BIA and BIE facilities within the Region, acquisitions &amp; PL 93-638 Contracting, Social Services and Tribal Governments, Ensures all requirements are met in the following areas:</p> <ul style="list-style-type: none"> <li>• Fiscal Responsibility and Internal Controls (Accountability)</li> <li>• Information Security (Protection of PII)</li> <li>• Ethical Conduct</li> <li>• Occupational Safety and Health</li> </ul> <p>Directly supervises the following Branches: Finance, Budget, Self-Determination, Property, Facilities, Acquisition, Indian Services, Environmental (includes Safety &amp; Cultural), Transportation.</p>	<p>If this position is not filled, management attention will necessarily be diverted from executive direction in managing the fiscal responsibilities and internal controls within the Region, with the following risks: Reduced capacity to ensure efficient and accountable operations for the Region. Less success in reducing the Government's burden of managing its fiscal responsibilities. Documents are not given proper review before approval and/or Approval of documents are delayed. Bureau Policy and regulations could be breached. Deadlines and reporting requirements would lapse. Inadequate monitoring would allow for internal controls to be overlooked or ignored, and Regional management could suffer due to inadequate management of Program functions.</p>	No
344	BIA	5/15/2017	Supervisory Civil Engineer	GS13	Billings, MT	5/15/2013	Yes	<p>Serves as chief advisor to the Tribal Transportation Program Manager/Branch Chief on all construction programs, road maintenance oversight &amp; all administrative matters related to construction/road maintenance. Incumbent is the subject matter expert in construction management and reviewing &amp; signing off on Plans, Specifications &amp; Engineer's Estimate Cost. Oversees construction staff to ensure compliance with applicable laws, policies, and procedures. Directs, coordinates, and oversees construction activities in the following areas:</p> <ul style="list-style-type: none"> <li>• Budget and Finance</li> <li>• Property Management and Procurement</li> <li>• Federal Records Management</li> <li>• Risk Management</li> </ul> <p>Ensures all requirements are met for Fiscal Responsibility and Internal Controls (Accountability), and Occupational Safety and Health.</p>	<p>If this position is not filled, management attention will necessarily be diverted from continued progress in daily administrative matters, with the following risks: Reduced capacity to ensure efficient and accountable operations. Less success in reducing the Government's burden of construction management &amp; performing program oversight. Less success in reducing the Government's accountability &amp; liability on performing BIA Roads force account construction projects &amp; administering the construction staff at the regional &amp; agency level, and loss of credibility in reviewing &amp; performing federally inherent functions not having a license Professional Engineer.</p>	No
324	BIA	5/15/2017	Supervisory Realty Specialist	12/13	Billings, MT	Since 1/19/2017; Advertisement placed on hold 1/23/2017 pursuant to hiring freeze.		<p>Subject matter expert in Indian lands and real estate services. Oversees all realty staff to ensure compliance with applicable laws, policies, and procedures. Develops, implements, and continually improves standard operating procedures for efficient and effective land acquisition. Performs quality assurance/quality control to ensure all realty transactions are accurate and completed, and manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals</p>	<p>If this position is not filled, the Land Buy-Back Program's progress in consolidating fractionated Indian lands under tribal ownership will lose momentum, with the following risks: Compromised operational effectiveness and efficiency, reduced bandwidth to perform thorough quality assurance/quality control over conveyances, less success in reducing the Government's burden of managing highly fractionated Indian lands, less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges, fewer consolidated lands amenable to economic development, including energy production, and loss of credibility in the implementation of the land acquisition components of the Cobell Settlement.</p>	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
364	BIA	5/15/2017	Archaeologist	GS-12	Coolidge, AZ	59 months	No	Perform environmental, cultural resource, and program support services for SCIP projects throughout central Arizona. Workload will entail review/editing and/or preparation of documents related to the National Environmental Policy Act (NEPA) for small to medium-sized irrigation and power projects, including the component parts fulfilling requirements of the Endangered Species Act (ESA) and National Historic Preservation Act (NHPA). Creation and assistance with management of archeological and environmental database management systems and tracking files. Responsible for file maintenance and records system management. Technical review and comments of reports and documents generated under the NHPA to ensure these meet state and federal requirements; Conduct archeological field work throughout the SCIP service area, make recommendations of eligibility to the National Register of Historic Places (NRHP), make recommendations for avoidance/mitigation, complete site forms, prepare reports, and carry out archeological monitoring as part of NHPA compliance. Staff will work closely with local Tribal cultural resource offices; Develop public interpretive materials as a form of mitigation for effects to cultural resources; Conduct and report on research regarding Traditional Cultural Properties, including interviewing tribal members; Assist the agency in meeting its responsibilities related to the Native American Graves Protection and Repatriation Act (NAGPRA) and related State burial protection laws	Archaeological, NEPA and Biological requirements will not be met for SCIP Irrigation and Power projects. The SCIP Archaeologist is a mult-disciplined position that requires all aforementioned requirements to be met before SCIP can move forward with Irrigation and Power projects. If left vacant this position will adversely impact SCIP's ability to construct, rehab, process encroachment permitting for SCIP Power and Irrigation.	No
360	BIA	5/15/2017	Electrical Engineer	GS-12	Coolidge, AZ	60 months	No	Specialize in power system protection, arc-flash studies, substation communications and automation. Conduct Power Transmission System Analysis. Must have knowledge of Power System Network System security requirements for Industrial Control Systems.	The engineering position identified here is responsible for system automation and system analysis which are critical to SCIP's power system improvement plans. This engineering position has the most impact when it comes to delivery of efficient and reliable power to SCIP power customers. The responsibilities for this position will go unfulfilled if this position remains vacant.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
362	BIA	5/15/2017	Electrical Engineering Technician (GIS)	GS-12	Coolidge, AZ	Never filled, new position	No	Collect and maintain power system field data in GIS and associated data base. Using quality assurance/quality control product and editor tool, enter data, reconcile errors, verify validity of information and assign attribute information as appropriate. Assign phasing notation to map product utilizing switch diagrams and information, material information. Using editor tool, convert post conversion source document details into automated area maps and related data base(s). This includes work orders/work requests for new construction, system rehabilitation and trouble reports involving equipment changes and configurations. Maintain switch diagrams and maps from material tickets and construction management system work order, work management system work request, map sketches, etc. Perform data entry functions related to cleanup and ongoing data maintenance of utility facilities. May also perform data entry functions related to cleanup and ongoing data maintenance of landbase data. Check maps against field data and revise data as changes occur. Work with field personnel to assure timely and accurate work request/as-built closing process. May be required to keep wall maps and related materials used for switching operations current. Operate computer peripheral equipment as specified in operations documentation. Maintain documentation of the conversion/post-conversion equipment tools. Performs all work according to established GIS electric utility practices and standards.	Collection and maintenance of GIS data will continue to be contracted if this position goes unfilled. SCIP needs this position to be in house to collect, maintain and update the SCIP GIS data. Contracting will no longer satisfy agency requirements for agency GIS responsibilities.	No



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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
363	BIA	5/15/2017	Electrical Engineering Technician, Customer Service Representative (CSR)	GS-12	Coolidge, AZ	Never filled, new position	No	Automated Meter Reading (AMR) services involve day-to-day maintenance involving SCIP's AMR meter system all types of meter applications: Design, develop and manage executables to interface with SCIP Electric Utility billing software. Manage and maintain daily meter reading route activities to handheld and mobile collection devices. Generate automated meter reading system performance reports. Maintain laptops, meter reading handheld devices, and software associated with these devices. Establish pre-defined programming files for all types of meter classes, net metering, bi-directionality, voltage quality, power factors, demand, phase angles, reactance, etc. Identify and correct meter errors, identify instances of meter tampering. Extract meter information data to enable SCIP to analyze energy usage for customers of all revenue classes. Develop and manage the paperless billing process which involves executing functions within the billing software application to transmit a PDF format of paperless energy bills to BIA email servers. Develop and Manage security features of PDF energy bills involving creation of custom PDF expressions enabling security features for Adobe Acrobat forms. Create custom reports involve customer information, financial reporting and service location information within the SCIP billing software database. Employee must design and develop custom rate structure codes for nonstandard agreements between utility and customer. Design, develop and manage unique customer forms within the software application; customer notification, special agreements, work orders and energy reporting. Design, develop and manage executables to interface with handheld meter reading device software to import/export automated meter reading data. Manage the custom interface between check scanning software to the billing software database, in order to process and record payment transactions.	SCIP has contracted these duties for the last 15 years. SCIP has created a position to fulfill the described duties in column H. SCIP will have to continue to contract for CSR duties if this position isn't filled. SCIP needs this position in house, contracting is no longer a viable alternative. The responsibilities for this position will go unfulfilled if this position isn't filled.	No
358	BIA	5/15/2017	Supervisory Electrical Engineer	GS-13	Coolidge, AZ	65 Months	Yes	Supervise Electrical Utility (Power Systems) Engineering Staff. Responsible for all system engineering design, review and approval, establishes budgets for projects and ensures funding and materials are provided for engineering projects. Is the COR/COTR for all power system engineering projects. Works with Power Manager on 1,2,3,5 and 10 year plans for power system maintenance and improvements.	The Supervisory Electrical Engineer is directly under the supervision of the SCIP Power Manager and is responsible for supervising SCIP Electrical Engineers and the Supervisory Public Utility Specialist and Electrical Engineering Technicians. Failure to backfill the requested position impacts the agency's ability to efficiently and effectively manage SCIP engineering groups responsible for system engineering, designs for construction and rehabilitation and ultimately impacting the agency's ability to deliver efficient and reliable service to SCIP customers. Duties default to the Power Manager in the event this position isn't backfilled.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
342	BIA	5/15/2017	Administrative Manager	13	Crow Agency, MT	10/2/2016	Yes	<b>Serves as Supervisory Administrative Manager for the Agency:</b> This position is in charge of budget, procurement, Human Resources, Facilities, Records Management, FOIA, Safety. Monitors the Water Treatment Plant to ensure compliance with EPA Safe Water Drinking Act to various businesses, retirement facility, Schools, Hospital and the residence of the Community. Has oversight for the Agency Programs budget and staffing needs, and procurement and property inventory for the Agency and Law Enforcement.	If this position is not filled, management attention will necessarily be diverted from managing the fiscal responsibilities and internal controls and the risk will include the following: Without the oversight and monitoring of the Agency Water Treatment Plant(WTP), the ability to deliver clean water would be limited or stopped, impacting the community that we serve; EPA could fine the BIA; and/or the local community could sue the BIA. Reduced capacity to ensure efficient and accountable operations. Less success in reducing the Government's burden of managing its fiscal responsibilities. Documents are not given proper review before approval and/or approval of documents are delayed. Many deadlines and reporting requirements would lapse, and inadequate monitoring would allow for internal controls to be overlooked or ignored.	No
746	BIA	6/1/2017	Deputy Superintendent Trust Services	13/14	Crownpoint, NM	5 months	Yes	This position would assist the Superintendent in managing 1.6 million acres of land. They would stand as second in command supervising 40 employee's by assigning tasks, approving time sheets and conducting employee performance appraisals. They would assist in conducting contract compliance review and close-outs, analyzing labor workforce structure for performance efficiency and	Unable to timely address program and IG audit findings on compliance requirements in areas of natural resources, realty, and probate. As corrective actions may not include an in-depth analysis based on substantive research that would provide meaningful recommendations.	No
759	BIA	6/1/2017	Supervisory Forester	13	Dulce, NM	1 year 9 months	Yes	Employee will supervise and direct the operations of the Forestry program including the administration, timber management, forest development, and the fire management program.	Lack of administrative oversight, direction, and inability to carry out forest management trust responsibilities to tribes involving timber management, forest development, and fire management projects and activities, including final approval and determination in all activities and plans relating to Indian forest trust resources. Negative effect and ability to perform non-delegable trust responsibilities during contracting or compacting.	No
726	BIA	6/1/2017	Superintendent	13/14	Eagle Butte, SD	3 months	Yes	Serves as the initial point of contact for Government to Government relations and provides oversight of Agency and Tribal 638 programs; provides first level review of program activities requiring Federal approval. Coordinates requirements under Public Law 93-638, as amended, the Indian Self Determination and Education Assistance Act, and makes recommendations on all grants/contracts applications. Meets with the Tribal Chairman, Tribal Council and Board/Committees periodically and at special meetings affecting a close working relationship conducive to attaining Tribal, Bureau, and Department objectives. The Superintendent directs the planning, coordination, and execution of all activities pertinent to the tenure and management of Trust asset estate under the jurisdiction of the Agency. Works with the Regional Office in the development of current and long range plans necessary for executing and coordinating the various Agency and Regional programs consisting of Natural Resources, Realty, Tribal Government, Self-Determination, Environmental, Housing Improvement, Transportation, Forestry/Fire.	The Agency Superintendent is the primary Federal official that has the final decision making authority for all Agency policy formulation for the Indian reservation(s) he or she serves. This official is responsible for overseeing the day-to-day activities of carrying out his or her field location's goals and objectives, the fiduciary and trust responsibility to both tribal and individual landowners, and maintaining and improving the government-to-government relationship between the Tribe(s) and the Federal government.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
727	BIA	6/1/2017	Supervisory Social Worker	12	Eagle Butte, SD	4 years	Yes	Plans, develops, and monitors the administration of a comprehensive Human Services Program designed to meet the needs of individuals, families, and groups on the Standing Rock Sioux Reservation.	Social service programs directly impact the neediest and most vulnerable Indian Country tribal members. At this particular field location, the social services workload involves child protection, which addresses children at risk and victims of abuse and neglect. In addition, this program conducts vital services relative to various forms of assistance, including general assistance, which is a subsistence resource of last resort for families who are ineligible for any other services in an environment where unemployment rates exceed 50%.	No
748	BIA	6/1/2017	Supervisory Natural Resources Specialist	12/13	Fort Defiance, AZ	5 months	Yes	This position implements range inventory and interprets scientific data for 3.2 million acres of land to help ranchers by assisting them in creating grazing plans and the oversight of the grazing permitting, environmental review process, permit monitoring, wild horse roundups and range fencing maintenance. The range inventory and scientific data supports the rational setting of carrying capacity and stocking rates required by 25 CFR 166.305 for the processing and issuance of grazing and agricultural land use permits and the compliance with the scientific integrity required per 10 IAM 4. This position supervises 4 NR staff by assigning tasks, approving time sheets and conducting employee performance appraisals.	Ranchers may not get good information to do proper grazing plans and ruin the range. The scientific data to insure "Scientific Integrity" required per 10 IAM 4. could be compromised skewing the setting of carrying capacity required by 25 CFR 166.305 causing severe negative impacts to the long term sustainability of the agrarian economy.	No
333	BIA	5/15/2017	Deputy Superintendent	GS 14	Fort Washakie, WY	1/3/2017	Yes	Administers and provides oversight of Agency Trust Programs: Probate, Agriculture, Realty, Soil Conservation, GIS, Environmental and Range. Responsible for reviewing and approving all Trust documents. Provides customer service and resolves conflicts between clients and Employees. Monitors trust applications. Performs HR functions of selection of employees, detail or reassignments, promotion and disciplinary actions. Oversees and manages program budgets. Consults with Tribal Leaders and prepares information to present to them. Ensures that all trust funds are collected and distributed in a timely manner. Reviews and monitors programs to make sure they are in compliance with policy and regulations.	If this position is not filled, attention will be diverted from the executive direction and administrative functions, with the following risks: Trust Resources may not be appropriately managed, documents are not given proper review before approval, approval of Trust documents are delayed, Agency Trust Policy and regulations could be breached, Trust Funds, Budget and HR Functions would be delayed in processing, many deadlines and reporting requirements would lapse, inadequate monitoring would allow for trust land to be compromised and trespass occurrences to increase, and Agency management team could suffer due to inadequate management of Trust Program functions.	No
335	BIA	5/15/2017	Magistrate	GS 12	Fort Washakie, WY	10/1/2016	No	Responsible for protecting, providing and administering justice on Wind River Indian Reservation. Responsible for public safety. Reviewing and hearing criminal, civil, juvenile and custody cases. Adjudication, administers sentences and holds bond hearings. Provides instructions of Courts Judicial Process to staff, tribes, attorneys, prosecutor(s) and public defender(s), and holds arraignments and trials.	If this position is not filled there will serious consequences due to the decrease in Judicial Services. Crimes will increase due to the lack of adjudication. Ongoing Custody Cases will not be resolved or monitored. Children that need to be taken into protective custody will be at risk. Civil Cases will not be adjudicated. Domestic Violence cases will rise. Juvenile Services cannot be performed and minors that are in need may not get necessary treatment or placement. There will be a reduction in law trained DOJ personnel due to the detailing of other non-legally trained employees to the CFR court.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
345	BIA	5/15/2017	Superintendent	15	Ft Duchese, UT	3 months	Yes	Manages all aspects of the Government to Government relationship between the BIA Utah and Ouray Agency and Ute and Skull Valley Tribes. Is responsible for management of all Agency programs and staff including communication with other governmental agencies, elected officials (Federal, State, County, Tribal) and members of the general public as necessary. Coordinates with various entities to assure the Ute Business Committee oil and gas operations progress in the most efficient manner possible which includes permitting activities for drilling, pumping and exploration activities.	If this position is not filled, critical Tribal business will be negatively impacted by delays causing loss of income as well as critical impacts to the government to government relationship with the two tribes within the agency's jurisdiction. Workload of already stretched Agency will be further impacted causing delays in completing critical decisions effecting the revenue of the Ute Tribe (APD's, drilling permits, etc). Timely technical assistance to Utah Tribes involved in active cases regarding jurisdiction, intra-governmental disputes (State, County, Federal) and boundry issues will be negatively impacted. The end result of not filling this position is eroding with government to government relationship, delaying critical decisions effecting both Tribes and Federal employees and delaying recruitment/hiring efforts at an already understaffed Agency location which reduces and delays much needed services provided to Tribes.	No
750	BIA	6/1/2017	Supervisory Analyst - Cartographer (GIS)	11/12	Gallup, NM	4 months	No	The position provides GIS services to all Navajo Region programs i.e. Roads, Realty, Oil and Gas Leasing, Environmental, Natural Resources and Engineering for approx. 17 million acres to ensure the consistent highest and best standard processes for an accurate GIS database. They maintain, review, manipulate, analyze, and generate GIS metafiles to ensure integrity of the data entered into the GIS database. The position performs data research, investigation, and verification to insure the digital geospatial data and maps for the regions use are correct and conform to the specs and standards of "Information Quality and Scientific Integrity" required per 10 IAM 4.	The "Information and Scientific integrity" required by 10 IAM 4., may be comprised as the geospatial information relied upon for geographical collected facts and data analysis about specific subjects may be inadequate and/or incorrect there/by creating work product liability	No
749	BIA	6/1/2017	Supervisory Forester	12/13	Gallup, NM	7 months	Yes	The position supervises Navajo Nation forestry management activities by analyzing timber sales and collaborating with the Navajo Nation in preparing year-end accomplishment reports, developing forest management plans & Integrated Resource Managing Plans, the releasing of the timber for cutting and the acceptance of harvesting work. The position supervises forestry management contracts totaling \$716,453.00 with Navajo Department of Forestry to manage 596,728 acres of commercial forest and 4,818,815 acres of woodlands performing work related to timber sales and the development, production, conservation, and utilization of the Navajo Forest Lands.	The management and protection of the Navajo Nation Forest & Woodland resources required by 25 CFR 163.10 could be comprised. The forest lands may not be sustained, for the beneficial and perpetual use of the Navajo people.	No
741	BIA	6/1/2017	Natural Resources Officer	12	Lower Brule, SD	4 years	Yes	This is a mission-critical position responsible for the day-to-day field activities associated with contract monitoring and compliance oversight for lands held in trust for individual Indians and the Tribe.	There are 156,017 acres of trust land with more than 26-permitted range units and 103-farm/pasure leases on the Lower Brule Sioux Indian Reservation. The Natural Resources Program provides technical assistance to the Tribe in development of: Integrated Redource management Plans, Agricultural Resorce Management Plans and Conservation Plans for each permit/Lease. Without this position proper quality assurance for accuracy of land transactions would be at-risk, and overall the Federal government could fail in its mission to properly manage trust resources. The Agency intends to combine these functions into one position to oversee the Natural Resource Program at the Agency level.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
373	BIA	5/15/2017	Budget Officer	GS-0560-13	Nashville, TN	6/30/2016	Yes	<ul style="list-style-type: none"> <li>Regional Budget Officer, is responsible for the formulation of budget estimates including planning, development and review of fund requirements to support plans and operating programs, the preparation of budget estimates, including supporting material; the presentation of prepared budgets to Region and Agency managers and Tribal officials for adoption; and the execution of approved budgets</li> <li>Serves as the technical authority on budget formulation and execution for the Region. Has authority and responsibility for assuring compliance with all governing laws and regulations (e.g., the Anti-Deficiency Act and the Impoundment Control Act of 1974). Authorizes or disapproves funding requests, and expenditures of funds on the basis of interpretation of law, regulation or policy and status of funding.</li> <li>Develops instructions for the interpretation and application of controls and limitations on expenditures. Establishes standards and methods for supporting and controlling financial requests according to approved plans and priorities.</li> <li>Reviews Congressional appropriations bills and reports for impacts on Region budgetary plans and program priorities.</li> <li>Conducts overall budgetary reviews of Agency and Branches for obligations, expenditures, and reconciliations.</li> </ul>	<ul style="list-style-type: none"> <li>Will not have Regional Budget Officers participation in the Budget Formulation</li> <li>Delays in the processing of Congressionally appropriated funds from Central Office to the Region, and to Tribal PL638 contracts.</li> <li>No Budget staff to provide technical assistance or budget guidance to Tribes or programs</li> <li>Impacts management of day to day Budget activities for Regional Operations</li> </ul>	No
374	BIA	5/15/2017	Forester	GS-460-11	Nashville, TN	Retention	Yes	<ul style="list-style-type: none"> <li>Responsible for all Bureau and Tribal forestry program activities on Indian trust lands within the Region, provides coordination and technical leadership; establishes and monitors Regional policy. Serves as the Region's expert and staff authority, providing specialized technical assistance and advice in administering forestry programs within Region's broad geographic jurisdiction.</li> <li>Oversees: contract/permit sales of forest products; forest development; forest resources inventories and monitoring; forest mgmt. planning; fire and timber trespass; forest mgmt. deductions; wildfire preparedness, wildfire suppression, hazardous fuels reduction, wildland urban interface, burned area emergency rehabilitation, and natural resources/forestry cooperative education.</li> <li>Jurisdiction of the Eastern Region provides for the utmost complexity in administering forestry program activities. Forest mgmt. within the Eastern Region involves more than 30 major forest cover types on Indian trust lands covering the largest geographically regions in the lower forty-eight, located from Maine to Florida and west to Mississippi and Louisiana.</li> <li>Develops, or assists tribes and agencies develop, ecological guidelines and environmental assessments for activities within the scope of the forestry program. Reviews environmental statements submitted to the Branch of Forestry for input concerning proposed actions within the Eastern Region's jurisdiction.</li> <li>Supervises the Regional Fire Management Officer and Regional Fuels Management Specialist (both GS-12 positions).</li> <li>Oversees implementation of the natural resources/ forestry cooperative education program (administered nationally by the National Center for Cooperative Education in Natural Resources located at Haskell Indian Nations University, Lawrence, Kansas) for</li> </ul>	<ul style="list-style-type: none"> <li>Federal Trust responsibility and the government to government relationship with the tribes would suffer tremendous impacts due to the specialized and technical expertise of this positions historical and institutional knowledge. Consequences will be loss in the protection against trespass, theft, and mismanagement of trust resources.</li> <li>Contract monitoring and reviews of tribal requests for forestry program contracts will not be provided. Commercial development and reviews of markets, cost/benefit analysis, budget and other Economic Development at tribal locations will impacted in the mission to support Indian Self Determination.</li> <li>Guidelines and assessments requiring review prior to approval by the Secretary will be at risk, and potentially create a liability to the tribe and the United States.</li> <li>Representation in issues unique to the Eastern Tribes will be without participation.</li> <li>Protection of Tribal Trust Lands and Tribal communities from wildland fire will be diminished from the lack of oversight of Forest Management.</li> <li>Coordination with suppression activities associated with forest insect and disease, wildland fire management and fuels mgmt. activities/funding will shift the responsibility to inexperienced personnel resulting in a loss of efficiency and delays in responsive and wildfire preparedness. Creating a liability and risk to the United States.</li> <li>Outreach and coordination with tribes at the local level will create a negative impact and the inability to coordinate with other Federal agencies, States to achieve optimum benefits from the use of forest land resources.</li> </ul>	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
751	BIA	6/1/2017	Superintendent	13/14	Nespelem, WA	6 months	Yes	The Colville Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Confederated Tribes of the Colville Reservation. The Superintendent is the Department of Interior's representative for the Colville Tribes.	The position is currently administered by rotating acting Superintendents. There is a lack of continuity in authority and delay in decisions and programmatic approvals to large Trust and Indian Services programs. Programs affected are transportation-road maintenance. Heavy flooding throughout the winter affected already damaged tribal roads; some roads aren't safe to travel and have been closed. Facilities building maintenance is another area in dire need. Wildfire season is approaching in the Northwest and the Colville Agency needs a federal agency administrator to oversee one of the largest fire/forestry programs in the BIA - Forestry (900,000 acres) and Fire (1.4 million acres of coverage).	No
371	BIA	5/15/2017	Superintendent	GS-0340-13	Philadelphia, MS	7/23/2016	Yes	Serves as the initial point of contact for Government to Government relations and provides oversight of Agency and Tribal 638 programs; provides first level review of program activities requiring Federal approval. Coordinates requirements under Public Law 93-638, as amended, the Indian Self Determination and Education Assistance Act, and makes recommendations on all grants/contracts applications. Meets with the Tribal Chairman, Tribal Council and Board/Committees periodically and at special meetings affecting a close working relationship conducive to attaining Tribal, Bureau, and Department objectives. The Superintendent directs the planning, coordination, and execution of all activities pertinent to the tenure and management of Trust asset estate under the jurisdiction of the Agency. Works with the Regional Office in the development of current and long range plans necessary for executing and coordinating the various Agency and Regional programs consisting of Natural Resources, Realty, Tribal Government, Self-Determination, Environmental, Housing Improvement, Transportation, Forestry/Fire.	<ul style="list-style-type: none"> <li>Given this is the Line Officer with the Federal responsibility for the Government-to-Government relationship with the Tribe, the lack of this 'frontline' position will negatively impact local resolution of Tribal issues and shift that responsibility to the next level (Regional Office). This will result in the development of poor Government to Government relationships and push issue resolution away from the local level.</li> <li>Outreach to the membership and local communities about Bureau programs will be lacking, and potentially have negative consequences for the review of transactions generated by Tribal 638 programs, and provide less opportunity to address Federal concern with the performance of these 638 programs.</li> <li>There would be less opportunity to collaborate with the Tribe to address specific barriers to economic development and explore opportunities with other Federal Agencies to implement programs to address these issues in a quicker time frame.</li> <li>The duties of this position have been realigned to provide program expertise to Tribal 638 programs to address technical issues. Failure to fill this position will result in a loss of time in bringing corrective action for the performance of given program responsibilities and delay the processing of contracts and financial documentation which support program management. This will result in a loss in efficiency and delays in completing critical actions.</li> </ul>	No
767	BIA	6/1/2017	Budget Officer	12/13	Phoenix, AZ	5 months	Yes	The Budget Officer is responsible for the planning, organizing, and carrying out annual, multi-year and no-year budgeting in support of the Region, Branches, Agencies, and Tribes. Provides advice on all phases of appropriated funds. Provides support to the Regional Director on budget formulation with Tribal Officials. Provides over all Budget planning activities for Region, Agencies, and Tribes.	Should this position not be filled it would impact the distribution of funding for all programs for the Region, Agencies and Tribal entities. All funding for the Region, Agencies, and Tribes would be extensively delayed. It would negatively impact the operation and function of serving our Tribal entities.	No
349	BIA	5/15/2017	Contract Grant/Specialist (Fire)	13	Phoenix, AZ	New Position	No	Serve as a warranted Contracting Officer (70%), in addition to serving as a Grants Specialist (30%) and will be responsible for the administration of the Region's Wildland Fire Management Cooperative Agreements between the BIA and various tribal entities. Incumbent reports directly to the Regional Supervisory Contracting Officer	No immediate response to wildland fire; No procurement of supplies & services to fight the wildland fire; No personnel to negotiate Emergency Equipment Rental Agreement (EERA); No personnel to negotiate and prepare Land Use Agreements; No personnel to negotiate Cooperative Agreements with Tribes; and No personnel dedicated to respond and travel to a wildland fire to	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
354	BIA	5/15/2017	Legal Administrative Specialist	9/11/12	Phoenix, AZ	1 year and 9 months	NO	Provides substantial support assistance to and consults with deciding officials in the Office of Hearings and Appeals (OHA) of the U.S. Department of the Interior on probates. Acts as a senior specialist in the probate functions performed with the Bureau to ensure the proper implementation and coordination of the program. Provides guidance and advice to other specialist and management officials on probate cases, regulation, procedures, etc.	The impact of not filling this position is that the Region will not have a Legal Administrative Specialist who can assume responsibility of the probate program when the Legal Administrative Specialist (Supervisory) is out of the office. The individual will not only be tasked with managing the Probate Program but will be tasked with completing administrative duties when the LAS (Supervisory) is out of the office.	No
770	BIA	6/1/2017	Procurement Analyst	12/13	Phoenix, AZ	NEW	No	Provides expert acquisition technical support and training to Western Region Programs/Agencies including BIE & OJS. Responsible to provide technical assistance on preparing procurement documents (, procurement planning, SOW, IGCE, Market Research, Justifications, etc.). Responsible for Acquisition data calls, acquisition reporting (FPDS, CPARS, Small Business, etc.), UDOS, records management and other assigned duties.	Should this position not be filled the there would be no one to provide the much needed acquisition training and technical support in preparing their Purchase Requests and Acquisitions and there will no one to respond to data calls and reporting in a timely manner.	No
352	BIA	5/15/2017	Range Management Specialist	13	Phoenix, AZ	2 years	no	Preparation of grazing conservation and management plans, grazing permit compliance, range utilization studies, stocking capacity data for stocking rates, technical staff support to Superintendents and Regional Director for approval of permits and stocking rates, technical assistance to tribes and individual Indian permittees, COR and AOTR for range inventory contracts and 638 rangeland management contracts.	The Region has no range management staff for all of the 800,000 acres of Indian trust rangeland in Nevada, so stocking capacity data and rates will not be updated or done, there is no grazing permit administration & compliance, no range utilization studies, no grazing conservation or management plans, and no grazing permit renewals.	No
755	BIA	6/1/2017	Rangeland Management Specialist	12	Portland, OR	6 months	No	This position will oversee the range and agriculture functions for the northwest region (2.5 million acres).	Specific issues not being met include oversight of the current GAO examination of the wild/feral horse program (5 tribes) as well as the noxious weed program for nearly 20 tribes.	No
736	BIA	6/1/2017	Deputy Supt - Trust	13/14	Rosebud, SD	2 years	Yes	Further noted, the Fort Berthold Reservation constitutes well over 90% of all oil and gas production and activity on trust lands managed by BIA.	Loss of capacity to properly manage and coordinate the activities of the trust programs to ensure that all trust program elements are met.	No
747	BIA	6/1/2017	Supervisory Natural Resources Specialist	12/13	Shiprock, NM	5 months	Yes	This position implements range inventory and interprets scientific data for 3.3 million acres of land to help ranchers by assisting them in creating grazing plans and the oversight of the grazing permitting, environmental review process, permit monitoring, wild horse roundups and range fencing maintenance. The range inventory and scientific data supports the rational setting of carrying capacity and stocking rates required by 25 CFR 166.305 for the processing an issuance of grazing and agricultural land use permits and the compliance with the scientific integrity required per 10 IAM 4. This position supervises 3 NR staff by assigning tasks, approving time sheets and conducting employee performance appraisals.	Ranchers may not get good information to do proper grazing plans and ruin the range. The scientific data to insure "Scientific Integrity" required per 10 IAM 4. could be compromised skewing the setting of carrying capacity required by 25 CFR 166.305 causing severe negative impacts to the long term sustainability of the agrarian economy.	No
752	BIA	6/1/2017	Deputy Superintendent	13	Toppenish, WA	2 years	Yes	Deputy to the federal line officer for the Yakama agency overseeing land and resources (Trust) for the largest agency in the BIA.	Mission critical priorities are jeopardized by this vacancy. This position provides critical support to the Superintendent and will assist in oversight to the largest Indian Irrigation program in the BIA. Additionally, Additionally, this position will bring much needed assistance to the Probate and Forestry programs (Yakama Forestry is the largest in the BIA) as well as the transportation - road maintenance and facilities operation and maintenance programs. Here again, fire season is approaching and this position is needed to administer and oversee critical functions in this area.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
357	BIA	5/15/2017	Deputy Supt. Trust Services	13	Valentine, AZ	It has never been filled	Yes	Oversees the 638 and Natural Resource programs for the Truxton Canon Agency which includes 10 Tribes and 5 Bands. Leads programs ranging from training of Tribal 638 staff to forest management and development and feral animal (horse) resolution on Federal lands. Provides direct assistance and guidance to the Superintendent and Tribal leaders/Tribal staff on Natural Resource programs and serves as Acting Superintendent when the Superintendent is unavailable.	Failure to fill this position means the recently consolidated operations of the Truxton Canon and Southern Paiute Agencies will lack adequate resources to address the complex issues surrounding land management, forest management, fire operations, Tribal roads, bridges and Tribal government operations. This lack of resources would severely hamper the ability to provide quality, timely decisions/communications to the effected Tribes and hamper the success of consolidating the previous two Superintendent positions into one operation which allows the payroll savings to be used for Agency operations with better serve the Tribes. Much needed P.L. 93-638 technical assistance for the Tribes/Bands will be negatively impacted by either delaying assistance, possibly to the next year, leading to issues involving late audits, inaccurate contract support cost reporting and delayed guidance on financial reporting issues.	No
758	BIA	6/1/2017	Superintendent	12/13	Warm Springs, OR	10 months	Yes	The Superintendent is the Department of Interior's representative. Serves as the initial point of contact for Government to Government relations and provides oversight of Agency and Tribal 638 programs; provides first level review of program activities requiring Federal approval. Coordinates requirements under Public Law 93-638, as amended, the Indian Self Determination and Education Assistance Act, and makes recommendations on all grants/contracts applications. Meets with the Tribal Chairman, Tribal Council and Board/Committees periodically and at special meetings affecting a close working relationship conducive to attaining Tribal, Bureau, and Department objectives. The Superintendent directs the planning, coordination, and execution of all activities pertinent to the tenure and management of Trust asset estate under the jurisdiction of the Agency. Works with the Regional Office in the development of current and long range plans necessary for executing and coordinating the various Agency and Regional programs consisting of Natural Resources, Realty, Tribal Government, Self-Determination, Environmental, Housing Improvement, Transportation, Forestry/Fire.	The position is currently filled with an acting Superintendent. Without a permanent Superintendent, there is a lack of authority and programmatic decisions and approvals for Trust and Indian Services programs are delayed. Agency liability issues may result. Programs affected are the transportation, health and safety programs and Forestry (350,000 acres) and Fire (650,000 acres of coverage). Wildfire season is approaching in the Northwest and this agency needs a federal agency administrator to oversee a major fire/forestry program in the region.	No
321	BIA	5/15/2017	Civil Engineer	13/14	Washington, DC	New position		Senior staff specialist and technical advisor to the Division of Transportation (BIADOT) with primary duties of planning, developing, directing and coordinating the activities for the TTP Program. Oversight of the maintenance of roads, bridges, ferries, and airstrips on all Indian reservations under the trust jurisdiction of the BIA.	If this position isn't filled it would limit BIA's ability to adequately implement the Transportation FAST Act (Pub. L. 114-94) authorized through 2020 and any preceding Acts. Tribes, and BIA field personnel, would not receive senior level guidance on policy development, technical guidance, project monitoring and contract administration. Also, if the position were not filled, the BIA's day to day interaction with the Department of Transportation, Federal Highways Administration, would be adversely affected, as this position will serve as the lead POC with DOT. Currently, a great majority of tribes choose to receive their road construction dollars through a direct agreement with DOT, however, the dollars are still transferred to BIA for disbursement. Therefore, it is critical to the timely transfer of road construction dollars from DOT, through the BIA, to the tribes that is position be filled. Should this position not be filled, it would negatively impact BIA's ability to safely maintain BIA roads and bridges.	No



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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
319	BIA	5/15/2017	Self Determination Advisor (Prog. Mgr. Analyst)	13/14	Washington, DC	9 months (July 2016)		Provide administrative support and perform all budgetary functions; advisor of self-determination legislation and regulations; develop Bureau-wide practices and procedures to ensure compliance and accountability; perform program analysis; internal controls and reporting; in accordance with 13 IAM Chapter 7, compile, analyze and complete the CSC report and resolve any discrepancies; and work with tribes and/or authorized tribal organizations and the general public on any and all issues regarding the P.L. 93-638.	If the position is not filled, the mandatory reporting requirements expected of the Self Determination Program may not be fulfilled; disbursement of the Contract support cost funding to tribes would be unduly delayed; the mandated annual report to Congress on contract support cost would be delayed extensively, the BIA Awarding Officials will be negatively impacted by any delays in the processing and timing of funding the tribes their self determination dollars and tribes may not receive timely technical assistance and guidance on financial issues related to their self determination and contract support cost funding. The end result of not filling this position is delaying, or eliminating, the required and much needed services provided to Indians.	No

**To:** Alan Mikkelsen[amikkelsen@usbr.gov]; David Palumbo[dpalumbo@usbr.gov]; Roseann Gonzales-Schreiner[rgonzales@usbr.gov]  
**Cc:** Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-13T16:32:13-04:00  
**Importance:** Normal  
**Subject:** BOR - May 15 and June 1 hiring waiver request decisions  
**Received:** 2017-06-13T16:32:24-04:00  
[BOR\\_0515\\_0601\\_Hiring\\_Waiver\\_Requests\\_Decisions.pdf](#)

Attached is the list of positions submitted for May 15 and June 1 for hiring waivers. The decisions are shown in the far right column. In reviewing the requests that were not approved in DC and Denver, please consider whether there are alternate duty locations where the positions could be located. For duty stations outside of DC and Denver, please consider whether there are DC or Denver staff that could be reassigned to the field location to perform the work. Please let me know if you have any questions.

Thanks,  
Mary

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
711	BOR	6/1/2017	Supervisory Civil Engineer	GS-13	Albuquerque, NM	New	Yes	<p>UC: Albuquerque Area Office (AAO) Office Engineering Division Manager is responsible to carry out the Office Engineering activities for projects including preconstruction design data collection, design review, delegated design work, contract administration, and special engineering studies. Directs and participates in the preparation of design data for project features. Administers and participates in other engineering studies delegated to the AAO in cooperation with Field Engineering forces.</p> <p>Supervises or prepares numerous regular and technical engineering and construction reports.</p>	<p>This is a new supervisory position that is funded by Non-Appropriated funds. This position is extremely critical to managing the \$90 million design build contract that was just awarded to complete the Pojoaque Basin River Water System which was authorized under the AAMODT Litigation Settlement Act. <b>If this position is not filled, final design and construction of the Pojoaque Regional Water System being constructed to provide treated drinking water to the 4 Pueblos and non-Pueblo members within the Pojoaque Basin of Santa Fe County, New Mexico may not be completed within the Statutorily mandate timeframe.</b> Currently the 8,200 people that would be served by the new system are served through various wells, many that have levels of contaminants that exceed Federal drinking water standards. The State has closed the basin to new well permits and all new developments (both commercial and residential) will be required to connect to the new regional water system. The project is authorized under the Claims Resolution Act of 2010 and has various mandated completion dates that require an aggressive project schedule in order to meet the mandated deadlines.</p> <p><b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</b></p>	Yes
391	BOR	6/1/2017	Civil Engineer (4 positions).	GS-12	Billings, MT	6 Months	No	<p>GP: Requesting approval to announce and fill the position(s) immediately upon approval. Perform engineering designs of infrastructure projects, so that the projects can progress to the construction phase. Civil Engineers in the Technical Services Group serve as civil engineering specialist with responsibility for design of civil structures and features of construction projects such as water conveyance systems, water and sewer systems, pumping plants, powerplants, irrigation systems, multipurpose dams and recreation facilities. These individuals prepare civil designs and technical specifications and drawings corresponding to assigned projects. They prepares layouts and final designs, cost estimates, including Independent Government Cost Estimates. They review civil portions of engineering designs prepared by others including architect-engineer firms and Area Offices. They serve as team leader or project manager on teams assigned to design projects. They make field trips to project sites to review project scope with local facilities and gather design data pertinent to site conditions. They also provide technical advice and assistance to Area Offices concerning development of engineering plans and collection of design data.</p>	<p>These are existing positions funded through appropriated funds for infrastructure rehabilitation These Civil Engineer positions create the technical drawings and specifications that allow the Great Plains Region to advertise for planned Construction Contracts. <b>If these positions are not filled, engineering analysis and design work will be postponed, leading to delays in the construction of infrastructure projects, as well as Program delays.</b></p> <p><b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</b></p>	Yes

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405	BOR	6/1/2017	Electrical Engineer	GS-12	Billings, MT	4 Years	No	GP: This position manages the NERC/WECC audit and reporting program for the Yellowtail Dam Powerplant, and WECC compliance and reporting requirements for the Canyon Ferry Dam Powerplant. This position is also responsible for engineering technical support and planning major electrical and mechanical maintenance activities and schedules in support of the Power O&M program at Yellowtail Dam, the largest generating facility in the Great Plains Region and a crucial facility in the Western Area Power control area.	This existing position is primarily funded by power customers. <b>If unfilled, Reclamation's Montana Area Office will continue to struggle to sufficiently and accurately comply with NERC and WECC regulatory requirements that dictate the reliability and safety of two major hydroelectric power facilities in Montana. This will put power deliveries in Montana at risk.</b>  <b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</b>	Yes
705	BOR	5/15/2017	Realty Specialist (Regional Realty Officer)	GS-12	Billings, MT	7 months	No	GP1: Requesting approval to announce and fill position immediately. The RRO provides leadership, direction, expert advice and assistance to management and technical staff relative to developing and administering the lands program, including land acquisition (i.e., obtaining fee title, easements, rights of way, leases and permits) by purchase, donation, exchange, or through condemnation; land exchange (includes relocation of facilities, more manageable land patterns, water conservation practices); land use planning; management functions (includes crossing agreements, leases and permits, and trespass resolution); and disposal of lands not needed for project purposes. This position functions as the Regional representative handling the most difficult real estate issues in conjunction with the Solicitor's Office and works as expert advisor with field Realty Specialists, and in coordination with Reclamation management.	This is an existing, non supervisory position. This position is funded through bureau-wide appropriations and project specific funding. Each region is required to have a RRO per Reclamation Policy LND 06-01. If this position is not filled, realty actions supporting the construction, operation, and maintenance of Reclamation projects would be delayed or unexecuted, including realty actions associated with Safety of Dams projects and rural water projects providing potable water to indigenous and disadvantaged communities, potentially impacting legislatively mandated Indian Water Rights Settlements. Failure to efficiently and effectively carryout program responsibilities through maintaining technically competent staff could result in the loss of trust by the public that Reclamation serves. Reclamation must be able to prevent this and can do so if this position is filled.	Yes
712	BOR	5/15/2017	Supervisory Civil Engineer	GS-13	Billings, MT	9 months	Yes	GP2: Requesting approval to announce and fill position immediately. This position provides leadership and supervises a team responsible for managing the engineering and technical aspects of construction contracts, including pre-construction review of specifications and drawings, assisting in contractor selection, review of contractor technical submittals, field inspection and testing of work performed by contractors, monitoring contractor performance, contract administration, and preparation of as-built drawings and final construction reports to document the work. Serves as the Contracting Officer's Representative (COR) or supervises others serving as the COR. Coordinates construction contract planning, scheduling, and execution with individuals from other offices in Reclamation.	This is an existing position, has 10 direct reports, and does not add another supervisory layer. This position is funded through bureau-wide appropriations, primarily Safety of Dams funding. If this position is not filled, supervision and administration of construction field offices will be impacted, leading to less efficient oversight and coordination with construction contractors, or possibly delay of the infrastructure rehabilitation efforts, primarily associated with Safety of Dams projects. Failure to efficiently and effectively carry out construction administration responsibilities, through competent supervision of staff and oversight of construction contractors, could result in Dam Safety projects that have quality control issues and therefore lesser protection of the downstream public.	Yes
715	BOR	6/1/2017	Supervisory Contract Specialist	GS-13	Billings, MT	1 Month	Yes	GP: Requesting approval to announce and fill the position(s) immediately upon approval. The Supervisory Contract Specialist plans and directs the comprehensive acquisition program related to rural water and tribal construction projects, water management contracts and other high priority acquisition and contracting activities in the Great Plains.	This is an existing position funded through appropriated funds; this position has 9 direct subordinates; the immediate effect is loss of a highly skilled contracting specialist with supervision required to then be redistributed to already task-saturated supervisors. <b>If this position is not filled, contracts, financial assistance agreements procurement activities and awards may be delayed -- and in some cases terminated which will have a severe impact on construction schedules and other economically beneficial activities in the Great Plains.</b>  <b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</b>	Yes

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385	BOR	5/15/2017	Civil Engineer	GS-12	Bismarck, ND	4 months	No	GP5: Requesting approval to announce and fill position immediately. This position performs professional engineering work and agreements for construction and operation, maintenance, and replacement (OM&R) of rural water systems. Reviews and approves plans and specifications and determines conformance to engineering standards. Provides oversight and technical assistance to project sponsors to develop new and modify existing agreements for rural water programs. Monitors construction and OM&R programs and confers with other agencies to insure permits and compliance are met. Serves as lead engineer in the Division, responsible for OM&R programs for the Garrison Diversion Unit Municipal, Rural and Industrial program for the State of North Dakota; these include construction projects on the Standing Rock, Fort Berthold, Spirit Lake, and Turtle Mountain Indian Reservations.	This is an existing, non-supervisory position. This position is funded through appropriated funding as authorized by Garrison Division Unit, Dakota Water Resources Act of 2000. This position satisfies legal and contractual requirements in the administration of Public Law 93-638 contracts with Indian tribes. This position serves as Awarding Official Technical Representative for Indian Public Law 93-638 for construction and OM&R contracts. This position provides technical assistance to tribes to assure they are operating and maintaining drinking water systems in accordance with Safe Drinking Water Act requirements. Without this position, construction of Tribal rural water systems would not be accomplished for tribal communities that have inadequate and unsafe drinking water sources. Reclamation would also not be able to provide badly needed technical assistance to assure the rural water systems are operated in compliance with the Safe Drinking Water Act. This position is key to assuring the appropriate preparation and implementation of project work plans and budgets, and appropriate expenditure of federal funding by tribal governments.	Yes
402	BOR	6/1/2017	Deputy Area Manager	GS-13/14	Bismarck, ND	Position has been vacant since December 2016.	Yes	GP: This position, which serves as the Deputy Area Manager of the Dakotas Area Office (DKAO), is mission-critical as it is delegated authority by the Regional Director to manage, lead, and direct DKAO activities. This position is responsible for the support of the health and human safety of all DKAO activities, and provides management oversight that is critical to ensuring adequate internal controls for expenditures of funds under agreements and contracts.	This is an existing position funded through appropriated funds that does not add another supervisory/managerial layer; it directly supervises the Rural Water and Safety, Occupational Health & Physical Security Specialist positions among other things. <b>If this position is not filled, implementation and development of rural water project construction and O&amp;M activities will be in jeopardy - especially in light of the very short construction season available in North and South Dakota. Further, employee and public safety could be compromised.</b>  <b>There is no like position in Washington DC or Denver, CO.</b>	Yes
386	BOR	5/15/2017	Civil Engineer	GS-12	Boise, ID	11 mos.	No	PN7: The position will have responsibilities to inspect and review the Operation and Maintenance of high- and significant-hazard dams, public and project bridges, buildings, fish passage and protective facilities, pumping plants, canals, and other water distribution facilities. The position will be inspecting these facilities and issue recommendations for corrective actions to the facilities in order to ensure the structures deliver project benefits (water and power) in a safety and environmentally friendly manner with little or no risk to public safety. The position will also provide technical expertise to the operators of these facilities for regular operation and during incidents that may occur with the operation and maintenance of these facilities.	This position is funded 90% appropriated and 10% power for inspection of those buildings associated with power generation. This is an existing, non supervisory position. If this position is not filled, we will not have the staff to complete all of the inspections on the frequency as required by Directives and Standards. We will also not have the staff to be able to provide assistance to the facility operators, Reclamation and Irrigation Districts, on completion of recommendations and response to facility operation and maintenance issues in a timely manner. We have already delayed some FY2017 facility inspections (urban canals and buildings) and will get further behind on inspections as we go longer without filling this position. This position is necessary to ensure the Facility O&M Group can inspect the infrastructure necessary to deliver water and power at the frequency required by the various program Directive and Standards; as well to perform building comprehensive inspections of nearly 500 buildings and the need to perform inspections of canals in urban areas which have already been delayed one to two years beyond the required frequency.	Yes

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392	BOR	6/1/2017	Civil Engineer (3 Positions)	FPL 12	Boise, ID	From 1 month up to 1 year	No	PN: There are three positions that provide structural design work, planning, document inspections, and engineering support for various organizations within the PN Region to include O&M, Design, Construction, and Area/Power offices. Two positions will be working in the Regional Office, while the other position will be working for the Snake River Area Office. The Regional Office positions will focus on Structural and Value Engineering. All four positions will be in support of power/energy/irrigation priorities/projects. These positions are responsible for required dam and associated facility inspections which are essential for identifying anomalies and other issues related to the safe and reliable operations.	<b>Funding:</b> 50% non-appropriated/50% appropriated (RO -Structural); 75% non-appropriated/25% appropriated (RO-Value); 25% non-appropriated/75% appropriated (SRAO) <b>If these positions are not filled, there will be significant impacts to mission-critical work and to public safety. It could result in delays in inspections that could increase the risks to facility integrity, public safety and delivering project benefits. and will put Reclamation in violation of contractual terms with water and power customers.</b>  <b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</b>	Yes
404	BOR	6/1/2017	Electrical Engineer	FPL 13	Boise, ID	New	No	PN: Serves as the Pacific Northwest Region's protection engineer by performing specialized work including the development of complex protection and control schemes, incident energy engineering studies, and supporting regulatory compliance.	<b>Funding:</b> 100% non-appropriated. This position supports NERC/WECC regulatory compliance activities: The Energy Policy Act of 2005, safety studies (arc flash), and power protection and reliability systems. <b>The execution of these critical programs related to electrical grid reliability and safety is at risk by not filling this position.</b>  <b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function</b>	Yes
714	BOR	5/15/2017	Supervisory Contract Specialist	FPL 13	Boise, ID	2 months	Yes	PN6: The Supervisory Contract Specialist will be responsible for managing a team of Contract Specialists responsible for awarding and administering contracts for Grand Coulee Power Office (\$150K and above), PN Region, and Hungry Horse Project Office. The Grand Coulee Power Office and PN Region work consists primary of high dollar, complex, services and supplies. Additionally, Hungry Horse Dam is going through a modernization which includes getting a suite of projects awarded that are all highly complex construction projects; this Supervisor will be tasked with managing the modernization.	This position is funded 75% appropriated and 25% non-appropriated. This is an existing, supervisory position. This position has eight direct reports and does not add another layer of supervisory control to the group. If this position is not filled, resources will have to be pulled from other Supervisory Contract Specialists who already have 11 direct reports. Since the position will support contracts to keep infrastructure critical to power generation up and running.	Yes
397	BOR	5/15/2017	Civil Engineer (Hydrologic)	GS-12 (FPL)	Boulder City, NV		No	LC6: This position is responsible for planning, performing and monitoring hydrologic studies, investigations, and technical engineering reports. The study and analysis performed by this position is often in support of appraisal and feasibility level efforts on potential or proposed projects or features within the Lower Colorado Region, including management of Reclamation water data.	This is an existing, non supervisory position. This position is funded through Service Agreements with customers, typically various Area Offices of the Lower Colorado Region of Reclamation. This position provides Civil Engineering (Hydrologic) support to customers for select projects for which their staffing resources might not be available. Many of these projects are often undertaken in collaboration with partner organizations. Failure to fill the position limits ESO capabilities and the ability of its customers to meet the needs of Reclamation and Lower Colorado Region partners.	Yes

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417	BOR	6/1/2017	Human Resources Officer	GS-14	Boulder City, NV	7 Months	Yes	LC: As the Lower Colorado Region's Human Resources Officer (HRO), provides comprehensive HR services to managers and employees, is a member of the senior Regional Management Team (RMT); is the principal advisor to the Regional Director on all Human Capital Management strategies and participates with the RMT in setting the strategic direction for all Lines of Business and Focus Areas.	This is an existing supervisory position that has 5 direct reports and an organization of approximately 35 employees that is funded using both appropriated and non-appropriated funding sources. <b>If this position is not filled, Reclamation's 800 Lower Colorado Regional employees will not have the full complement of HR services available which will affect the region's ability to fulfill its water and power delivery mission.</b>  <b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</b>	Yes
433	BOR	6/1/2017	Multi Species Conservation Program Manager (Fisheries Group Manager)	GS-13	Boulder City, NV	3 Months	Yes	LC: The Fisheries Group Manager is responsible for implementing LCR Multi-Species Conservation Program which addresses ESA compliance for some of the 26 endangered, threatened, or sensitive species of the Habitat Conservation Plan (HCP).	This is an existing supervisory position with 13 direct reports. FUNDING SOURCE: MSCP is a cost shared program, so 50% of the funding comes from non-federal partners. <b>If this position is not filled, the ability of the MSCP to provide ESA compliance coverage will be at risk -- thereby threatening the Secretary's ability to deliver water and power in the Lower Colorado River pursuant to his Water master role.</b>	Yes
706	BOR	6/1/2017	Regional Engineer (Supervisory Interdisciplinary Engineer)	GS-14	Boulder City, NV	4 Months	Yes	LC: The Lower Colorado Region's Regional Engineer, has technical responsibilities for the guidelines, standards, and practices established in supervising, developing, controlling, and coordinating oversight or performance of a full range of engineering and construction services, including the Regional Dam Safety Program, that supports Reclamation's mission in the Lower Colorado Region.	This is an existing supervisory position that has 7 direct reports and an organization of approximately 50 employees that is funded by appropriated and non-appropriated funding. This position is the Lower Colorado Region (LCR) technical adviser to the Regional Director, staff, and line officials for all engineering activities in LCR. <b>If this position is not filled, Safety of Dams, Construction and other design and engineering safety activities will be at risk. Existing and scheduled O&amp;M, safety and constructions projects will fall behind affecting water and power deliveries in the lower Colorado river basin.</b>  <b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</b>	Yes
710	BOR	5/15/2017	Supervisory Accountant	GS-13	Boulder City, NV	4 months	Yes	LC8: This is an existing position which serves as the Finance Officer/Accounting Group Manager within the Financial Management Office (FMO) of the Lower Colorado Region. It reports directly to the FMO Chief. This is an existing position with supervisory responsibilities over 8 accountants or accounting technicians ranging in grade from GS-6 to GS-12. The primary functions managed include: all day-to-day accounting transactions, assets under construction, travel, payroll, accounts receivable/payable, lands, revenues and reimbursable.	This is an existing, supervisory position. The position is a multi-funded activity with three primary funding sources, Water and Related Resources, non-appropriated/customer based funding and working capital funding. This position is one of public trust as it has daily interactions with the multiple financial transactions of the Bureau. Some financial functions normally approved by this position must be elevated to the level of Office Chief. This is creating an extra burden in this group because the position is only in an acting capacity. There is an increased level of grievance risk since the individual(s) who have acted in this position are not classified as supervisors and there is not a requirement for them to take formal supervisory or EEO training. Productivity, stability, and capability of this position is desperately needed by filling it permanently with a supervisor.	Yes

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388	BOR	6/1/2017	Civil Engineer	GS-12	Denver	6 months		DO/WO- <b>Technical Service Center</b> : This position performs engineering work related to water conveyance systems, diversion structures, fish facilities, tunnels, bridges, roads, and related civil features. Work includes hydraulic and transient analysis, and civil and structural analysis and design. This position also leads teams and performs field reviews and inspections of existing infrastructure.	This is an existing, non-supervisory position funded primarily by Water and Related Resources (WRR). The position provides engineering support to Reclamation field offices for design of water conveyance facilities and related features. <b>Not filling the position puts Reclamation water distribution facilities at risk of failure, jeopardizes operations, and delays new construction and rehabilitation of existing infrastructure that is required to meet contractual water and power demands.</b> Examples of significant work requests include: Pojoaque Basin Regional Water System, Navajo-Gallup Water Supply, Arkansas Valley Conduit, San Joaquin River Restoration, and Cle Elum Fish Passage. <b>Offers to be made for 2 positions.</b>	No
375	BOR	6/1/2017	Accountant	GS-12	Denver, CO	1) 3 1/2 months 2) 3 1/2 months 3) 1 year		DO/WO- <b>Mission Support Office</b> : Processing of accounting transactions; various general ledger analysis and reconciliations; processing of reimbursable activity; analyzing and preparing recommendations to improve operations or eliminate problems. Prepares external financial management reports, statements, supporting schedules, justifications, and related documentation as required by OMB, Treasury, and/or the Department of the Interior to ensure data consistency and integrity. Analyzing processing flows, integration of external systems interfaces and internal system module and recommends improvements to control techniques. Provides and implements solutions to correct internal control and reporting weaknesses for Account Payable, Travel, Accounts Receivable and Reimbursable Activity.	The positions are existing, non-supervisory positions funded through Working Capital Fund. These three positions are critical to the support of the Enterprise Accounting Operations provided to all of the Reclamation Offices by the Finance and Accounting Division. These positions are responsible for performing accountant responsibilities for functional areas in accounts payable, travel, and reimbursable work performed by the Technical Service Center and regional offices for Reclamation Mission critical programs and projects. <b>If these positions are not filled, critical program and project costs will not be properly reported and may impact Reclamation's ability to obtain clean audit opinions. (CFO and Power audits). Vacancy to be posted for 3 positions.</b>	No
376	BOR	5/15/2017	Accounting Technician	GS-7	Denver, CO	1 - 2 months		DO/WO-MSO1: These two positions reside in the Enterprise Accounting Operations Division which supports all of Reclamations accounting functions.	These two positions are existing non-supervisory position and are funded through the Working Capital Fund. The positions are needed to perform work associated with the processing of: invoice payments, travel and other employee reimbursements, labor accounting and adjustments, cost transfers, fee collections, maintenance and input of multi-variable accounting classifications; and monitoring aged Undelivered Orders (UDO's).  If these positions are not filled, payment of invoices will be significantly delayed impacting contractors and vendors (especially small businesses); Reclamation will incur additional interest expenses (Prompt Payment Act); there may also be delays in employee reimbursements. Impacts of payment delays to contractors may significantly impact service and construction contracts administered by Reclamation's regional, area, and field office, and may have a direct impact on Reclamation's on-the-ground mission delivery. Because of the Denver market, these positions have a high turnover rate, and we are anticipating the loss of two others in addition the two we are currently requesting. <b>Vacancy ready for posting, 2 selections.</b>	No



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384	BOR	5/15/2017	Civil Engineer	5/7/9	Denver, CO	8 months		DO/WO-TSC2: These entry level positions perform engineering work related to heavy civil engineering structures such as concrete dams, spillways and outlet works, canals and pipelines. Work includes hydraulic, civil and structural analysis and design that supports ongoing analysis studies for water delivery and Dam Safety projects. These positions also assist with inspections of existing infrastructure.	These are existing, non-supervisory positions funded primarily by Water and Related Resources (WRR). The positions provide engineering support to Reclamation's Field and Dam Safety offices for analysis and design of water conveyance facilities, concrete dams and related features. Not filling these positions puts Reclamation water storage and distribution facilities at risk of failure, jeopardizes operations, and delays new construction and rehabilitation of existing infrastructure that is required to meet contractual water and power demands. Examples of significant work requests include: Pojoaque Basin Regional Water System, Navajo-Gallup Water Supply, Hyrum Dam Modifications, Scoggins Dam Raise and Dam Safety Modifications, and El Vado Spillway Rehabilitation. <b>Offers to be made for 2 positions.</b>	No
387	BOR	6/1/2017	Civil Engineer	GS-12	Denver, CO	10 months		DO/WO-Technical Service Center: This position performs specialized engineering work related to water conveyance systems, diversion structures, fish facilities, tunnels, bridges, roads, and related civil features. Work includes hydraulic and transient analysis, and civil and structural analysis and design. This position also leads teams and performs field reviews and inspections of existing infrastructure.	This is an existing, non-supervisory position funded primarily by Water and Related Resources (WRR). The position provides engineering support to Reclamation field offices for design of water conveyance facilities and related features. <b>Not filling the position puts Reclamation water distribution facilities at risk of failure, jeopardizes operations, and delays new construction and rehabilitation of existing infrastructure that is required to meet contractual water and power demands.</b> Examples of significant work requests include: Pojoaque Basin Regional Water System, Navajo-Gallup Water Supply, Arkansas Valley Conduit, San Joaquin River Restoration, and Cle Elum Fish Passage. <b>Offer to be made.</b>	No

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393	BOR	5/15/2017	Civil Engineer (Conveyance Program Manager)	GS-12/13	Denver, CO	4 months		DO/WO-P&A4: Provides expert advice on the maintenance of Reclamation's water conveyance systems. This includes the formulation of Reclamation's management of urbanized canals. Serves as a policy expert and senior advisor concerning the review of O&M of Reclamation's water conveyance systems, which include canals, laterals, pumping plants and wasteways. Serves as primary contact for regional offices and others seeking guidance concerning the review of O&M of Reclamation's water conveyance systems.	This is an existing non-supervisory position funded 50% P&A and 50% WRR. This position manages the program to ensure Reclamation's conveyance systems (canals, laterals, pumping plants, etc.). This position also manages the canals in urban areas program. A failure of a canal in an urban area is likely either to cause a loss of life or economic damage >\$5M. This position develops programmatic controls to ensure consistent review of operation and maintenance for all of Reclamation's conveyance systems. This position provides advice to senior leadership to ensure reliable operation of Reclamation's conveyance systems, including canals in urban areas. This position is responsible for developing and disseminating related Reclamation Manual Policy and Directives and Standards (D&S), criteria, guidance, and corporate information; performing programmatic review to verify the consistent implementation of required activities relating to urbanized canals; and submitting the Annual Urbanized Canals Assessment Report to the Deputy Commissioners. In addition, this position is responsible for providing intra-agency coordination on water conveyance systems; establishing related Policy, D&S, and guidance relating to water conveyance systems; and coordinating and providing workshop and training opportunities for Reclamation offices, that relate to the conveyance of water through Reclamation's canals, laterals, pipes and drains. If this position is not filled, the urban canal program, which mitigates risk to people and property adjacent to many of Reclamation's canals, will not be providing proper oversight to the programmatic requirements. Programmatic efficiencies will be gained by filling this position including assurance that Reclamation's canals in urban areas are being reviewed effectively and thoroughly. <b>Vacancy ready for posting.</b>	No

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394	BOR	5/15/2017	Civil Engineer (Dam Program Manager)	GS-12/13	Denver, CO	11 months		DO/WO-P&A3: Provides expert advice on the maintenance of Reclamation's water delivery system facilities. Serves as a policy expert and senior advisor concerning the review of O&M of Reclamation's Dams, which include High- and Significant-Hazard Dams. Serves as primary contact for regional offices and others seeking guidance concerning the review of O&M of Reclamation's Dams.	This is an existing non-supervisory position funded 50% P&A and 50% WRR. This position manages Reclamation's dam operation and maintenance program to ensure Reclamation's dams continue to be safely operated and maintained, and provide reliable operations and structural integrity. This position manages the program to track the operation and maintenance of all Reclamation's dams, including high and significant hazard dams (e.g., Hoover Dam, Grand Coulee Dam, etc.) This position satisfies the Reclamation Manual Directives and Standards (D&S) requirements for (1) establishing and maintaining related Policy and D&S for review/examination activities; (2) coordinating and providing facility review workshop opportunities for involved Reclamation offices and staff; and (3) other related activities that had traditionally been addressed under the RO&M Program for high and significant hazard dams. If this position is not filled, the D&S will not be updated in a timely manner, the facility review workshop (the one opportunity to train Reclamation's dam examiners consistently), and the quality control for ensuring appropriate review of Reclamation's dams will not function as envisioned. Programmatic efficiencies will be gained by filling the position include ensuring high quality review of Reclamation's inspections of dams, providing senior advice to Reclamation's senior leadership on operational and maintenance issues with our dams, and providing the single point of contact expertise to Reclamation's regions, area office and field offices. <b>Vacancy ready for posting.</b>	No
395	BOR	6/1/2017	Civil Engineer (Estimator)	GS-11/12	Denver, CO	4 months		DO/WO-Technical Service Center: The position provides Independent Government Cost Estimates of construction costs for planning through final design. Primarily for new contracts and modifications to existing contracts. Significant work requests include all Safety of Dams program modifications, Navajo Gallup Water Supply, San Joaquin River Restoration, and Pojoaque Basin Water Supply to mention a few.	This is an existing, non-supervisory position funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides cost estimating support to Reclamation field offices for specifications associated with dams, canals, pumping plants, power plants, and related features. <b>Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Offer to be made.</b>	No
396	BOR	5/15/2017	Civil Engineer (Geotech)	7/9/11	Denver, CO	6 months		DO/WO-TSC3: This entry-level position is needed to support the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams.	This is an existing, non-supervisory position funded primarily by Water and Related Resources (WRR). The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. <b>Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Offers to be made for 2</b>	No
398	BOR	5/15/2017	Continuous Diagnostics & Mitigation (CDM) IT Technical Lead (INFOSEC)	GS-12/13 (INFOSEC)	Denver, CO	6 months		DO/WO-IRO2: Position directly supports implementation of the DHS CDM tools in accordance with the requirements outlined in the 2013 OMB M-14-03, Enhancing the Security Of Federal Information and Information Systems. Position is not a candidate for resource reallocation due to the specialized technical skills required.	The position is an existing non-supervisory position funded through Working Capital Fund. Leaving the position vacant will reduce ability to detect and respond to cybersecurity threats, implement enhanced cybersecurity protections designed to combat advanced persistent threats, and comply with federal cybersecurity regulations. Position was vacated in September 2016 and the only qualified detailee vacated position in March 2016 due to temporary promotion constraints. <b>Vacancy ready for posting.</b>	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
399	BOR	6/1/2017	Contract Specialist	GS-12	Denver, CO	1 month (1 position), 4 months (1 position), 9 months (2 positions)		DO/WO-Mission Support Office: Contract Specialist responsible for award and administration of all enterprise and local information management technology (IMT) requirements.	This is an existing, non-supervisory position funded through the Working Capital Fund. These four positions are critical to the support the Information Management Technology (IMT) acquisition cadre within the Acquisition and Assistance Management Division. The IMT cadre was formed to address the requirements of the Federal Information Technology Acquisition Reform Act (FITARA). <b>If these positions are not filled, IMT contracts will be delayed -- putting Reclamation's computer systems at risk.</b>  <b>If these positions are not filled, critical IMT acquisitions will experience significant delays. Since the IMT cadre supports IMT acquisitions across the Bureau, delays impact both enterprise-wide IMT as well as localized IMT requirements.</b>  The cadre has experienced considerable turnover in the last year. It has been challenging to recruit and retain qualified senior contract specialists. Contract specialists continue to be a mission critical occupation within Reclamation. <b>4 Offers to be made.</b>	No
401	BOR	5/15/2017	Deputy ACISO	GS-14 (INFOSEC)	Denver, CO	Currently filled by detail. Ending May 26, 2017		DO/WO-IRO1: Position required to lead and supervise the Continuous Diagnostic and Mitigation (CDM) Program CDM to include implementation of the DHS CDM tools in accordance with the requirements outlined in the 2013 OMB M-14-03, Enhancing the Security Of Federal Information and Information Systems and complying with Federal Information Security Modernization Act requirements.	The position is an existing, supervisors position funded through Working Capital Fund. The position is the deputy to the Associate Chief Information Security Officer and supervises 7 employees in the CDM Team, the FISMA Compliance and Program Support Team and Security as a service. Position directly supports Reclamation responsibilities for national critical infrastructure and public safety. Leaving the position vacant will reduce ability to detect and respond to cybersecurity threats, implement enhanced cybersecurity protections designed to combat advanced persistent threats, and comply with federal cybersecurity regulations. The deputy position is needed to allow the ACISO to address the Industrial Control System cybersecurity needs of the Bureau and the Department. The position has been filled with a detail and does not add another level of supervision over that which is currently provided through the detail. <b>Vacancy ready for posting.</b>	No
408	BOR	6/1/2017	Electrical Engineer	GS-5/7/9/1	Denver, CO	16 months		DO/WO-Technical Service Center: This position ensures compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years.	This is an existing, non-supervisory position funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides specialized engineering support to Reclamation field offices for pumping plant and powerplant facilities. <b>Not filling the position puts Reclamation power facilities at risk of failure which would put deliveries of contractual water and power at risk. Offer to be made.</b>	No
409	BOR	6/1/2017	Electrical Engineer	GS-5/7/9/1	Denver, CO	4 months		DO/WO-Technical Service Center: This position ensures compliance with hydropower NERC/WECC requirements; battery testing and protection system testing. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. This position also works on renewable energy integration, reliability, and economics.	This is a new, non-supervisory position funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides engineering support to Reclamation field offices for pumping plant and powerplant facilities. <b>Not filling the position puts Reclamation plant facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Offer to be made.</b>	No

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411	BOR	6/1/2017	Electrical Engineer (SCADA)	GS-12	Denver, CO	6 months		DO/WO-Technical Service Center: This position performs design and analysis of Reclamation SCADA (supervisory control and data analysis) systems critical to the operation of water and power distribution facilities.	This is an existing, non-supervisory position funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides engineering support to Reclamation field offices for pumping plant and powerplant facilities. <b>Not filling the position puts Reclamation plant facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Offer to be made.</b>	No
414	BOR	5/15/2017	General Engineer	GS-13/14	Denver, CO	Employee retiring this month.		DO/WO-SSLE: Program Manager for working group on Dam Safety and Security; this position provides program management for the interagency working group, manages program activities and monitors progress, provides dam safety advice throughout the Department, and assists in Reclamation's oversight role for dam safety across the Department.	This is an existing non-supervisory position funded through Water and Related Resources (DOI Dam Safety Program). If not filled quickly, recent progress of the Working Group on Dam Safety and Security will be lost. A strategic plan has recently been put in place with several upcoming activities to be completed in the next three, six and nine month periods. It is unlikely that any of these activities will be completed without the program manager to provide oversight, advice and perform many of the work tasks. The program manager has worked for the last several years to develop relationships with the dam safety officers in other Interior bureaus and has gained their trust. This position provides guidance and advice on dam safety and security across the Department. Additionally, this position provides support to Reclamation's Project Management Steering Committee. <b>Vacancy ready for posting.</b>	No
415	BOR	5/15/2017	Grant Management Specialists	GS-11/12	Denver, CO	1 month (1 position), 4 months (1 position)		DO/WO-MSO2: Grants Management Specialists within the Denver Operations group are responsible for the award and administration of Grants and Cooperative Agreements for Reclamation wide programs. They provide direct support to accomplishing our mission related work that occurs in the Regions and Field offices.	These two positions are existing non-supervisory position and are funded through the Working Capital Fund. These two positions are needed to award and administer many of Reclamation's bureau-wide Federal financial assistance programs, such as, the WaterSMART Water and Energy Efficiency Grants Program, the Water Infrastructure Improvements for the Nation Program, the Native American Technical Assistance Program, the Small Scale Water Efficiency Program, the Cooperative Watershed Management Program, the Desalination and Water Purification Research Program, the Drought Response Program, the Landscape Conservation Cooperative Program, and Title XVI Water Reclamation and Reuse Program.  If these positions are not filled, there might be significant delays in the award and administration of critical fiscal year end federal financial assistance agreements to States, local governments, tribal governments, special district governments, and other stakeholders and recipients under these programs. The office recently lost two senior Grants Management Specialists. Based upon the current projections, year-end workload includes over 150 new awards under these programs totalling approximately \$104,000,000 (including the additional workload from WIIN funding under the new Funding Opportunity Announcement). This workload cannot be supported by the current staffing level. <b>Vacancy ready for posting, 2 selections.</b>	No

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421	BOR	5/15/2017	Investigative Analyst	GS-7/9	Denver, CO	2 months		DO/WO SSLE: Provides law enforcement and investigative support to Reclamation's Regional Special Agents. Also assists in the drafting, staffing and finalizing of law enforcement related purchase requests and interagency agreements.	This is an existing non-supervisory position funded through Water and Related Resources (Security). If this position is not filled, it will take existing LE support staff longer to address current law enforcement related issues and will hinder response capability of current staff to address unforeseen LE support related issues that currently require overtime. <b>Vacancy ready for posting.</b>	No
699	BOR	6/1/2017	Physical Security Specialist	GS-11	Denver, CO	New position		DO/WO-Safety, Security & Law Enforcement: This position performs electronic security system technical site surveys, configuration designs, component programming, installations, and maintenance and training support for dozens of BORs highest risk/hazards at dams across all regions.	This is a new, non-supervisory position funded through reimbursable from local offices requesting services using an appropriate fund source for that office. The position was added to augment two other current positions that are not able to meet scheduling requirements/mission needs resulting from evolving threats. <b>If not filled, planned and budgeted efforts to upgrade, repair, or install electronic security systems at critical infrastructure dams, to include National Critical Infrastructure, will be substantially delayed through and into the following fiscal years. This will increase risk to interdiction of mission operations as well as harm to federal employees, and the general public if such security vulnerabilities are exploited by malicious actors. Offer to be made.</b>	No
700	BOR	6/1/2017	Program Analyst	GS-09; FPL GS-11	Denver, CO	New Position		DO/WO-Policy and Administration: 1 position proposed to be filled with Presidential Management Fellows to expedite implementation of the December 2016 Water Infrastructure Improvements for the Nation (WIIN) Act and to meet new statutory deadlines. The WIIN Act established a new activity within Reclamation to provide construction funding for water reuse and desalination projects.	This is a new, non-supervisory position and is primarily funded through WRR, funded 75% WRR and 25% P&A. <b>This position is necessary to support Reclamation participation in new water reuse infrastructure (i.e., projects to increase available water supplies) within statutory timeframes pursuant applicable laws including the December 2016 Water Infrastructure Improvements for the Nation (WIIN) Act.</b> WIIN established a new activity within Reclamation, including (1) a requirement that studies for new water reuse projects be reviewed and results reported to Congress within 180 days; and (2) establishment of a new competitive grant program for such projects. Failure to fill this positions will put Reclamation's ability to accomplish both statutory directives in a timely way at risk. <b>Offer to be made.</b>	No
425	BOR	5/15/2017	Lead Archaeologist	GS-12	Durango, CO	7 months	No	UC1: Position is responsible for providing technical oversight and guidance to a staff of professional archeologists and contractors providing cultural resource compliance for construction of the Navajo-Gallup Water Supply Project (NGWSP), operation the Animas La Plata Project and development of the associated Lake Nighthorse Recreation Area as well as cultural resource management of all other Western Colorado Area Office lands and facilities.	This is an existing, non-supervisory position. This position will be funded by the following appropriated funding sources: Water and Energy Management and Development, Land Management and Development, Fish and Wildlife Management and Development, Facility Operations, Facility Maintenance and Rehabilitation. The most notable risk associated with not filling this position are construction schedule impacts to the NGWSP. Failure to meet this construction completion schedule of 2024 could result in the reopening of the San Juan Basin water right settlement between the Navajo Nation and the United states. Other area office projects and Reclamation programs, such as recreation associated with the Animas La Plata Project and Colorado State Park operations, are dependent on the timely filling of this vacancy.	Yes

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428	BOR	6/1/2017	Mechanical Engineer	GS-12	Dutch John, UT	6 Months	No	UC: This position manages the operation, maintenance and infrastructure modernization at the Flaming Gorge and Fontanelle facilities. This duty has a major implication for public safety. Planning and design for major gates and valves in the Flaming Gorge and Fontanelle water passages. Provide engineering support for a large number of other projects necessary for the safe and reliable operation of Flaming Gorge and Fontanelle facilities.	The non-supervisory position is funded by power revenues. <b>If this position is not filled, O&amp;M and modernization efforts at Flaming Gorge and Fontanelle dams and power plants will be placed at risk. Failure to fill this position will hamper the field division's ability to address numerous problems such as turbine repairs, water control gate replacement, adjusting to invasive mussels, etc.</b>  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.	Yes
403	BOR	5/15/2017	Electrical Engineer	FPL 12	Grand Coulee, WA	5 months	No	PNs: Performs engineering tests, studies, analysis, and designs related to the installation, modification, & performance of electrical systems for power generation, transmission, pumping systems, Project buildings, control and protective relaying systems, & electronic & communication equipment & facilities. Performs electrical checkouts and tests and provides work procedures and operational instructions for modifications and replacements designed. Provides consultation services for special testing programs, electrical governor trouble shooting and alignment, & micro-processor/computer controlled interface systems. Prepares & reviews drawings & specifications for new or revised electrical equipment, systems, features, & facilities to be installed by Project and contract forces. Defines work scope & prepares contract specifications for electrical engineering service & design contracts. Assists the contracting officer as a technical representative in contract matters & in participating in the evaluation of firms for A/E contracts & proposals for contracts. Reviews, evaluates, & approves service & supply contractor submittals to verify compliance with contract provisions. Coordinates the revision & updates of drawings to reflect as-built & as-installed systems of the Project's electrical equipment. Develops, monitors, & coordinates plans for assigned engineering work to meet Project needs & established goals & objectives.	This position is non-appropriated funded. This is an existing, non supervisory position. This position provides a means to sustain the organization by providing electrical engineers that are qualified to fill positions when existing electrical engineers retire, accept another Federal position, or leave the Federal service. These positions will provide a means in future (1-2yrs) to implement needed facility improvement projects that are funded with BPA subagreement contracts, irrigation districts' assessment funds, &/or appropriated funds. During their training period (1-2yrs), these engineers provide assistance to operations & maintenance engineers. Without these positions, projects & other tasks that could improve facility efficiency will not be performed. At the conclusion of their training period, they are assigned a permanent position either at the Grand Coulee Power Office (GCPO) or at another facility in the Region. In their permanent position, the impact is that projects at GCPO or another facility will be delayed or terminated because of staff shortage. If facility improvements or equipment replacement projects are not executed, the reliability of the facility will decline. During the training period these engineers will be able to perform projects & tasks that improve facility reliability. At the conclusion of their training period, these engineers will be assigned to permanent positions that will either be in O&M engineering or in planning engineering. In O&M engineering, these electrical engineers will be able to ensure facilities & equipment are properly maintained. In planning engineering, these electrical engineers will be able to ensure the completion of projects that upgrade facilities & replace equipment to maintain facility reliability.	Yes

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419	BOR	5/15/2017	Interdisciplinary Engineer (Civil/Elec/Mech) Project Manager	FPL 12	Grand Coulee, WA	8 months	No	PN4: This position plays a key role in supporting projects and have direct impact on GCPO's ability to meet Program Accomplishment obligations. Projects impacted include the ongoing and in-development large capital and non-routine projects at Grand Coulee Dam. This position is direct replacements for a departed employee.	This position is non-appropriated funded. This is an existing, non supervisory position. This position is tied to GCPO's program accomplishments & represent Reclamation's response to the obligations associated with application of Capital & Expense dollars provided to GCPO facilities for execution of projects & activities directly supporting missions of GC and Dam (e)Expense & Capital funds provided to GCPO are expected to be applied as committed to, for each fiscal year. Projects at risk include: fire alarm installations & upgrades in LPH, RPH, PGP & Industrial Area of GC Dam. GCPO's Program Accomplishment obligations at GC Dam have been impacted by departures of Project Managers at facilities. Several projects to improve GCPO's operational reliability & safety are delayed due to lack of PM staff to manage large population of projects. We have employed Project Managers from A&E firms to address identified staffing shortfalls, but the positions secured in this manner can cost government 2-3 times what a directly hired employee would cost & often provide lower quality services. Current vacant position is important to the GCPO mission & serve an urgent need for project & program support. At GC alone, the 2017 non-routine project budget is roughly \$37 million & the large capital program will be many times that amount. The PM group is severely short staff for supporting both current & future projects & has several projects on hold pending PM support.	Yes
716	BOR	5/15/2017	Supervisory Facility Operations Specialist (Centralized Planning)	FPL 12	Grand Coulee, WA	New	Yes	PN1: Responsible for the initial development, planning, coordination, and implementation of future short and long term planning and maintenance management of power producing equipment, water delivery equipment, station service equipment, buildings and structure, tour facilities and relates equipment in the four powerplants and three switchyards at Grand Coulee Power office. The Planning Manager is overall responsible for the direction and supervision of the projects apprenticeship programs.	This position is non-appropriated funded. This is an existing, supervisory position with direct reports to include one XE Apprenticeship/Coordinator supervisor, eight Planner's, and five FSA's. This position will add another layer of supervision between the O&M Manager and Centralized Planning. (d) Other impacts will include not being compliant with NERC/WECC. (e) (f) Short and Long term planning at Grand Coulee will not be consistently created with FIST and PEB requirements causing GC to not timely meet unit return to service dates. Outage schedules will not be accurate due to poor job planning. Apprenticeship program's at GCPO will not be consistent without this leadership role.	Yes
418	BOR	5/15/2017	Interdisciplinary Engineer	GS-9/11	Hoover Dam, Clark County NV	14 months	No	LC1: This position serves as the Supervisory Control and Data Acquisition (SCADA) engineer for the Hoover Dam, which delivers water and power to users in Arizona, California, and Nevada. Hoover Dam is classified as National Critical Infrastructure. The position works on equipment and systems (such as SCADA, instrumentation, flow, generators, transformers, circuit breakers, governors, excitation systems, protective relays, and power plant auxiliary systems such as fire protection systems, wastewater treatment systems, etc.) which are essential for supporting uninterrupted delivery of water and power to downstream and contracted users. Engineering work includes project responsibility for maintenance, additions and renovations of existing equipment, and construction of new equipment.	This is an existing, non supervisory position. The position is funded through Hoover Dam Engineering & Operating Committee, via a contract with representatives of 46 power and water organizations located in Arizona, California and Nevada. Reclamation is contractually obligated to operate and maintain Hoover Dam. This position has been vacant since early 2016 as we have been unsuccessful in hiring engineers at the Hoover Dam due to the salary differential between federal and private sector engineers. If the position is not filled, the Engineering Office which currently has 9 vacancies out of 19 positions will have to continue to pull other engineers from other offices and projects to ensure continuity of operations. Also, maintenance and overhaul activities will be pushed out on the calendar. Currently there is no redundancy in the position, in the event of a system malfunction, troubleshooting is limited to one employee. Due to the lengthy learning curve, critical and sensitive nature of the position, this work does not lend itself to being outsourced.	Yes



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431	BOR	5/15/2017	Mechanical Engineer	GS-9-11	Hoover Dam, Clark County NV	17 months	No	LC3: This position serves as a Mechanical Engineer for the Hoover Dam, which delivers water and power to users in Arizona, California and Nevada. Hoover Dam is classified as National Critical Infrastructure. This position is responsible for engineering work on systems and equipment (including turbines, generators, transformers, circuit breakers, governors, excitation systems, protective relays, fire protection systems, wastewater and water treatment systems, etc.) which are essential to ensuring uninterrupted delivery of water and power to downstream and contracted users. Funding source is the Hoover Dam Engineering & Operating Committee, via a contract with 46 representatives of power and water users located in Arizona, California and Nevada.	This is an existing, non supervisory position. The position is funded through Hoover Dam Engineering & Operating Committee, via a contract with representatives of 46 power and water organizations located in Arizona, California and Nevada. Reclamation is contractually obligated to operate and maintain Hoover Dam. This position has been vacant since early 2015 as we have been unsuccessful in hiring engineers at the Hoover Dam due to the salary differential between federal and private sector engineers. If the position is not filled, the Engineering Office which currently has 9 vacancies of 19 positions will have to continue to pull other engineers off other projects to ensure continuity of operations. If the position is not filled, maintenance and overhaul activities will be pushed out on the calendar, and/or the work will be outsourced to other agencies within Reclamation or the private sector. Past experience is that other agencies within Reclamation, which have first right of refusal, are busy and unable to support Hoover work. Outsourcing work is more costly than doing the work with in-house resources.	Yes
432	BOR	5/15/2017	Mechanical Engineer	GS-9-11-12	Hoover Dam, Clark County NV	3 months	No	LC5: This position serves as a Mechanical Engineer for the Hoover Dam, which delivers water and power to users in Arizona, California and Nevada. Hoover Dam is classified as National Critical Infrastructure. This position is responsible for engineering work on systems and equipment (including turbines, generators, governors, fire protection systems, wastewater and water treatment systems, extensive piping system, high pressure air system, oil lubrication systems, HVAC, Cranes, major valves, penstocks, motors, pumps,eductors, etc.) which are essential to ensuring uninterrupted delivery of water and power to downstream and contracted users.	This is an existing, non supervisory position. The position is funded through Hoover Dam Engineering & Operating Committee, via a contract with representatives of 46 power and water organizations located in Arizona, California and Nevada. Reclamation is contractually obligated to operate and maintain Hoover Dam. The Engineering Office currently has 9 vacancies of 19 positions. If the position is not filled, maintenance and overhaul activities will be pushed out on the calendar and/or the work will be outsourced to other agencies within Reclamation or the private sector. Past experience has shown other agencies within Reclamation, which have first right of refusal, are busy and unable to support Hoover work. Outsourcing work is more costly than doing the work with in-house resources. We have been unsuccessful in hiring engineers at the Hoover Dam due to the salary differential between federal and private sector engineers.	Yes
720	BOR	6/1/2017	Supervisory Interdisciplinary Engineer	GS-13	Hoover Dam, Clark County NV	8 Months	Yes	LC: Position serves as the Electrical/Supervisory Control and Data Acquisition (SCADA) supervisor responsible for the program coordination, management, and execution of major functions of engineering designs, specification preparations, contract administration, field engineering, and safety compliance performed for the Lower Colorado Dams Office (LCDO).	This is an existing supervisory position that has 7 direct reports. FUNDING SOURCE: Funding source is the Hoover Dam Engineering & Operating Committee, via a contract with representatives of power and water users located in Arizona, California and Nevada. Reclamation is contractually obligated to operate and maintain Hoover Dam. This position has been vacant since early 2016 as we have been unsuccessful in attracting Supervisory Engineers at the Hoover Dam due to the salary differential between federal and private sector engineers. <b>If the position is not filled, the Engineering Office which currently has 9 vacancies will have to have to delay or terminate projects thereby putting project operations at risk -- from a safety as well as operational perspective.</b>  <b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</b>	Yes

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723	BOR	5/15/2017	Supervisory Interdisciplinary	GS-13	Klamath Falls, OR	6 months	Yes	MP3: Request to fill the Klamath Basin Area Office, Water Operations Branch Supervisor position. This position is responsible for the operation of the water supply facilities of the Klamath Project (Project) in accordance with flood control regulations, contractual agreements, water rights, and Endangered Species Act requirements. Plans and directs the work of a professional and technical staff engaged in the collection, exchange, and analysis of hydrologic and related data cooperatively with other agencies; planning of water operations, and development and issuance of hourly, daily, weekly, monthly, and annual water release schedules; coordination of flood control operations with other agency activities; development of operating criteria and procedures, issuance of operation instructions, and monitoring of operating performance to assure uniform and consistent application of instructions and procedures, operational coordination and the most efficient operation of the total system.	This position is funded through W&RR. This is an existing supervisory position and does not add another supervisory/managerial layer. This position ensures continued Klamath Project hydrologic operations are conducted in a safe and effective manner, in compliance with environmental, water, and land use laws, regulations, and policies. This position monitors, manages and executes multiple water contracts, hydrologic data and biological resource requirements on Project lands. Without this position the Klamath Project is at risk of legal challenge as it pertains to the Klamath Project operations biological opinion, water rights, deliveries, and contract execution. It is also needed to address current legal challenges. Of primary importance, this position is vital for public safety by ensuring flood control and sound water operations practices. Without the position, public safety is jeopardized as water operations could damage lands, people, and facilities.	Yes
717	BOR	5/15/2017	Supervisory General Engineer (Chief of Engineering Services Branch)	GS-13	Loveland, CO	2/2017 (4 months)		GP - Requesting approval to announce and fill position immediately. This Chief position provides immediate supervision, leadership, oversight, and management of employees and projects covering civil, electrical, and mechanical engineering and is responsible for complex electrical and electronic power operations and maintenance projects. This includes engineering components required to support operation, maintenance, and replacement of hydroelectric powerplants; water storage and conveyance facilities; associated structures; and water treatment facilities.	This existing position is funded through Federal appropriations, has 11 direct reports, and does not add an additional supervisory layer. This supervisor assures quality engineering & associated services to support ECAO power production & water delivery. The Branch is responsible for project design & layout, development of contracting specifications & designs, new construction, repair, rehabilitation, expansion, conversion, & reconstruction of water & power features & facilities. Without this position, there would be no Branch leadership/coordination w/other ECAO divisions, GP Regional Office, & the Technical Services Center to set priorities & meet deadlines. The powerplants & facilities would not have corrective action, updating, or specifications for contracting work. The overall impact would be not maintaining our aging infrastructure to minimum standards, protecting human health & safety, Federal investment, & meeting Reclamation's mission to deliver water & generate power. This position assures appropriate preparation and implementation of project work plans/budgets & appropriate Federal funding expenditures. This position is responsible for Contracting Officer Representative duties for construction & OM&R contracts. If this position is not filled there will not be contractual oversight as required by the Federal Acquisitions Regulations and the Department/Reclamation Acq Reg & the powerplants may lose reliability compliance, as required by NERC/WECC. This position provides tech assistance to powerplants to ensure the plants operation/maintenance in compliance with NERC/WECC. If this assistance is not provided, the powerplants may not be in reliability compliance, as required by NERC/WECC.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
718	BOR	5/15/2017	Supervisory General Engineer (Chief of Planning and Programs Management Branch)	GS-13	Loveland, CO	New position but reallocation of existing position		GP -Requesting approval to fill position immediately. Position is responsible for the O&M and Replacements, Additions, and Extraordinary (RAX) program, for supervising employees who execute the ECAO power program, preventative maintenance program, Hazardous Energy Control Program, Dam Safety Program, for project management, and other project improvements within the ECAO. P&PMB staff covers multiple functional areas critical to maintaining ECAO's infrastructure, including Reclamation's 2 most complex trans-mountain diversion projects, the Colorado-Big Thompson (C-BT) & Fryngpan-Arkansas (Fry-Ark) projects. C-BT delivers water to 30 cities/towns including 650,000 irrigated acres, population of 800,000 people, and has 6 powerplants generating approximately 759 million kilo-Watt hours of electricity a year.	Funding source is appropriated funds; an existing, supervisory position, w/11 direct reports. The position does not add a managerial layer. Position does have legal/contractual requirements. Position is the RAX program coordinator assuring ECAO's most critical repair projects are funded & coordinated w/GP Regional Office. ECAO has ongoing facility inspections & recommendations that must addressed in a timely manner coordinated by this position. Position is responsible for program management, including rehabilitating Mt. Elbert Powerplant; and construction of the \$600 million Arkansas Valley Conduit (a bulk water supply project in southeastern Colorado serving 40 water providers, of which 13 communities are under Safe Drinking Water Act enforcement actions for violations. Without this position facilitating/overseeing these technically complex projects, funds will be wasted & both projects delayed. This position is responsible for NERC/WECC compliance; all powerplants must operate/be maintained to meet NERC/WECC reliability standards & are part of the national power grid. If power facilities are not maintained to the NERC/WECC reliability standards, violations, penalties, or sanctions may apply. This position is responsible for ECAO's Dam Safety Program (required by the Reclamation Safety of Dams Act of 1978); ECAO is required to carry out a dam inspections to protect human life/property. The position oversees the dam inspection program & reduction of risk under the national Dam Safety Reduction Program. The position coordinates ECAO's ongoing facility inspections & recommendations that must addressed in a timely manner. If one of these high hazard dams fails, human life and property is at risk.	Yes
406	BOR	5/15/2017	Electrical Engineer	GS-12	Page, AZ	5 Months	No	UC4: Professional knowledge of the concepts, theories, principles, and practices of electrical engineering in order to develop creative solutions to complex hydroelectric powerplant, dam operating equipment, and water conveyance problems. Provide specialized services and technical consultation, including design, and applying new technology to existing conditions. Analyze, design, change, and/or modify complex electrical and electronic systems relating to powerplants, dams, auxiliary equipment and facilities and skill in using automated computer-aided design programs. Knowledge of the construction, operations, and maintenance of hydroelectric powerplants, dam operating equipment, and water conveyance structures. Knowledge of the principles and concepts of electrical generation, transmission, marketing and project management. Ability to test procedures, equipment and statistical data to analyze, test and troubleshoot electrical/electronic systems.	This existing, non-supervisory position. The position is funded by power revenues. This is a field engineer position that supports the Glen Canyon Field Division. Specifically the position provides technical direction and support for operation, maintenance and infrastructure investment at the dam and powerplant. Filling this position is necessary for the field division to continue to fulfill their mission of water storage, water conveyance and power generation. This position supports that mission by providing repair procedures, analysis of operational problems, design of new systems, technical oversight of the NERC compliance program and oversees the work of contractors engaged in infrastructure investment programs. Failure to fill this position will hamper the field divisions' ability to address numerous challenges such as generator repair, transformer replacement, improving electrical safety and the adoption of smart grid technologies.	Yes

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407	BOR	5/15/2017	Electrical Engineer	GS-12	Page, AZ	5 months	No	UC6: Professional knowledge of the concepts, theories, principles, and practices of electrical engineering in order to develop creative solutions to complex hydroelectric powerplant, dam operating equipment, and water conveyance problems. Provide specialized services and technical consultation, including design, and applying new technology to existing conditions. Analyze, design, change, and/or modify complex electrical and electronic systems relating to powerplants, dams, auxiliary equipment and facilities and skill in using automated computer-aided design programs. Knowledge of the construction, operations, and maintenance of hydroelectric powerplants, dam operating equipment, and water conveyance structures. Knowledge of the principles and concepts of electrical generation, transmission, marketing and project management. Ability to test procedures, equipment and statistical data to analyze, test and troubleshoot electrical/electronic systems.	This is an existing, non-supervisory position. The position is funded by power revenues. This position is a field engineer position that supports the Glen Canyon Field Division. Specifically the position provides technical direction and support for operation, maintenance and infrastructure investment at the dam and powerplant. Filling this position is necessary for the field division to continue to fulfill their mission of water storage, water conveyance and power generation. This position supports that mission by providing repair procedures, analysis of operational problems, design of new systems, technical oversight of the NERC compliance program and oversees the work of contractors engaged in infrastructure investment programs. Failure to fill this position will hamper the field divisions' ability to address numerous challenges such as generator repair, transformer replacement, improving electrical safety and the adoption of smart grid technologies.	Yes
429	BOR	5/15/2017	Mechanical Engineer	GS-12	Page, AZ	1 Month	No	UC5: Professional knowledge of the concepts, theories, principles, and practices of mechanical engineering in order to develop creative solutions to complex hydroelectric powerplant, dam operating equipment, and water conveyance problems. Provide specialized services and technical consultation, including design, and applying new technology to existing conditions. Analyze, design, change, and/or modify complex mechanical systems relating to powerplants, dams, auxiliary equipment and facilities and skill in using automated computer-aided design programs. Knowledge of the construction, operations, and maintenance of hydroelectric powerplants, dam operating equipment, and water conveyance structures. Knowledge of the principles and concepts of generation and project management. Ability to test procedures, equipment and statistical data to analyze, test and troubleshoot mechanical systems.	This is an existing, non-supervisory position. The position is funded by power revenues. This position is a field engineer position that supports the Glen Canyon Field Division. Specifically the position provides technical direction and support for operation, maintenance and infrastructure investment at the dam and powerplant. Filling this position is necessary for the field division to continue to fulfill their mission of water storage, water conveyance and power generation. This position supports that mission by providing repair procedures, analysis of operational problems, design of new systems, and oversees the work of contractors engaged in infrastructure investment programs. Failure to fill this position will hamper the field divisions' ability to address numerous challenges such as generator repair and mechanical system upgrades.	Yes
713	BOR	6/1/2017	Supervisory Civil Engineer	GS-13	Provo, UT	1 Year	Yes	UC: Supervisory Civil Engineer (Chief, Program Development): This position supervises multi-disciplinary teams to address unique, complex, and critical issues and provide solutions for imminent and long range water management conflicts. This position oversees studies to address improvements to water delivery systems and/or river basins using Riverware Models, Title XVI Water Reuse Studies, aging infrastructure solutions, Indian Water Rights Settlements, Native American Technical Assistance, salinity program oversight, and water quality monitoring and other activities. The group would also help state partners develop a comprehensive water model identify Reclamation approved Watersmart projects and their effect on river basins.	This is an existing position that is funded by appropriated dollars. <b>If this position is not filled, numerous water management studies, grant programs -- such as salinity control and waste water recycling projects will be delayed or not be implemented in a timely manner. This will put water deliveries, conservation measures and construction activities at risk.</b>  <b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</b>	Yes

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379	BOR	6/1/2017	Bay-Delta Area Office Manager (Program Manager)	GS-15	Sacramento, CA	Will be vacant May 6, 2017	Yes	MP: The Bay-Delta Area Office Manager position is responsible for coordinating project implementation for Bay-Delta and related activities associated with California's Central Valley Project. Develops, coordinates, presents and executes approved programs and activities necessary to meet Reclamation commitments associated with a reliable water supply and ecosystem restoration. Serves as Reclamation lead for Delta specific programs and actions including but not limited to NEPA/CEQA compliance for the Bay Delta Conservation Plan/Delta Habitat Conservation & Conveyance Program (BDCP/DHCCP), the Anadromous Fish Restoration Program (AFRP) and other specified CVPIA programs, Delta Stewardship Council, Delta Conservancy and TMDLs/MMA.	This position is funded through 85% Bay-Delta appropriations and 15% Working Capital Fund. This is an existing 2nd level supervisory position and does not add a supervisory/managerial layer. <b>If this position is not filled, fulfillment of statutory obligations called for under the Reasonable and Prudent Alternatives (RPAs) from the 2008 U.S. Fish and Wildlife Service Biological Opinion (BiOp) on the Coordinated Long-term Operation (LTO) of the Central Valley Project (CVP) and the State Water Project (SWP) and the 2009 National Marine Fisheries Service BiOp on the LTO of the CVP and SWP may be delayed. This could put water and power allocations and deliveries in the long and short term at serious risk.</b>  <b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</b>	Yes
410	BOR	6/1/2017	Electrical Engineer (3 Positions)	GS-12	Sacramento, CA	4 months	No	MP: Request to announce and fill three Electrical Engineer positions responsible for data collection, designs, preparing cost estimates, and providing consultation services on electrical systems associated with water control facilities and hydroelectric powerplants.	These existing, non-supervisory positions are funded through 65% Working Capital Fund; 35% Power User Funding. If these positions are not filled, the designs for electrical systems will be delayed -- thereby delaying contracts, upgrade and construction of electrical systems to deliver power in California's the Central Valley Project. Further, Reclamation workers are at increased safety risk working near electrical equipment. An example is:  - Bradbury Dam Motor Control Unit is in violation of National Electrical Code for Arc Flash and OSHA clearances putting our workers at increased risk to safety when required to work in that area.  Without these positions, Reclamation's Infrastructure to support power generation and water delivery obligations are at risk of failure. There are numerous projects that are currently behind schedule or in violation of contractual obligations which will fall further behind.  <b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function</b>	Yes
708	BOR	6/1/2017	Regional Planning Officer (Supervisory Interdisciplinary)	GS-14	Sacramento, CA	1 month	Yes	MP: The Mid-Pacific Region's Planning Officer is responsible for multi-purpose water resource studies for the management of water, land, power, and other associated natural resources for the Region. The incumbent manages feasibility studies for potential new water storage and conveyance projects in California's Central Valley and for the rehabilitation or reoperation of the aging water system infrastructure throughout the Mid-Pacific Region. In addition, this position is responsible for Basin Studies and manages the Title XVI Program, reimbursing project sponsor who construct authorized recycling, reuse, and desalination projects.	This position is funded through 25% Working Capital Fund and 75% Bay-Delta Appropriations. This is an existing 2nd level supervisory position and does not add a supervisory/managerial layer. <b>If this position is not filled, planning studies for Central Valley Project facilities, Klamath Basin and the Lahontan basin, including the CA reservoir storage studies, will be at risk of being delayed -- in violation of statutory and court ordered requirements.</b>  <b>There is no like position in Washington DC or Denver, CO.</b>	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
697	BOR	6/1/2017	Operations and Maintenance Branch Supervisory Electrical Engineer	GS-13	Shasta Lake, CA	5 months	Yes	MP: The Operations & Electrical Maintenance Branch position for the Northern CA Area Office (NCAO) is responsible for the operation, and electrical and electronic maintenance of the Shasta dam, Powerplant, and Switchyard, Keswick Dam and Powerplant, Trinity Dam and Powerplant, Lewiston Dam and Powerplant, Spring Creek and Carr Powerplants, Whiskeytown, Buckhorn, and Spring Creek Debris Dams, and all related and associated facilities and auxiliary equipment. These facilities are critical to Reclamation's mission and responsibility for managing water and power resources for the Central Valley Project.	This position is funded through W&RR. This position is an existing 1st level supervisory position and does not add another supervisory/managerial layer. <b>If this position is not filled, crucial O&amp;M activities at critical CVP Project facilities including Shasta Dam may not be completed thereby putting water and power deliveries in jeopardy and the health and safety of employees and the public.</b>  <b>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function</b>	Yes
378	BOR	5/15/2017	Administrative Assistant	GS-6/7	Washington, DC	6 Months		WO2: This position provides administrative support to the staff and leadership of the Commissioner's immediate office -- this position is the travel coordinator (FATA) for the Commissioner's office including approval of all travel including that by the Commissioner and Reclamation's Senior Leadership. This position oversees time and attendance for the WO, is responsible for proper usage of credit cards. Is responsible for oversight of the transit subsidy program in the Commissioner's Office, parking and other administrative duties of significant importance to the efficient functioning of the Commissioner's immediate office.	This is an existing non-supervisory position that is funded through P&A. The duties and expertise of this position requires a high level of technical knowledge and requires that the person fulfilling the position serve in an oversight role for all travel, credit card and time keeping functions -- as they are the technical expert and resource for implementation and interpretation of travel, credit card, timekeeping and other relevant regulations for the Washington office. The ASG has only 3 other administrative positions that are stretched thin as it is - and none have the technical expertise to assume these duties, even on a temporary basis. Consequently, the duties cannot be absorbed by others in the group. Further, because the person in this position reviews, audits and approves travel, credit card use and timekeeping that maybe developed by secretaries and executive assistant, these duties cannot be performed, as colateral duty, by a secretary or executive assistant whose work will be reviewed, audited and overseen by this position. Consequently, to carry out these functions, we have had to bring in administrative professionals with the knowledge, skills and abilities to carry out these duties from the field on 30 day detail assignments. Since the incumbent left Reclamation in November 2016, we have had 6 detailees from the field, so far (the 7th starts on May 10th). The travel, salary, benefits and per diem costs for these detailees has been roughly \$30,000 per month. Therefore, since November, 2016, the Commissioner's office has spent greater than \$180,000 on salary, travel and per diem to ensure that these functions are fulfilled. This amount is nearly double the cost of the GS-7 salary and benefits of the position for a full year. Should this position not be filled, we will continue to bring in detailees with the appropriate expertise at considerable expense -- far greater than the salary and benefits of someone selected on a permanent basis.	Yes
426	BOR	5/15/2017	Mail Clerk	GS-5	Washington, DC	10 months		WO1: This positions provides administrative support to the Washington office -- oversees correspondence entry and distribution, ensures that DTS is functioning and that congressional and other correspondence, along with FOIA request are received and that the responses are timely. Orders supplies, provides HR support and other administrative duties.	This is an existing non-supervisory position funded through P&A and is crucial to the efficient functioning of the Commissioner's office. Since the WO Administrative staff is very small and already overburdened, the majority of these duties are either suspended in favor or more expensive options or are being carried out by higher pay graded employees as time allows - thereby negatively affecting the implementations of their other duties, as well as negatively impacting the timeliness efficiency of implementation of the mail clerk duties. From a practical sense, It impacts in favor of more expensive and less timely taxis and car services (such as Uber). <b>Pending Offer.</b>	Yes

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704	BOR	5/15/2017	Public Affairs Specialist	GS - 9/11/12	Washington, DC	4 Months		WO4: This position provides support to all bureauwide communications activities, working directly with the public, stakeholder representatives, news media and social media outlets to successfully interact with external and internal audiences. Provides ongoing social media direction and support, and delivers safety and emergency messaging in response to emerging incidents across 17 western states. Develops materials to advance the communication goals of WO and AS/WS leadership.	This is an existing non-supervisory position funded by P&A. This position is vital to the internal and external communications; stakeholder and public liaison efforts; and social media goals of the Commissioner's Office and, by extension, the Department's Office of Communications. This position is critically important to advance Reclamation's public communications agenda. Specifically on issues relating leadership's interaction with myriad stakeholder groups and their representatives across the West. As a coordinator of social media activities and public outreach efforts, this position is critical to the ongoing communications agenda and, when required, the rapid response to emerging events relating to water infrastructure, public safety and operations. Ability to develop public materials and to communicate new leadership priorities has been hampered by this vacancy. <b>Vacancy ready to post.</b>	Yes
389	BOR	5/15/2017	Civil Engineer	GS-12	Willows, CA	3 months	No	MP7: Request to fill a Civil Engineer position in our Mid-Pacific Region Construction Office (MPCO). This position performs various office engineering functions in the preparation, administration, and finalization of construction and supply contracts which provides much needed engineering resources to MPCO's Construction Administration section. This resource will enable scheduled construction contracts to be awarded with the required oversight.	This position is funded through W&RR. This is an existing nonsupervisory position. This position enables scheduled construction contracts to be awarded with the required oversight. The contracts that MPCO administers and this position will support involve public safety facets such as Safety of Dams (SOD) (Boca Dam and Folsom SOD cleanup contract) and water supply for public safety and environmental purposes include San Joaquin River Restoration Program, Battle Creek and various contracts related to powerhouse water and power supply. These contracts may be delayed resulting in the MP Region not being able to perform its mission and/or meet projected expenditures.	Yes
412	BOR	5/15/2017	Environmental Protection Specialist	FPL 12	Yakima, WA	4 months	No	PN8: This position is responsible to write environmental impact statements and environmental assessments for all actions taken by Reclamation in the Area. Ensures compliance with all applicable environmental laws and regulations.	This position is funded 50% appropriated and 50% reimbursable, state funding. This is an existing, non supervisory position. Potential for agency to be out of compliance with environmental laws. Legal/contractual would be complying with all environmental commitments and requirements, such as NEPA, NHPA, CWA, etc.; ensuring contractors writing environmental documents follow proper procedures and produce quality, accurate products that help prevent lawsuits. The incumbent at times works as part of a team from the state and contractors to gain efficiencies by pooling resources and working in partnership resulting in more product for less expenditures.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
703	BOR	5/15/2017	Project Manager	GS-12	Yuma, AZ	7 months	No	LC7: The project manager position is critical to the planning and execution of mission critical work related to the Yuma Area Office. This position is responsible for developing and maintaining project scoping and reporting documents for project relating to tribal assets, infrastructure investment programs, and the Yuma Desalting Plant. Several of the projects in the portfolio are related to improving infrastructure to maintain water deliveries that are required to meet the 1944 Water Treaty with Mexico. The position works with internal and external stakeholders and provides an important service in maintaining project transparency (including budget) and positive relationships.	This is an existing, non supervisory position. The position is a multi-funded activity with three primary funding sources, Water and Related Resources, non-appropriated/customer based funding and working capital funding. There are only two project manager positions to maintain the entire Yuma Area Office portfolio, one of which is currently vacant. At any time, each project manager can expect to have approximately 10 different projects they are providing services on. The current workload is too much for the single current project manager to manage, leaving several projects without required project management. Due to this unfilled vacancy, the YAO is at risk of not having enough credentialed project managers (FAC-PM or PMP) to meet the requirements of the Reclamation Project Management Framework Implementation on high-risk or high-dollar projects. Furthermore, the only project manager that is employed at YAO is in the military reserves, and is expected to deploy for six months in 2017. If this vacancy is not filled, we will have no project managers, resulting in 0% implementation of required project management best practices.	Yes
423	BOR	5/15/2017	IT Specialist (System Admin)	GS-12	Billings, MT	6 months	No	GP3: Requesting approval to announce and fill position immediately. This position provides hardware and software support for the Great Plains Region in Active Directory, SCCM, patch management and continuous monitoring of IT Security vulnerabilities. These applications are highly technical programs which supply software packages, patches and reporting of security vulnerabilities for the Great Plains Region.	The existing position is funded through Federal appropriations. Due to the current state of heightened IT Security, workloads have increased in patch management, vulnerability management and application management. If this position is not filled GP will have difficulty maintaining a clean IT Security posture. This could result in GP computer systems becoming vulnerable to an IT Security attack and a loss of Authority to Operate. In recent years IT position numbers have been reduced greatly due to the hiring freeze that DOI implemented in 2010, which was lifted in 2015.	No
390	BOR	5/15/2017	Civil Engineer	GS-12 (FPL)	Boulder City, NV	4 months	No	LC4: As a staff engineer, this position is responsible for planning, coordinating, executing, and technically monitoring assigned engineering projects, including studies, design and specifications, design reviews and construction liaison, as well as assisting in program development, tracking budgets and monitoring program accomplishment.	This is an existing, non supervisory position. Engineering Services Office is a fee-for-service office; and the Analysis and Design Civil Group does not directly receive any appropriated funding. As a result, the funding source for this position is Service Agreements with customers, typically various Area Offices of the Lower Colorado Region of Reclamation. Failure to fill this position limits ESO capabilities to perform projects for their customers. This cascades to the customers forcing them to increase their own staffing to accomplish projects that ESO is unable to perform. ESO helps its customers maximize utilization of Area Office staffing, enabling Lower Colorado Region to be as efficient as possible with the available funding and staffing. The position equips the Analysis and Design Civil Group of ESO to provide Civil Engineering services at the level necessary to continue to meet the needs of their customers.	No



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430	BOR	5/15/2017	Mechanical Engineer	GS-12 (FPL)	Boulder City, NV	6 months	No	LC2: The mechanical engineering position performs the study, inspection, and development of design criteria and serves as a technical representative for negotiation and administration of contracts. The position is also responsible for project management practices and techniques. The mechanical engineering position has duties and responsibilities that include: 1) troubleshooting and inspecting the installation of mechanical equipment to ensure conformance with specifications, drawings, and standards for safety, reliability, and efficiency 2) developing, implementing, and executing complex mechanical engineering inspections, designs, and reports; 3) reviewing safety plans and practices at assigned mechanical installation or construction projects and 4) overseeing the collection and analysis of design data for mechanical engineering inspections and projects related to hydro-electric power generating systems and water storage facilities.	This is an existing, non supervisory position. The Engineering Services Office as a fee-for-service organization, would not have the capability to address the mechanical design requirements, re-engineering/upgrades, and operation and maintenance issues that arise with both Reclamation and Bureau of Indian Affairs', hydroelectric power plants and other water conveyance structures. The Engineering Services Office as a fee-for-service organization, would not have the capability to address the mechanical design requirements, re-engineering/upgrades, and operation and maintenance issues that arise with both Reclamation and Bureau of Indian Affairs', hydroelectric power plants and other water conveyance structures. Moreover, ESO would not be able to offer this engineering capability to our Area Offices within the Lower Colorado Region who in turn hire ESO to provide mechanical engineering services to the various Native Amirian tribes that seek ESO's technical support in the Southwestern United States.	No
380	BOR	5/15/2017	Budget Analyst	41590	Denver, CO	4 Months		DO/WO-PRO1: This position is the senior level budget and financial management analyst for Senior Advisor, Hydropower; the Power Resources Office; and Senior Advisor, Design Estimating Construction/Dam Safety Officer. This position is responsible for budget formulation and execution; analysis of budgetary issues; and provides guidance and direction to management and staff on funds execution and allocation for multiple funding sources and high visibility programs.	This is an existing, non-supervisory position funded through Working Capital Fund. The senior level budget analyst position provides expert guidance, analysis and implementation of the budgetary and financial management needs for Reclamation's Senior Advisor Hydropower, the Power Resources Office and Senior Advisor Design Estimating Construction/Dam Safety. Senior Advisor, Hydropower and the Power Resources Office provide policy development, technical standards, oversight/reviews and support for Reclamation's hydropower program (the Nation's second largest hydropower producer). Senior Advisor, Design Estimating Construction/Dam Safety Officer provides oversight of design, estimating and construction activities, and provides broad program guidance, reviews and quality assurance of Reclamation's Dam Safety Program. These programs utilize various funding sources including Non-Appropriated Direct Funding and Appropriated funding including Policy and Administration, Water and Related Resources, and Working Capital Fund. In addition this position is the primary point of contact for responses concerning the budget and financial management to the Washington DC Reclamation Budget Office, the Department and OMB for these offices. If this position is not filled the budget development, execution and tracking of the program is impaired and the Power and Dam Safety offices will have difficulty in meeting our mission effectively and efficiently. In addition, proper cost allocation is critical to the power customer groups that pay for our services by keeping the non reimbursable activities separated from reimbursable costs. <b>Vacancy ready for posting.</b>	No

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381	BOR	5/15/2017	Budget Analyst	GS-11/12/13	Denver, CO	4 months		DO/WO-P&A2: Serves as the Policy and Administration Directorate (POLICY) lead budget analyst with primary responsibilities for budget formulation and execution (\$80-100 million). Analyzes budgetary issues as requested by the POLICY Director and provides guidance and direction to management and staff on funds execution and allocation for multiple funding sources and high-visibility programs. Serves as the directorate point of contact for all budgetary issues. Provides support to several programs including WaterSMART.	The budget analyst is an existing non-supervisory position funded with P&A. The budget analyst provides assurances related to fiduciary responsibility and compliance with the Anti-Deficiency Act. At full performance the budget analyst is considered an expert on technical budgetary aspects, including the administration and execution of appropriated funding (e.g., P&A, WRR), revolving funds (e.g., Working Capital), funding of grants (e.g., WaterSMART, Title XVI), and transferred funding from other federal agencies (e.g., Federal Highways Administration). Such technical expertise is heavily relied upon by division and program managers across Reclamation to fund activities and carry-out program requirements. <b>Vacancy ready for posting.</b>	No
383	BOR	5/15/2017	Civil Engineer	12	Denver, CO	6 months		DO/WO-TSC1: These positions perform engineering work related to water conveyance systems, diversion structures, fish facilities, tunnels, bridges, roads, and related civil features. Work includes hydraulic and transient analysis, and civil and structural analysis and design. These positions also lead teams and perform field reviews and inspections of existing infrastructure.	These are new, non-supervisory positions funded primarily by Water and Related Resources (WRR). The positions provide engineering support to Reclamation field offices for design of water conveyance facilities and related features. Not filling these positions puts Reclamation water distribution facilities at risk of failure, jeopardizes operations, and delays new construction and rehabilitation of existing infrastructure that is required to meet contractual water and power demands. Examples of significant work requests include: Pojoaque Basin Regional Water System, Navajo-Gallup Water Supply, Arkansas Valley Conduit, San Joaquin River Restoration, and Cle Elum Fish Passage. <b>Offers to be made for 3 positions.</b>	No
424	BOR	5/15/2017	IT Specialist Project Manager	GS-12/13	Denver, CO	3 months		DO/WO-IRO4: This particular Project Manager (PM) position led mission essential enterprise wide projects along with related vendor contracts.	The position is existing, non-supervisory and funded through Working Capital Fund. This particular Project Manager (PM) position led mission essential enterprise wide projects and related vendor contracts. The position is required due to other remaining PM's are also leading mission essential projects that require attention to detail and work directly with project sponsor's and vendors. The enterprise wide projects can consume one PM from one to three years for full project development and delivery. Without adequate PM staffing Reclamation mission and automated business and engineering programs will suffer when Reclamation realigns itself with other regions and the Denver Office assumes a greater corporate role and responsibility presence. <b>Vacancy ready for posting.</b>	No

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701	BOR	5/15/2017	Program Analyst	GS-12/13	Denver, CO	New		DO/WO-IRO3: The position is responsible for developing and providing oversight of internal controls, developing and reviewing policies, directives and standards, SLAs, SOPs and other governance material, leading auditing and compliance activities for internal controls, and coordinating activities to ensuring the accountability of IMT needed for the effective implementation of FITARA.	The position is a new, non-supervisory position and funded through P&A. The Information Resources Office is required to develop policy, procedures and internal controls to manage the delegated IMT authority across Reclamation in support of the responsibilities of the ACIO as defined by FITARA. Under the FITARA legislation each agency Chief Information Officer (CIO) and subsequent bureau ACIO is responsible for FITARA compliance. The legislation specifically identified key objectives, including aligning information management and technology (IMT) resources with mission and requirements; strengthening the CIO/ACIO's accountability for IMT costs, performance and security; planning, programming, budget and execution for IT resources and providing transparency into IMT resources across the bureau and programs. The Bureau has developed an FITARA IMT Alignment Plan which lays out the bureau activities to comply with the requirements of FITARA and achieve compliance with the law in accordance with the milestones established by the Department and approved by OMB. This position is critical in the development and implementation of the delegations, policy development and associated internal controls in order to comply with the requirements of FITARA. The position is mission essential and necessary for successful implementation of FITARA through policy and governance development. If the position is not filled the Bureau will not have adequate resources to develop FITARA Governance. <b>Vacancy ready for posting.</b>	No
722	BOR	5/15/2017	Supervisory Program Manager	GS-14	Denver, CO	Incumbent was offered a position the week of 4/24/2017		DO/WO-P&A1: Supervisory position; Provides leadership, direction, and oversight with overall responsibilities associated with the Reclamation Manual, Policy and Administration budget formulation and execution to include Water and Related Resources (WRR), Policy and Administration (P&A) and Working Capital Fund (WCF); Government Performance and Results Act (GPRA); Inspector General Accounting Office audit liaison; and responsible for Reclamation's programmatic internal controls program for continuous improvement by following the guidance and intent of OMB Circular A-123.	This is an existing supervisory position that does not add an additional layer, and is funded 75% P&A 25% Working Capital Fund - OIC. This position supervises 11 direct reports over the following areas: For Reclamation-wide Programs, this position oversees Programmatic Internal Controls Program, Reclamation Manual, and Government Performance and Results Act (GPRA). For the Policy and Administration Directorate, this position oversees all the different budget funding sources as well as the Continuity of Operations Plan (COOP). Not being able to fill this position would not allow for improvement and implementation of programmatic internal controls program. <b>Vacancy ready for posting.</b>	No
377	BOR	5/15/2017	Administrative Officer	GS-12	Folsom, CA	4 months	Yes	MP1: Request to fill the Administrative Officer position at the Central California Area Office at Folsom Dam, CA. The Administrative Officer position is responsible for administrative services, local human resources support, budget development and management, and supervision of administrative, budget and information technology staff. The incumbent oversees all business service related activities for an organization of over 150 employees that comprise 4 separate physical office locations. Operations accomplished by individuals within the offices that this position assists with support services include energy production, water management, resource management, and recreation.	This position is funded through Working Capital Fund. This is an existing supervisory position and does not add another supervisory/managerial layer. The Administrative Officer ensures compliance with property, human resources and budget statutes, regulations and directives and standards. Lack of this oversight and supervision will impact our ability to effectively support our mission and these critical areas.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
719	BOR	5/15/2017	Supervisory General Engineer (O&M)	FPL 12	Grand Coulee, WA	New	Yes	PN2: Supervises the Operations and Maintenance (O&M) group of engineering and technical staff who provide direct support to the trades and craft employees, predictive maintenance program, troubleshooting, repair, testing, and a myriad of other O&M activities.	This position is non-appropriated funded. This is a new, supervisory position with direct reports to include eight electrical engineers and four mechanical engineers. Not having efficient, consistent, timely engineering support for O&M will impact return to service of power generating units and the ability for BPA to plan for power needs. Not having timely O&M engineering support will effect NERC/WECC/CIP litigation requirements and meeting FIST and PEB requirements. O&M will not have direct control of our mechanical and electrical engineers, causing addition steps to coordinate work assignments. This will make assigning multiple engineers to a high priority problem very difficult and not timely. This will impact the unit's return to service, testing, troubleshooting, and corrective maintenance being completed efficiently and effectively. O&M will lose the ability to cross train the O&M engineers at our discretion on new equipment as it is installed.	No
709	BOR	5/15/2017	Resource Program Manager	GS-13	Grand Junction or Durango	Existing position will become vacant in August 2017	Yes	UC2: Position is responsible for overseeing the administration, operation, management and maintenance of Reclamation project and program lands and facilities either constructed by Reclamation or managed by Reclamation under the jurisdiction of the Western Colorado Area Office (WCAO). Primary responsibilities includes water and power resource management, reservoir operations and maintenance, land and recreation resource management, contract administration, and operation and maintenance of facilities constructed for environmental and fish and wildlife resource programs within WCAO. Numerous WCAO projects and Reclamation programs provide funding. Funding for the position is considered to be secure for the foreseeable future.	This is an existing supervisory position. This position will be funded by the following appropriated funding sources: Water and Energy Management and Development, Land Management and Development, Fish and Wildlife Management and Development, Facility Operations, Facility Maintenance and Rehabilitation. The position is directly responsible for ensuring Reclamation actions are in compliance with all applicable federal laws and regulations, including but not limited to, Reclamation Directives and Standards, water rights, and various environmental regulations such as the National Environmental Protection Act. The most notable risks associated with not filling this position include impacting working activities associated with CRSP-MOA projects and other area office projects and Reclamation programs, such as recreation and land management associated with the Animas La Plata Project and Colorado and New Mexico State Park operations, are dependent on the timely filling of this vacancy. Timely filling of this position will avoid potentially expensive and time consuming delays associated with recreation and land management activities for the Animas La Plata (ALP Project), including its associated mitigation property. For example, working with tribal and nontribal representatives on various issues associated with ALP Project such as implementation of the Brunot Treaty, negotiating nontribal hunting access, and long-term management of the ALP Project mitigation lands.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
420	BOR	5/15/2017	Interdisciplinary Engineer (Civil/Elec/Mech) Project Manager	FPL 12	Hungry Horse, MT	New	No	PN3: This position plays a key role in supporting projects and have direct impact on GCPO's ability to meet Program Accomplishment obligations. Projects impacted include the ongoing and in-development large capital and non-routine projects at Hungry Horse Dam. This position is direct replacement for departed employees.	This position is non-appropriated funded. This is a new, non supervisory position. These positions are tied to GCPO's program accomplishments & represent Reclamation's response to the obligations associated with application of Capital & Expense dollars provided to GCPO facilities for execution of projects & activities directly supporting missions of HH Dam. (e)Expense & Capital funds provided to GCPO are expected to be applied as committed to, for each fiscal year. HH Dam, entire portfolio of projects is at risk due to having facility's Project Manager position remain unfilled. GCPO's Program Accomplishment obligations at HH Dam have been impacted by departures of Project Managers at facilities. Several projects to improve GCPO's operational reliability & safety are delayed due to lack of PM staff to manage large population of projects. We have employed Project Managers from A&E firms to address identified staffing shortfalls, but the positions secured in this manner can cost government 2-3 times what a directly hired employee would cost & often provide lower quality services. Current vacant positions are important to the GCPO mission & serve an urgent need for project & program support. At GC alone, the 2017 non-routine project budget is roughly \$37 million & the large capital program will be many times that amount. The PM group is severely short staff for supporting both current & future projects & has several projects on hold pending PM support.	No
721	BOR	5/15/2017	Supervisory Natural Resource Specialist	GS-12	Mills, WY	To be vacated July 2017	Yes	GP4: Requesting approval to announce and fill position immediately. Serves as the Chief, Land Management Branch of the Wyoming Area Office. Is responsible for the administration of management agreements with state and county recreation management partners providing for public recreational opportunities, administers Reclamation-managed recreation sites, administers grazing and other land use permits (including oil and gas development, cell phone towers, public utilities, etc.), administers the wildland fire management program for the area office, administers weed and pest management program, responsible for public health/safety and handicap accessibility programs. Lands covered include approximately 300,000 acres of land in Wyoming and 4000 acres in Nebraska.	This is an existing, non supervisory position. It is funded through Federal appropriations. It has eight direct reports and does not add another supervisory layer. This position supports on-the-ground administration and implementation of land management activities as required by Bureau of Reclamation Policy, Directives and Standards. Filling this position would provide for effective management and administration of contracts that address: permitting of oil and gas development, recreation, grazing and other land use permits, wildland fire management, weed control, and public health/safety and accessibility programs on Reclamation lands administered by the Wyoming Area Office. If position is not filled, effectiveness of these programs will suffer, negatively affecting public recreation, public health/safety, cell phone towers, public utilities, etc. Programmatic contributions to be gained are listed above.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
382	BOR	5/15/2017	Budget Analyst	GS-12	Sacramento, CA	6 months	No	MP5: Request to fill the Budget Officer position for the Bay-Delta Office. The position was advertised prior to the hiring freeze and a selection made March 9th. The Budget Officer prepares the budget documents and oversees the execution of all funds managed by the Bay-Delta Office. Responsibilities include approving purchase requests, monitoring the status funds, tracking undelivered obligations, managing deobligations, assessing cost share and reimbursable requirements, and balancing requirements between multiple funding sources and authorities.	This position is funded through California Bay-Delta appropriation. This is an existing nonsupervisory position responsible for managing deobligations, assessing cost share and reimbursable requirements, and balancing requirements between multiple funding sources and authorities. The Bay-Delta Office cannot effectively track the status of funds and may fail to execute agreements necessary to perform the required construction, monitoring, water quality, and environmental compliance functions for the Central Valley Project. This could result in violation of Biological Opinion requirements and damage relationships with partner state and federal agencies. Current uncertainty has been managed by a conservative approach to funding agreements that may result in low to no progress on necessary actions for water supply and species and could result in substantial failure to execute the budget this Fiscal Year.	No
400	BOR	5/15/2017	Contract Specialist (2 Posns)	GS-12	Sacramento, CA	6 months	No	MP2: Request to fill two Contract Specialist positions. These positions are senior Contract Specialists responsible for performing the more complex and controversial contracting assignments in support of Region programs. Work encompasses the full range of pre-award and post-award functions associated with equipment contracts, service contracts, construction contracts, and other types of agreements.	These positions are funded through Working Capital Fund. These are existing nonsupervisory positions. These positions meet the public safety responsibility criteria. The Region has several requirements for law enforcements services, upgrading/replacing components in hydropower plants, and critical services to complete environmental documents required to support congressionally mandated storage studies. If not filled, we will not be able to award and administer critical contracts in support of these requirements.	No
422	BOR	5/15/2017	IT Specialist (Sys Admin)	GS-12	Sacramento, CA	4 months	No	MP4: Request to announce and fill an IT Specialist (SysAdmin) position. Designs, develops, maintains customer based solutions with secure LAN servers located in the Sacramento Core Data Center. Performs long range planning, establishing goals and budget, and develops long range implementation strategies. Designs, implements, and supports solutions using virtual VMware, and Horizon technology. Creates and administers Network Configuration on ESXi servers to include Bonds and VLANs. Ensures integrity and reliability of stored and operational data, programs and system/components. Manages SAN storage including storage provisioning, adding volumes, assigning ports, data movement, maintenance of servers and troubleshooting problems in the environment. Ensures the security requirements are integrated and/or executed in a way that will result in an acceptable level of risk as documented in the system's security plan. Ensures that adequate managerial, operational, and technical safeguards in the Core Data center are being maintained within the hardware and software environment as appropriate for the those systems. Develops local standards, and provides input to Data center policies and standards. Works with counterparts in Area Offices, Regions and other Bureaus to ensure customer requirements are met.	This position is funded primarily through the Working Capital Fund and is also direct charged to internal and external customers. This is an existing nonsupervisory position and is key for the DOI Core Data center located in Sacramento, CA. This position is the senior technical system administrator in the Mid-Pacific Region and for the data center and is key to the DOI Data Center Consolidation initiative by providing Core data center operations to our customers hosted in the data center. This position is instrumental in bringing in customers who need to consolidate. The longer this position remains vacant the less likely we, and other agencies in need of consolidating can meet our Department objectives, and OMB targets for data center closures, PUE requirements and hosted vs co-location in our core data centers.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
416	BOR	5/15/2017	Grants Management Specialist	GS-13	Salt Lake City, UT	2 Years	Yes	UC7: This position directly supervises seven Financial Assistance staff. In addition to being a supervisor, the incumbent will also be a working supervisor being responsible for the entire UC Grant Compliance Program as well as administering grants from initiation through close-out.	The group is currently being supervised by the Chief of the Contracting Office pending permission to fill the vacancy. As a result, reviews and processing of financial assistance awards are delayed and oversight of the numerous awards and programs is limited. The group supports the Navajo Gallup Indian Water Rights Settlement, as a result of the vacancy a large portion of the program responsibilities have been temporarily delegated to the	No
702	BOR	5/15/2017	Program Manager	GS-13	Salt Lake City, UT	New	Yes	UC8: The incumbent manages workload and provides quality control for work performed within the RPG. Primary responsibilities include: coordinating regional activities for preauthorization investigations and planning level investigations; document preparation, publication, and distribution of technical investigations and other decision documents to support Reclamation's programmatic objectives; managing and processing of certain grants, cooperative agreements, memorandums of understanding, memorandums of agreement, and interagency agreements; coordinating the region's activities under the Secure Water Act; and, development of strategic and tactical solutions to integrating management objectives within the confines of Reclamation's authority and appropriations.	This is a new position although it formerly existed in this office. Funding sources include: Water Leasing, Water Rights Activities, Indian Water Right Settlement, Other Contract Administration, CRSP Other Direct Costs, RMD General (P&A), Water Conservation Field Services, Water Smart WTRSMT GRNT Activities and Landscape Conservation Cooperative. This position supervises three staff initially and eventually up to seven staff. This position does not satisfy legal or contractual requirements. Failure to fill this position will result in loss of the Regional Planning Officer function and sub-optimum supervisory control of grants, landscape conservation cooperatives and other centrally controlled programs. This position reinstates the Regional Planning Officer function in the Regional Office. It was reassigned to an Area Office several years ago, where organizational challenges made it ineffective. The re-instated position will provide increased supervisory span of control over grant programs and other centrally controlled programs.	No
698	BOR	5/15/2017	Park Manager	GS-12	Sonora, CA	1 month	Yes	MP6: Request to announce and fill a Park Manager position at New Melones Lake. This position has overall responsibility for the management of a multi-purpose Project with over 30 employees, 800k visitors per year, many Federally protected species, a robust water delivery and wastewater collection system, responsibility for mission delivery, budget execution and management, supervisory responsibility to direct a full compliment of trade and professional employees, 300 campsites, a full compliment of recreational improvements to include utilities, electrical service, and a myriad of support contracts such as waste hauling and concessions. Direct responsibility for ensuring the delivery of a complete recreation program to the public. Responsible for ensuring adherence to all applicable rules, regulations and policies.	This position is funded through a combination of Cooperative Agreement, Grants, and W&RR. This is an existing supervisory position and does not add another supervisory/managerial level. Work directly affects the quality of life, safety, health legal requirements, and work of concession contractors, 30 employees, and 800k visitors per year. Failure to operate and maintain the lands and waters will directly result in wildland fires, notices of violation, wastewater violations, injuries and accidents to the public, take of protected and endangered species, environmental degradation, contractual violations, inaccurate financial accounting, if this position is not filled. Lack of supervisory controls will increase risk of invasive/exotic species into the reservoir. Zebra/Quagga mussels introduced into the Reservoir will cripple the power plant's ability to generate power.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
427	BOR	5/15/2017	Mail Clerk	GS-5	Washington, DC	1 Year		<p>WO3: This position provides administrative support to the Washington office -- oversees correspondence entry and distribution, ensures that DTS is functioning and that congressional and other correspondence, along with FOIA request are received and that the responses are timely. Orders supplies, provides HR support and other administrative duties.</p>	<p>This is an existing position that is budgeted for and funded with appropriated dollars and is crucial to the efficient functioning of the Commissioner's office. Since the WO Administrative staff is very small and already overburdened, the majority of these duties are either suspended in favor of more expensive options or are being carried out by higher pay graded employees as time allows - thereby negatively affecting the implementations of their other duties, as well as negatively impacting the timeliness efficiency of implementation of the mail clerk duties. From a practical sense, It impacts the efficient operations of the office -- which negatively affects addressing Reclamation's mission. Driving senior officials to Congressional hearings and meetings which was carried out by the position have been suspended in favor of more expensive and less timely taxi and car services (such as Uber). Further, all deliveries to Congress, OMB and other Federal agencies that were previously carried out by this position have been suspended and replaced with more expensive and less timely courier services. <b>Vacancy ready for posting.</b></p>	No
707	BOR	5/15/2017	Regional Liaison Officer	GS-13	Washington, DC	To be vacated 6/2017		<p>GP - Requesting approval to announce and fill position immediately. This is a mission-critical position that is the primary conduit for coordinating mission-critical issues between the GP Regional Leadership and D.C. Leadership. This position represents GP in the Commissioner's Office and is responsible to ensure all communications both orally and in writing are coordinated throughout GP, the Commissioner's Office, and thru the Assistant Secretary's Office. Incumbent attends meetings with the Commissioner and the Deputy Commissioners with constituents and relays outcomes of meetings to the Region with any tasking. On an hourly basis, answers questions about the Region's programs, authorities or projects from the Commissioner, Deputy Commissioners, and Assistant Secretary. Coordinates communications between Legislative Affairs staff, the Region, Area Office, and Congressional staffers.</p>	<p>This position is funded through Federal appropriations. This is an existing position. Mission impacts if the position isn't filled include mission critical stakeholder requests may not get coordinated with Reclamation leadership, responses to incoming congressional letters or inquiries may not be addressed, congressional testimony may not get drafted in a timely manner, mission critical operational issues may not get communicated to Reclamation or Departmental leadership, and congressional inquiries may not get answered. The Liaison frequently works closely with the D.C. Solicitor's office and Regional Field Solicitors to interpret new legislation, public laws, and establish legal authorities. The Liaison helps coordinate Reclamation's Rural Water Program by facilitating stakeholder engagement with Reclamation leadership. Efficiencies are gained as fast moving issues need coordination between Washington DC and the Region the Liaison serves as a single point of contact. Specifically the Liaison works directly with Regional staff, across federal agencies, and directly with stakeholders to help D.C. Leadership manage and respond to sensitive issues.</p>	No



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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
413	BOR	5/15/2017	Equal Employment Manager	12		4 months	Yes	UC3: Principal equal opportunity advisor to the Regional Director. Serves as principal staff advisor to the Regional Director, providing guidance and counsel on all equal opportunity implications of policies and programs administered by the Region. Represents the Regional Director in key meetings with Reclamation, Departmental, and EEO officials on issues related to the Region's EEO program. Participates in Reclamation Leadership Team (RLT) for regional planning and decision making meetings concerning all technical issues and administrative and human resource practices which may have EEO impact. Provides briefings to Regional management on problem areas, progress of activities, and offers alternatives to resolving EEO issues ranging from individual issues to complex, systemic problems. Creates relationships with external university, education and community groups through networking for the purpose of creating and enhancing of employment opportunities to the region. Develops and builds affiliations with minority and special emphasis groups for the purpose of educating the public to the varied mission of the Upper Colorado Region.	This is an existing, supervisory position. This position is funded by Non-Appropriated Funds. Position provides services that are directly charged to each office. Provides briefings to the Regional Director's office which may have a legal and financial impact. Position was reclassified from supervisory GS-13 to a supervisory GS-12 and currently supervises one GS-11. Position is critical in providing oversight and meeting all aspects of the Equal Employment Program throughout the region. Sufficient guidance and support is required in order to remain in compliance with Equal Employment Opportunity policies and regulations and diversity goals and objectives.	No

**To:** Reynolds, Michael[michael\_reynolds@nps.gov]; Herbert Frost[bert\_frost@nps.gov]; Lena McDowall[lena\_mcdowall@nps.gov]  
**Cc:** Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-13T16:33:14-04:00  
**Importance:** Normal  
**Subject:** NPS - May 15 and June 1 hiring waiver request decisions  
**Received:** 2017-06-13T16:33:29-04:00  
[NPS\\_0515\\_0601\\_Hiring Waiver Request Decisions.pdf](#)

Attached is the list of positions submitted for May 15 and June 1 for hiring waivers. The decisions are shown in the far right column. In reviewing the requests that were not approved in DC and Denver, please consider whether there are alternate duty locations where the positions could be located. For duty stations outside of DC and Denver, please consider whether there are DC or Denver staff that could be reassigned to the field location to perform the work. Please let me know if you have any questions.

Thanks,  
Mary

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
587	NPS	6/1/2017	Park Manager	14	Ajo, Arizona	<1 month	Yes	This Position manages a 330,688-acre park with more than 30 miles of international border with Mexico. The park manager coordinates NPS law enforcement border operations aimed at visitor safety and resource protection and develops and maintains a strong working relationships with the US border patrol that allows the park to work closely with Border Patrol agents on drug interdiction and illegal immigrant operations.	The position will be vacant June 2017. If the position is not filled, the close cooperation and coordination NPS has established with the US Border Patrol would be significantly affected. Internal law enforcement activities, which have been carefully built up over time, would not have important oversight and direction, and the safety of more than 200,000 annual visitors would be put at risk.	Yes
583	NPS	6/1/2017	Regional Environmental Coordinator	GS-13	Anchorage, AK	10 months	No	The Regional Environmental Coordinator (REC) manages the regional National Environmental Policy Act (NEPA) program. The REC processes applications for large infrastructure projects, ensures legal sufficiency of NPS compliance documents, and provides training to park staff.	The NPS currently lacks capacity to address major project proposals of FY18. These include rights-of-way applications for the AK-LNG gasline project, Alaska Stand Alone Pipeline (ASAP), and Ambler Road Project (access to mining). Internal NEPA compliance documents will not be processed in a timely manner. As a result, these major project proposals, as well as deferred maintenance projects, concessions contracts, requests to access inholdings and mining operations are at risk of significant delay. Exposure to litigation may increase if NPS fails to produce legally-sufficient environmental analysis.	Yes
573	NPS	6/1/2017	Regional Fire Management Officer GS -0401	GS-13	Anchorage, AK	will be vacated (6/25/17)	Yes	Provides leadership, overall management and daily critical coordination of the region's wildland fire programs and incidents. Serves as the primary NPS contact for all wildland fire agencies in the State.	Overall management and critical coordination on wildland fire activities would not occur and could hinder the safety of employees and the public. The Regional Fire Management Officer is leaving the position during the middle of the Alaska wildland fire season. It is imperative for inter-agency wildland fire coordination to continue on behalf of the NPS/AK Region throughout the fire season and for that position to provide leadership and guidance on wildland fire occurring within our park lands. The position provides technical, scientific and professional program advice to the Regional Director, Associate Regional Director, Park Superintendents, Alaska NPS West and East Fire Management Officers and directly serves as the Fire Management Officer for a number of parks in the region. Is the direct supervisor of 6 permanent positions.	Yes
579	NPS	6/1/2017	Regional Technology Officer (RTO)	GS-13	Anchorage, AK	New Position	No	This position oversees, designs, plans, and implements the following for the Alaska Region: the Wide Area Network (WAN) and associated WAN equipment; the Local Area Network (LAN); the Voice Over IP (VoIP) communication systems; and the video conferencing systems for all parks in the Alaska Region and the Regional Office. This position also serves an officially delegated parallel role for the Department of the Interior, the department's Alaskan agencies, and other federal offices as the Enterprise Network Services Alaska Network Operations Manager - and in this capacity maintains the DOI Trusted Internet Connection (TIC) for all Alaska DOI bureaus.	In accordance with Federal Information Technology Acquisition Reform Act (FITARA) and related policies, each NPS Region is required to have and maintain a Regional Information Officer (RIO), a Regional Technology Officer (RTO) and a Regional IT Security Manager (RITSM). The Alaska Region does not have an RTO. The RTO function cannot be adequately performed by a collateral duty assignment. In addition, the Alaska Region has no IT staff at the GS-13 level who could serve an acting role as the GS-14 RIO if the need arose. This position is to be advertised and selected from the existing pool of AKRO GS-12 IT specialists resulting in no net FTE gain.	Yes
635	NPS	6/1/2017	Supervisory Facility Operations Specialist	GS-1640-12/13	Barstow, California	7 months	Yes	Supervise maintenance division & responsible for all facilities including roads	Lack of important visitor services, visitor safety, & cost to government assets from lack of supervised maintenance	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
496	NPS	5/15/2017	Contract Specialist	12	Boston, MA or Philadelphia, PA	6 months	No	Support the NER in contracting actions	We have had numerous vacancies in the contracting area. With the Chief position not being filled timely, we were behind in filling these vacancies. The WASO contracting office has helped us analyze our needs and get back on track. As we rapidly approach the fiscal year end, we are desperate to fill these positions so that we can support the parks in their contracting needs. This will effect the mission of the parks and the region. We will not be able to get our projects including constuction and infrastrucure contracted. In addition, the mission of the parks will be affected by not supporting some of the day to day activities and safety concerns. This position is deemed as a mission critical position by OPM.	Yes
497	NPS	5/15/2017	Contract Specialist	12	Boston, MA or Philadelphia, PA	6 months	No	Support the NER in contracting actions	We have had numerous vacancies in the contracting area. With the Chief position not being filled timely, we were behind in filling these vacancies. The WASO contracting office has helped us analyze our needs and get back on track. As we rapidly approach the fiscal year end, we are desperate to fill these positions so that we can support the parks in their contracting needs. This will effect the mission of the parks and the region. We will not be able to get our projects including constuction and infrastrucure contracted. In addition, the mission of the parks will be affected by not supporting some of the day to day activities and safety concerns. This position is deemed as a mission critical position by OPM.	Yes
611	NPS	6/1/2017	Business Manager	GS-13	Caribbean Park	new consolidated position	Yes	New shared Caribbean parks' model position, Chief of Business Services, reduces current individual organizations having three AO's down to one shared position. This new organization/position includes Concessions oversight, reducing two existing GS 12 Concession Specialists to one through attrition. This Comprehensive position manages Federal laws, regulations, and agency goals and guidelines sufficient to plan, develop and implement all aspects of a complex administrative and business program; to provide direction and advice in long- and short-term planning efforts, including staffing and funding plans; to develop business policies and practices; to interpret and apply laws and regulations; to advise senior park managers for six parks on the various administrative aspects of their programs; and to identify and resolve business issues and problems.	This position is critical for the six Caribbean parks to consolidate into a shared resources model. Combined operations increase services and infrastructure support, reduce redundancy, fully staff core functions, and change the current organizations projected funding deficient into a solvent operation. Without this position level of knowledge and expertise in analyzing programs in order to evaluate park program success, efficiency, and cost-effectiveness; to establish management controls and conduct audits to ensure compliance with program requirements; to determine and advise others on the implication of actions or non-actions on accomplishment of present and future mission goals; and to recommend improvements and alternative solutions, the parks will not be able to fully realize the shared Caribbean parks model.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
572	NPS	6/1/2017	Chief of Interpretation	GS-12	Copper Center, AK	2-3 months (see K)	Yes	Serves as the program manager and professional-level advisor for all interpretive and education programs, planning, development, implementation and evaluation of program.	Strategic and efficient engagement with rural communities of remote Alaska; management of 5 visitor centers (in the NPS's largest unit in the service. This position was vacated on 4/2/16, however, because of its importance we have tried to keep it routinely filled by details and temporary promotions. We advertised the position in July and received the certificate of eligibles on 8/08/2016. Three of our top 5 candidates withdrew for personal reasons. The first person selected declined to take a position at another park and the 2nd candidate declined due to personal reasons. We readvertised the position in December 2016. We received that certificate on 1/10/2017 and immediately began working the certificate of eligible. We made a job offer on or about 1/13/2017 which was declined to due to personal reasons on 1/17/2017. We had also run a Lateral Reassignment announcement and had one applicant whom we also contacted and he declined due to a family issue that had arisen. As you can see it has been difficult to fill, but it is critical to our park and location to have this position to plan and oversee our interpretive programs as well as our communications and involvement with our neighboring communities. It is currently encumbered with another detailee as this is our most critical time of year.	Yes
477	NPS	5/15/2017	Chief Ranger VRP	13	Crescent City, CA	2 months	Yes	Visitor Resource Protection Chief Ranger, Responsible for Law Enforcement and emergency services in the park.	Position is the senior law enforcement officer for the park, overseeing both the law enforcement program and emergency services. Position manages a staff of 19 employees, 13 that are permanent Law Enforcement Ranger positions and 6 seasonal visitor use assistant positions. Annual budget of 1.5 million. Not filling this position would jeopardize public safety for the park along	Yes
466	NPS	5/15/2017	Civil Engineer	12	Death Valley, CA	12-18 months	Yes	The position provides professional civil engineering and direct project management for up to \$10 million annual in critical deferred maintenance projects of utility systems, roads, buildings, houses and landscapes at Death Valley National Park. This includes planning, designing, constructing, expansion, rehab/repair of existing and new assets. The park is directly responsible for 8 municipal water and waste water systems, 78 housing units, over 1,000 miles of public roadway, dozens of parking lots, landscape features and over 100 public buildings including over 20 public restrooms - many of which are in critical states of disrepair.	This position is critical to the maintenance, replacement and repair of the park's infrastructure. Without this position, the park will not be able to fully serve visitors due to severely deteriorated infrastructure including fresh water, wastewater, electric, telecom, roads, buildings and other failing infrastructure. Death Valley National Park's mission includes providing fresh water to the nearby Timbisha Tribe, as well as Xanterra and other inholders and the 1.3 million visitors to the park through 8 campgrounds, a visitor center and over 20 restroom facilities throughout the park. This position is critically needed to attempt to repair these failing systems and meet the park's mission. In short, this is a mission-critical position.	Yes
658	NPS	6/1/2017	Biologist	12	Denver	12-18 months		As Servicewide Integrated Pest Management Coordinator, provides leadership, coordination, guidance on prevention, surveillance, technical assistance, and management of disease vectors and other species identified as pests to the parks and regions to address public health, visitor and employee safety, environmental health and resource integrity.	The position provides on-site support, technical assistance, leadership and training on integrated pest management that parks and regions rely upon to manage pests in ways that minimize economic, health, and environmental risks. Without the position, sufficient expertise does not exist in WASO, parks, or regions to adequately perform duties to ensure NPS compliance with the Federal Insecticide, Fungicide, and Rodenticide Act, Department of the Interior policy (517 DM 1), Director's Orders (NPS-77), or to fully protect resources from pests, herbicides and pesticides and address related public health and safety concerns.  Acting detailees have been continuously serving in this role since it was vacated.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
649	NPS	6/1/2017	Commercial Services Finance Branch Chief	14	Denver	12 months		Supervises the Commercial Services finance branch serving WASO, regions and field.	The WASO Commercial Services (CS) Program provides Service-wide policy, oversight, guidance and technical support for approximately 480 concessions contracts, 6,000 commercial use authorizations and 100 leases. The Commercial Services Financial Management Branch provides oversight, policy and administration of \$1.2B in annual concessioner gross revenue, \$100M in annual franchise fees paid to the parks and the \$20M WASO 20% franchise fee account. The incumbent will provide critical oversight and support to the parks and regions in executing their annual budgets, preparing financial pro formas for new concession contracts, evaluating offers and awarding of concessions contracts. In addition, they provide oversight of concessioner annual financial reviews. The potential mission impact if these positions are not filled is significant. The WASO CS program currently has 11 staff vacancies from the DC and Lakewood, CO offices, which translates to a 30% shortage in staffing. The Financial Management Branch is comprised of a staff of four, of which two of the four positions are currently vacant. Numerous key financial management functions are currently either not being accomplished or are being accomplished in a less than optimal way. Examples include effective oversight of Servicewide franchise fee spending, effective oversight of financial reporting of concessions contracts, strategic planning for critical initiatives to reduce financial exposure such as reductions in possessory interest in legacy concession contracts, implementation of GAO program improvement recommendations, the ability to effectively respond to OMB oversight, implementation of program strategic initiatives including the reduction of park unit costs related to financial analysis, effective oversight of the program budget, improvements in customer experience related to annual financial reporting and oversight, and other program initiatives that would result in	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
648	NPS	6/1/2017	Financial Analyst	13	Denver	6 months		<p>Lead financial analyst for commercial services program.</p> <p>This is for a lateral reassignment of an employee requesting a hardship move. He is currently located outside the Denver area and needs to be closer to his family who needs his help.</p>	<p>The WASO Commercial Services (CS) Program provides Service-wide policy, oversight, guidance and technical support for approximately 480 concessions contracts, 6,000 commercial use authorizations and 100 leases. The Commercial Services Financial Management Branch provides oversight, policy and administration of \$100M in annual franchise fees paid to the parks and the \$20M WASO 20% franchise fee account. The incumbent will provide critical oversight and support to the parks and regions in executing their annual budgets, preparing financial pro formas for new concession contracts, evaluating offers and awarding of concessions contracts. In addition, they provide oversight of concessioner annual financial reviews. The potential mission impact if these positions are not filled is significant. The WASO CS program currently has 11 staff vacancies from the DC and Lakewood, CO offices, which translates to a 30% shortage in staffing. The Financial Management Branch is comprised of a staff of four, of which two of the four positions are currently vacant. Numerous key financial management functions are currently either not being accomplished or are being accomplished in a less than optimal way. Examples include effective oversight of Servicewide franchise fee spending, effective oversight of financial reporting of concessions contracts, strategic planning for critical initiatives to reduce financial exposure such as reductions in possessory interest in legacy concession contracts, implementation of GAO program improvement recommendations, the ability to effectively respond to OMB oversight, implementation of program strategic initiatives including the reduction of park unit costs related to financial analysis, effective oversight of the program budget, improvements in customer experience related to annual financial reporting and oversight, and other program initiatives that would result in increased financial returns (or</p>	No
650	NPS	6/1/2017	Architect	13	Denver	3 months		<p>Project manager/specialist supporting NPS projects directly related to security projects.</p>	<p>Not filling this position will reduce DSC's ability to execute the projects assigned to it; most immediately, there is a pressing need related to security projects. Staff is strained with current workload; DSC has more than \$80M in additional active construction security projects, and does not have the capacity or expertise to meet Secret Service funded-projects. The DSC Design and Construction program is currently supporting more than 300 projects in parks servicewide. Projects are funded through line item construction, park base, and public-private partnerships. The division provides direct support to parks in project management and design, construction, and post construction for new and existing facilities, historic structures, and a variety of infrastructure systems.</p> <p>This position is critical for executing work on Deferred Maintenance projects.</p>	No
656	NPS	6/1/2017	Budget Analyst	12	Denver	new position (result of desk audit)		<p>Budget Analyst supporting the Transportation Division of the Denver Service Center</p>	<p>DESK AUDIT ACTION: This is a net-neutral FTE position: action necessary from a Desk Audit to reclassify current GS-0560-11 position to a GS-0560-12 position. Current employee at the GS-11 position will apply and if approved, accept the GS-12 position; the GS-11 position will not be filled.</p>	No

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651	NPS	6/1/2017	Contract and Procurement Officer	13	Denver	3 months		Contracting Officers supporting NPS projects directly related to security projects.	Not filling this position will reduce DSC's ability to execute the projects assigned to it; most immediately, there is a pressing need related to security projects. Staff is strained with current workload; DSC has more than \$80M in additional active construction security projects, and does not have the capacity or expertise to meet Secret Service funded-projects. The contracting services of our office awarded more than \$292M in FY16 to support the projects in the parks.  This position is critical for completing contracting work on Deferred Maintenance projects.	No
652	NPS	6/1/2017	Landscape Architect	13	Denver	2 months		Landscape architect for the Transportation Division of Denver Service Center	The DSC Transportation Division directly supports transportation related projects in parks. This position specifically supports the revegetation needs for parks through managing areas disturbed by construction activity and offering compliance expertise for issues related to natural and cultural resource compliance. With the FAST ACT funding increases from FHWA for NPS, the project work for the Transportation Division will increase. This position is critical for executing work on Deferred Maintenance projects.	No
665	NPS	6/1/2017	Biologist / Physical Scientist / Hydrologist / Geologist (Water Rights Branch Chief)	14	Denver, CO	11 months		The incumbent serves as the Water Rights Branch Chief, providing leadership for the Water Rights Program and supervises day-to-day operations of a professional staff that provides technical and policy guidance Service-wide to protect park water resources and water supplies. Additionally, the position provides input on the development of technical strategies to mitigate the hazardous effects of flooding on park visitor safety.	If the position is not filled, the ability of NPS parks and regions to obtain water supplies for park operations, to protect essential park water resources, and to negotiate water rights settlements will be significantly diminished. Filling this position provides leadership and expertise to assist parks with maintaining their water rights, protecting their water resources, insuring that sufficient water is available to serve their visitors, and maintaining the health of their aquatic ecosystems. The position also provides vital senior mentoring to the Water Rights Branch staff. This position supports energy priority by providing technical assistance in assessing the effects of nearby or in-park energy development on park water supplies and water-related resources and by formulating and evaluating technical strategies to mitigate any adverse effects.	No
527	NPS	5/15/2017	HR Specialist	11	Denver, CO	2 months		This position provides retirement support for the Mid-west Region and Northern Rockies Intermountain Region which has over 3,000 permanent employees. The inability to backfill this position would put the NPS Employee Benefits Program and the employees of the National Park Service in a difficult position. The Retirement Specialists are already overworked with the current Round 2 of VERA/VSIP. This effort adds over 200 retirement calculations to our current workload. Additionally, the possibility of a DOI blanket VERA/VSIP request for 2018 will again impact our workload. The Employee Benefits and Retirement regulations are complex and have a significant impact on all NPS employees. We must maintain current FTE levels for the branch to continue the high level of customer service the NPS employees deserve. Typical staffing levels are 10 Retirement Specialists; we are now working with 7.	The mission impact if this position is not filled is that the Employee Benefits Branch will be unable to effectively carry out the duties related to departing employees under the Voluntary Early Retirement Authority (VERA)/Voluntary Incentive Separation Payments (VSIP). If VERA/VSIP is approved by the Office of Personnel Management (OPM), the Benefits Branch will receive a high volume of separation requests that must be acted on and finalized within 3 months of receipt. We will be unable to meet the requests with our current staff.	No



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516	NPS	5/15/2017	Mining Engineer and Physical Scientist	12/13	Denver, CO	12-18 months		Senior technical expert for abandoned mineral lands and mining activities. This position was formally filled by two people and is being restructured into one position.	NPS has extremely limited capacity to manage ongoing and proposed mining activity, restoration, and mitigation the 3,800 abandoned mine features in NPS units. When NPS receives new mining proposals, park managers need specialized assistance to evaluate, validate, permit, and monitor mining operations. Without qualified staff, we anticipate delays to implementing valid mining activities, an inability to properly mitigate risks at abandoned sites, and an overall lack of expert support to NPS units and leadership. The reason we checked "border priority" is that there are parks bordering Mexico with abandoned mines (e.g., Organ Pipe NM, Coronado NM). There have been incidents noted where the abandoned mines have been used by persons entering U.S. illegally to hide, store supplies, or store illegal substances. Permanently closing those mines would inhibit such uses. This position would directly support mine closure activities.	No
574	NPS	6/1/2017	LE Ranger/Pilot	GS 11/12	Eagle, AK	2 yrs	No	LE Patrol Pilot w/safety Collateral duty	This an NPS critical position. Inherently governmental. Preparation and response to EMS, SAR, Wildland Fire, Structural Fire and to investigate crimes against the United States will be greatly diminished. This a HUB Ranger position covering 22 million NPS acres.	Yes
592	NPS	6/1/2017	Environmental Protection Specialist	12	Flagstaff, AZ	4 months	No	Oversees the development and design of construction and facility rehabilitation projects. Projects include hands-on design for the park's drinking water system components associated with the transcanon pipeline - and other water and wastewater utility system components. Develops preliminary strategies to reduce the overall park deferred maintenance, and plan for facility improvements. Works with park concessioners on visitor facilities improvements, supporting gross revenue of over \$178 million per	The 23 mile transcanon pipeline replacement design must be 90% complete this year in order to meet financial deadlines for a 2019 construction start. Over 500 concessioner operated facilities must be maintained and the conditions improved, and progress cannot be tracked without collaboration by the park.	Yes
589	NPS	6/1/2017	Facility Manager	14	Grand Canton, AZ	<1 month	Yes	Supervises and oversees one of the largest facilities maintenance operations in the NPS. Responsible for reducing a half billion dollars in deferred maintenance backlog, including the 23-mile transcanon pipeline. Maintains the largest housing inventory in the NPS, and oversees the operation and maintenance of four wastewater treatment plants. Oversees the maintenance and improvement of nearly 400 miles of hiking trails, and partners with the nonprofit Grand Canyon Association to develop proposals for third party funding of trail improvements. Trails are subject to damage from over 22,000 mule trip rides per year.	The transcanon pipeline fails over a dozen times per year, and crews cannot be deployed to dangerous and confined conditions without appropriate oversight and guidance. Catastrophic failure of the pipeline could happen at any time if planning for its replacement is not completed. Lack of supervision and oversight of facilities maintenance operations could make facilities unavailable to visitors, increase safety hazards, and further increase the deferred maintenance backlog.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
459	NPS	5/15/2017	Electronics Engineer	12	Grand Canyon, AZ	>24 months	No	Serves as the Supervisory Control and Data Acquisition (SCADA) system manager for the water and waste water system. The SCADA is the electronic monitoring and operational system for the utilities.	This position has been vacant for a long period due to the difficulty in recruiting this type of position in the remoteness of Grand Canyon NP and then due to the hiring freeze that began in January. Work has been continued by other water utility employees but that is no longer feasible due to the deteriorating condition of the system. This position is the key position in keeping the utility systems monitored and operational. The SCADA system was put in place over 15 years ago and it allows the monitoring and operations of all our remote water and wastewater systems throughout the park. The system hasn't been successfully managed and maintained for the last 5 years. The position has been vacant for more than 2 years and only intermittently filled the past 5 years. The system is failing. We do not have communications to our two main pumping stations and failure of those pumps are imminent. The entire system is on the verge of ceasing to operate without the SCADA system.	Yes
595	NPS	6/1/2017	Facility Manager (Deputy)	13	Grand Canyon, AZ	10 months	Yes	This position serves as the Deputy Chief for the Facilities Management Division. The position has been vacated for 10 months due to the difficulty in recruiting for the position. Previous recruitment efforts resulted in too few qualified candidates to find a good match for the position. For the last effort, an offer was made that was declined. In the meantime the park has used acting assignments to help fill the gaps created by this vacancy. The position supervises the largest operation program in the park, responsible for all janitorial services, facility maintenance, road repairs, and trail improvements.	The deferred maintenance backlog will grow at a faster pace. Facility conditions will deteriorate thus increasing the cost of repairs. Trail maintenance, waste water treatment operations, and custodial services will suffer creating poor trail conditions, issues with waste water treatment, unclean, unkept conditions in the restroom, trash and disposal facilities. This can lead to safety and/or public health issues for visitors and employees. Inadequate oversight of fleet maintenance operations could also lead to serious safety issues.	Yes
588	NPS	6/1/2017	Program Manager	15	Grand Canyon, AZ	7 months	Yes	Oversees all operations of a park with 500 employees and 6 million annual visitors. Directly supervises programs that perform maintenance and repair on over 1,200 buildings in the park, as well as overseeing the development and design of options for replacement of park's drinking water system - the transcanon pipeline. Involved in over 300 search and rescue missions managed every year, and over 28,000 annual visitor contacts to prevent emergency response situations and callouts, and oversees response to an average of 16 visitor fatalities annually. Performs as agency administrator on wildland fires with responsibilities to coordinate with adjacent Forest Service fire operations and nearby communities to manage costs and impacts.	Would substantially diminish the park's ability to complete designs and align funding priorities for over \$100 million deferred maintenance from the failing transcanon pipeline. Additionally, would delay the development of the parkwide utility infrastructure planning needed to extinguish an additional \$300 million in deferred maintenance. Ability to develop a new, long term financial strategy for managing park assets with new partner revenue sources - like historic building leasing-would be vastly reduced.	Yes
460	NPS	5/15/2017	Public Affairs Specialist	12	Grand Canyon, AZ	<1 month	No	This position will work closely with the GS-14 Director of Communications to develop and implement communication strategies, track emerging issues, plan and execute complex information campaigns, and develop strategies and approaches to inform and educate employees, visitors, tribal governments, communities, elected officials, educational institutions, media, interest groups, and others. Develops and executes news releases, media advisories, key messages, talking points, etc. Participate in numerous forums for federal, state, tribal and local governments; non-profits and stakeholders; international elected officials and delegations; dignitaries; media organizations; and others.	This position is an upgrade to the existing GS-11 Public Affairs Specialist position. It is the result of the accretion of duties needed to meet the demands of this high profile park. The goals of being proactive instead of reactive with communications will not be realized. Understanding the interests and topics of our public, congressional, tribal, local government, and international interests will be diminished. The ability to inform, educate, and coordinate information about Grand Canyon NP priorities, activities, issues, and programs will also be reduced. The possibility of misunderstandings, misinformation, and a lack of information will increase. This position will assure our public and stakeholders are properly informed.	Yes

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457	NPS	5/15/2017	Safety and Occupational Health Manager	13	Grand Canyon, AZ	8 months	Yes	Plans, administers, and evaluates a comprehensive 24-hour a day occupational and safety program. Monitors safety performance, sets priorities, and directs safety activities for approximately 500 employees in more than 100 occupations working in an area spanning 1.2 million acres with unique hazards, extreme working conditions, and high public media exposure. Safety program elements include formulation and installation of occupational health directives, prevention and control of mishaps, fire protection, promotion of safety education, and implementation of a safety reporting system. Plans, organizes, and administers inspections of numerous facilities.	This position was filled under a waiver granted before the current hiring controls were implemented. The selectee was to report to duty on May 28. This position will prevent accidents to employees and to visitors. Visitation is expected to exceed 6 million persons this year. With the unique hazards and extreme working conditions in this park, accidents have the potential to be severe and life threatening. The position includes fire protection and aviation program elements which are critical to providing safe fire and aviation activities.	Yes
456	NPS	5/15/2017	Supervisory Facilities Operations Specialist	13	Gunnison, CO	4 months	Yes	<p>This position is responsible for all aspects of facility management to include, but not limited to: buildings and utilities, roads and trails, marina operations, grounds and caretaking, Facility Management Software System, Fleet Management, Project Management and oversight. The incumbent ensures coordination of all routine and special project work between branches, and provides divisional long range planning and budget development to include coordinating Servicewide Comprehensive Call project development and prioritization. Plans special projects; maintenance and construction activities; supervises branch supervisors; and ensures the proper functioning of the division's computerized management programs.</p> <p>The incumbent is actively involved in decisions affecting overall park management policy and operations and contributes to the development and implementation of park management documents. Monitors and evaluates programs and operations to ensure compliance with, and application of, approved management direction.</p>	This position will ensure park facilities are managed in accordance with NPS policy to include but not limited to public safety and deferred maintenance. Will provide project and budget management oversight as related to facilities maintenance and repair. Ensures funding is acquired in order to continue providing visitors and employees with safe and sanitary facilities. Provides planning for park facilities management to ensure priorities are addresses for visitor needs. Directs overall park operations relating to facilities.	Yes
602	NPS	6/1/2017	Supervisory Facility Management Specialist	GS-1640-12/13	Harrison, AR	6 months	Yes	The Supervisory Facility Management Specialist is responsible for overseeing a complex program that includes maintenance and repair of all park facilities and infrastructure, including 650 assets; management of critical systems such as fresh water, wastewater, and sewage; contracting; legally mandated environmental compliance; and deferred maintenance requirements. The position is accountable for lower-graded employees and provides their direct supervision, work planning, training, and safety oversight.	Leaving this position unfilled would significantly hinder the park's ability to provide safe and well-maintained facilities to visitors as well as meet legal requirements and national priorities. This critical supervisory role facilitates the entire facility management operation by setting work priorities for staff, procuring supplies and equipment, and upholding safety standards. This position is accountable for maintaining the safety of park buildings, trails, and critical systems used by visitors and employees. As the COR for contracts and coordinator of environmental compliance such as NEPA and NHPA, the Supervisory Facility Management Specialist requires specialized certification not held by other positions. Position leads development and management of projects that address the park's \$12.7M deferred maintenance backlog.	Yes

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511	NPS	5/15/2017	Environmental Protection Specialist	12	Lakewood, CO	1 month		The Energy and Minerals Program Coordinator assists park units in the Intermountain region evaluate and respond to proposals for conventional energy (oil and gas) exploration and development within the boundaries of those parks. Currently, there are fifteen parks that have been identified as potentially having oil and gas resources and five parks that have active oil and gas operations. The Energy and Minerals Program Coordinator also helps expedite the review of oil and gas proposals outside park unit boundaries when those activities have the potential to adversely affect park resources and values. This position also serves to support parks within the region when addressing abandon mineral lands (AML), which includes the review of compliance documentation and providing technical support on closure methodologies.	If this position is not filled the individual park system units would have to provide the same level of expertise for the review of internal and external oil and gas proposals. As the parks are already stretched thin with staffing, without this position there would likely be delays in the review of the proposals, which would cause delays in the proponent's ability to move forward with internal and external oil and gas development. There is a likelihood of inconsistent reviews of oil and gas proposals within the Intermountain region because this position serves as a nexus for knowledge of applicable laws (e.g., NPS Nonfederal Oil and Gas Rights) and policies (NPS Management Policies) as related to conventional energy as well as the requirements of the proposals. Overall, without this position being filled, there will be a greatly diminished capacity of the Intermountain region to effectively respond to conventional energy proposals.	Yes
558	NPS	6/1/2017	Supervisory Facility Operations Specialist	12	Luray, VA	4 months	Yes	The position leads and directs four branches of the Maintenance Division (Building & Utilities, Roads & Grounds, Water & Wastewater, and Fleet). Responsibilities include oversight of day to day operations and maintenance requirements, short and medium range planning for operations, maintenance, and project work for a large portfolio of 1100 park assets. In addition, the position is responsible for personnel management of 4 direct reports and 47 indirect reports; project management to include the development and execution of maintenance and repair projects; risk management oversight/ direction of division staff; environmental compliance to include permitted operations such as potable water systems and sewage treatment systems are compliant with applicable laws and regulatory permits; and serves as a member of the park's leadership team.	Day to day operations and maintenance requirements will receive less oversight leading to less efficient and effective work practices, so the continual improvements in managing the maintenance requirements of the asset portfolio will diminish with time. Without the position, the park loses a project manager/ contracting officer's technical representative, this will impact the park's ability to develop and execute facility projects. Reduced oversight of maintenance requirements and execution of projects will lead to an increase in the park's deferred maintenance. Oversight of the division's safety program and inspections will be reduced. The park's ability to insure all State regulated operations for safe drinking water and clean sewage effluent meet requirements will be reduced. Consultations with permitting agencies will take longer and be less efficient due limited knowledge of remaining on staff.	Yes
601	NPS	6/1/2017	Superintendent	GS-0025-14	Munising, MI	not yet vacant (June 30, 2017)	Yes	The Superintendent has full responsibility and oversight for the safety of visitors and employees as well as the security, accountability, and management of lands, funds, contracts, agreements, Congressional and community relationships, community partnerships, historic/natural resource protection, visitor experience/education, and facilities. In recent years, the park has experienced skyrocketing visitation (47% increase since 2014). Senior leadership at the park is critically necessary to develop long-term solutions for increased pressures from visitation, deteriorating infrastructure, and other major issues.	Without senior leadership, the park's ability to respond to deteriorating infrastructure, plan for increased visitor use, and manage other high-profile challenges would be significantly hampered. A significant lapse in this position also poses major risks for the park and the agency in their ability to respond to Secretarial and Agency priorities; safety and security; accountability; Congressional, community, partner and tribal relations; and critical infrastructure improvements. The Pictured Rocks Superintendent is accountable for an operating budget of \$2.7M; 73,235 acres (33,967 federal); visitor facilities, infrastructure, historic buildings, trails and exhibits enjoyed by over 777,000 visitors annually; \$4.7M in deferred maintenance needs; and the equivalent of 21 full-time employees.	Yes

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568	NPS	6/1/2017	Systems Accountant	13	Nationwide - Fulltime telework with management approval	New Position, restructure of a GS 15 position	No	Serves as a subject matter expert among NPS central, Park and Regional offices for the Core Finance business processes and components of the DOI Financial Business Management System (FBMS). This role requires broad and substantial coordination across the entire NPS and with staff of a wide range of pay grades in both NPS and DOI organizations. Responsible for FBMS Core Finance (General Ledger, Accounts Payable, Accounts Receivable, Sales & Distribution) related system issues; helpdesk tickets, end user training, detailed data analysis (e.g. Spreadsheet/Database), assessing/escalating technical issues, as well as anticipating potential problems and working with stakeholders to determine a plan of action. Proactively improves the related business processes including responsibility for optimization requests designed to enhance FBMS system efficiency and effectiveness.	This position was created as part of a proactive restructuring effort to spread duties from a full time GS-15 position that was vacant November 2016-March 2017 and is now part time. The GS-15 duties were to be split between a currently filled GS-14 position and this new GS 11/12/13 position. Mission impacts include: (1) lack of support for daily operational finance activities in FBMS including support for the revenue management process whereby the majority of NPS revenue is transferred from park default accounts to operational accounts. This potentially places NPS at risk for allocation of revenues, use of funds and cash reconciliation; (2) Lack of support for coordinating new or changing financial reporting requirements introduces risk for NPS not complying with those mandated financial external reporting requirements; (3) Missed opportunities for streamlining processes through process improvements and FBMS system optimizations. The impact for this is continued administrative burden on field staff that otherwise could be alleviated or reduced; (4) Direct impact to field staff that rely on updated FBMS finance trainings and job aids to perform daily activities. As FBMS changes due to system optimizations, mandatory requirements and major system upgrades, finance related training and documentation must be kept up to date. Further, seasonal staff and peak seasonal workloads necessitate availability of trainings for staff to efficiently perform finance related tasks in FBMS.	Yes
575	NPS	6/1/2017	LE Ranger/Pilot	GS 11/12	Nome, AK	9 months	No	LE Patrol Pilot w/safety Collateral duty	This an NPS critical position. Inherently governmental. Preparation and response to EMS, SAR, Wildland Fire, Structural Fire and to investigate crimes against the United States will be greatly diminished. This a HUB Ranger position covering 22 million NPS acres.	Yes
606	NPS	6/1/2017	Associate Regional Director for Administration and IT	GS-0341-15	Omaha, NE	8 months	Yes	This position is part of a restructuring of regional office programs that will result in the reduction of one senior-level position. The position is responsible for senior leadership of a wide-ranging program that includes contracting, IT and security, employee relations, internal controls and accountability, human resources, ethics, and OWCP for 90 parks and program areas within the region. The position is responsible for full supervisory and accountability oversight as well as compliance with the laws and policies that govern these critical programs. The position allocates resources for effective management, leads strategic planning, and coordinates with the agency's senior leaders. This position is accountable for leading the region's response to high-profile and sensitive issues, including employee misconduct or sexual harassment allegations.	Filling this position allows the region to operate more efficiently and eliminate one senior-level position through restructuring. Without this position, critical oversight would be lacking from a host of essential regional functions, including response to sexual harassment or other misconduct allegations. This position is the authority ultimately responsible for determining appropriate disciplinary action or removal. High-level leadership and oversight is critical to fostering a culture where ethical standards are understood and adhered to at all levels and employee relations issues are dealt with fairly and swiftly. In addition, the region manages \$31M in contracts annually and \$15M in cooperative agreements and must ensure compliance with highly technical laws and processes. Strong oversight of internal controls ensures that parks are managed properly and problems can be corrected immediately.	Yes

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449	NPS	5/15/2017	Regional Director, Northeast Region	ES	Philadelphia, PA	5 months	Yes	<p>The Northeast Region carries out the National Park Service's mission in 13 Northeastern states. In these thirteen states there are 100 parks and affiliated sites. The Region is composed of complex and varied natural resources, ranging from the rock-bound shores of Maine to the eastern deciduous forests of the Appalachian Mountains, and from the coastal barrier islands to the subalpine summits. The region's history is complex and many faceted. From Colonial times through the Revolution, from the first railroads through the Industrial Revolution, from the Civil War through the Cold War, the Region tells the cultural, natural, and anthropological story of the Northeastern United States.</p> <p>This region is the most densely-populated area of the United States. In this highly urbanized and ethnically diverse area (the Eastern megalopolis), the National Park Service offers experiences to 55 million people representing more than 20% of the entire National Park System. Home to a third of all National Park Service museum collections, a quarter of all historic structures, and almost 50% of the country's National Historic Landmarks, the region clearly reflects an extraordinarily rich American heritage. The thirteen states that comprise the Region account for 26% of the U.S. Senate and account for 24% of the U.S. House of Representatives. The RD, NER also supervises the SES position, Commissioner, National Parks of the New York Harbor.</p>	<p>The RD, NER is a critical leadership position that has oversight for over 100 parks in 13 states on the east coast. It is the incumbent's responsibility to ensure best practices in business management, to assist in the protection of park resources, and to provide visitor and community services, visitor safety and resource protection, and to oversee the development of business management expertise throughout the region. The RD develops partnerships with not-for-profit organizations and business schools, supports appropriate staffing in parks and in the regional office, and encourages best innovative and best practices in achieving the NPS mission. The RD manages a large cadre of cultural and natural resource specialists, including archeologists, historians, historic architects, ethnographers, curators, landscape architects, biologists, hydrologists, geologists, and other administrative disciplines, as well as directly supervising another SES employee in the NER, The Commissioner, New York Parks of the New York Harbor. (A Senior Executive can only be managed by another Senior Executive.) The RD provides leadership and direction for parks and partners, National Historic Landmarks, park neighbors, communities of interest, and local, regional, and national land management agencies, in developing thematic linkages that support mutual education and preservation goals. The RD sets overall policy, priorities and direction for the region and forms the senior leadership team in the region which is responsible for developing strategic direction within the regional headquarters and field. The RD collectively sets the tone for teamwork, facilitation, and collaboration within the region and with the NPS, DOI, Congressional staff, internal and external partners, and with the public in carrying out the mission of the Service. The RD ensures that NPS NER programs are interpreted and carried out properly.</p>	Yes
622	NPS	6/1/2017	Employee Relations Specialist	GS-12	San Francisco, CA	2 months	No	<p>Employee Relations Specialist for the PWR. Advises parks and offices on the full range of employee relations, labor relations, ethics, OWCP, OIG referrals, and third-party proceedings.</p>	<p>The consequences of not filling this GS-0201-12 position would result in an overwhelming workload for the Workforce Manager and ER program manager, as well as the permanent ER staff members, and inability to meet client expectations for completion of timely employee relations actions or the processing of third-party settlements and resolution of employee relations matters. Moreover, there would be costly consequences to the PWR, if OIG reports, ethics advisory matters and program oversight are not provided in a timely manner. In addition, additional scrutiny of the region's ethics program, along with untimely processing of OIG complaints and other third-party proceedings could lead to violations of not meeting outstanding third-party settlement agreements, violations of terms and conditions of OIG requests, or further administrative scrutiny by other agencies such as the Office of Special Counsel.</p>	Yes

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625	NPS	6/1/2017	Human Resources Specialist (Employee Relations)	GS-0201-12	San Francisco, CA	3 months	No	This position provides essential employee relations guidance and assistance to supervisors within the Pacific West Region. On a daily basis, this position is relied on to provide expert advice to ensure accountability and compliance with employee relations laws, regulations, and policy. The position applies corrective action decisions, ranging from letters of counseling to removals. This position must independently plan and carry out effective methods for issuing disciplinary and adverse actions to address and correct employee misconduct through a careful analysis of issues, resolution of case particulars, and completing work products in compliance with applicable guidelines and policy. This position also functions as an agency representative for administrative grievances and works in close coordination with the DOI Office of the Solicitor in matters presented before the EEO Commission and Merit Systems Protection Board.	A significant lapse in this position would compromise the region's ability to effectively manage employee relations, including providing disciplinary action when necessary to correct employee misconduct. This position is responsible for providing highly technical, expert knowledge about employee relations law and policy that is not held in other positions. Park managers would be significantly hindered in their ability to fairly apply corrective action without the policy oversight of this position. The ability to effectively apply corrective action becomes a critical workplace safety issue in certain situations.	Yes
612	NPS	6/1/2017	Supervisory Park Ranger (P)	GS-12	San Juan, PR	not yet vacant	Yes	This position will be vacant in June. Responsible for investigations, apprehension, or detention of individuals suspected or convicted of offenses against criminal laws and protection of personal safety. Responsible for overseeing a complex LE program.	The ranger oversees officers that ensure life, health, and safety for employees and visitors to the park.	Yes
561	NPS	6/1/2017	Supervisory Park Ranger	12	Sandy Hook, NJ	7 months	Yes	This Position is responsible for management of all visitor services, all special park uses and the camping/ferry dock program in the Sandy Hook Unit of the Park. The Specials Park uses including film permits, all commercial use, and short term leasing. This position manages the daily camping and ferry operations including hiring seasonal staff, managing the reservation system, and and overseeing the Cooperating Association camp store. This position ensure compliance with applicable laws, regulations, and polices that for Special Park Uses and Fee collection. This position has been reclassified to include supervisory responsibilities for Sandy Hook operations.	Without this position, the Park would not be able to offer visitor programs, manage its Special Park Uses Program, and Camping/Ferry Dock programs. Both programs provide a important services for visitor and generate revenue for the Park. The Special Park Uses program annually generates \$20,000 in location fees and \$20,000 in cost recovery. Additionally short term leasing provides revenue of \$50,000 annually to the Sandy Hook Unit. This position supervises park, operations which include ferry operations which need to in compliance with the Maritime Security Act , Special Park Uses which monitors events with up to 5000 participants, and daily park operations including concession/CUA operations and leasing. The position supervises a staff of up to 8 staff members including seasonals, interns and two permanent positions.	Yes
455	NPS	5/15/2017	Supervisory Park Ranger - Deputy Chief Ranger	12	Springdale, UT	not yet vacant	Yes	The Deputy Chief Ranger serves as a first level supervisor of commissioned law enforcement positions within Zion National Park. The position also serves as the park's law Enforcement Specialist with three main function areas: court liaison and legal subject matter expert, law enforcement training, and law enforcement standards and commission management. This position manages operations for a complex ranger program. This includes supervision of 25-30 permanent, seasonal and volunteer staff. Duties include law enforcement, emergency medical services, search and rescue, structural fire, relations with the gateway community of Springdale, mutual aid law enforcement/ search and rescue/emergency medical service relationships, resource monitoring/protection/mitigation activities, and special park uses. General workload volume indicators include 3,000 incidents, 1000 citations, 30 arrests and jail bookings, 300 emergency medical service calls, 30 structural fire and mutual aid calls, and over 70 Search and Rescue incidents annually. This individual is also re-dcarded and participates in the Wildland Fire program and responds to calls.	Park operations will be directly impacted if this position is not filled. As the duties performed by this person are absorbed by the field staff, impacts include; protracted responses to visitor injuries, medicals and rescues, resource degradation resulting from a lack of coordinated pro-active front and back-country patrols, under-graded rangers performing work beyond their experience and expertise resulting in diminished quality of court representation, commission file management, and lack of supervision and training. This position directly manages critical life-saving operations in a mid-size park that sees an annual visitation of over 4 million visitors.	Yes

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454	NPS	5/15/2017	Supv. Facilities Operations Specialist	13	Springdale, UT	1 month	Yes	Supervisory Facilities Operations Specialist (Chief of Facility Management) for Zion National Park has maintenance support responsibilities to the entire ZION Group. The Group is a 3-park complex composed of Zion National Park and Cedar Breaks and Pipe Spring National Monuments. The incumbent is responsible for implementing accountable operations of park facilities; providing maintenance support, project development and other technical expertise to the managers of Group parks; coordinating activities with other agencies such as Public Health Service, Environmental Protection Agency, State/Federal Highway Departments, Departments of Health and Environmental Quality, utility companies, and National Park Service offices including the Intermountain Regional Office and the Denver Service Center. Has responsibility for the development of specific programs, objectives, goals, standards, plans, and procedures. Develops practices for proper budget planning and execution. Prepares budget request justifications for operations and projects. Monitors ONPS base funds and project budgets, including expenditures and project contracts. Prepares cost estimates and technical specifications for project contracting.	If not filled, continuity of operations of all visitor facilities and related public health and safety are negatively impacted. Responsible for development, management and accountability of the Facility Management staffing and budget (Annual base budget = \$2.6M ). Develops annual and multi-year project-funded activities for the effective management of facilities (annual project budget = \$3.2M) most of which is focused on backlog of deferred maintenance. Directly supervises a Supv. Facility Operations Specialist GS-12; Landscape Architect GS-12; Housing Mgmt. Specialist GS-9; 2 Facility Services Assistants GS-1603-7. Through subordinate supervisors, the Chief oversees 40 - 50 other employees. This position will ensure funds are allocated to highest priority needs using Asset Priority Index, Facility Condition Index and similar metrics, preventing mis-directed funds or expenditures/obligations on non-priority assets. Provides justification for budget requests & capacity to properly/appropriately expend funds for priority park assets and visitor safety. Provides asset, funding and staffing data to park leadership for cost-effective management decisions. Responsible for a comprehensive safety program to eliminate at-risk behaviors and manage unsafe environments, and enforces regulatory policies and mandates. Implements medical monitoring, (respiratory, hearing) maintaining health and safety records for all employees supervised.	Yes
600	NPS	6/1/2017	Superintendent	GS-0025-14	Springfield, IL	<1 month	Yes	The Superintendent has full responsibility and oversight for the safety of visitors and employees as well as the security, accountability, and management of lands, funds, contracts, agreements, Congressional and community relationships, community partnerships, historic/natural resource protection, visitor experience/education, and facilities.	Recent serious infractions in this park have resulted in the urgent need for senior leadership. A significant lapse in this position poses major risks for the park and the agency in their ability to respond to Secretarial and Agency priorities; safety and security; accountability; Congressional, community, partner and tribal relations; and personnel management. The Lincoln Home Superintendent is accountable for an operating budget of \$2.8 million; visitor facilities, infrastructure, historic buildings, and exhibits enjoyed by over 239,000 visitors annually; \$7.3M in deferred maintenance needs; and 30 permanent and 12 seasonal employees.	Yes
560	NPS	6/1/2017	Management Analysis Officer	13	Staten Island, NY	Reassignment of existing employee as part of a Formal Settlement Agreement	No	This position will provide organization and program management support for the Facility Management Division. The Facility Management consists of 110 full time equivalency positions (FTE) and 100 Seasonal employees with an operating budget of approximately \$10 million. Provides high level analysis and implementation on various administrative roles including budget, personnel, and oversees internal controls and auditing.	Reassignment of existing employee to a new position is required as part of an approved settlement agreement. Position does not currently exist.	Yes



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565	NPS	6/1/2017	Supv Fac Ops Spec / Portfolio Asset Manager	13	Staten Island, NY	7 months	Yes	<p>Position is directly responsible for the oversight of maintenance, repair and rehabilitation of the complex asset management portfolio of more than 1,070 government owned facilities within the 27,000 acre park. The portfolio includes 310 historic structures, the Fort Hancock and Sandy Hook Proving Ground National Historic Landmark District and other properties located in three geographically dispersed park units within NY and NJ. The Federal Real Property reported replacement value of the asset portfolio managed by this position as \$8.1 billion dollars. The current underfunded deferred maintenance requirements are \$695 million dollars. The current annual maintenance operating program is approximately \$13.2M.</p> <p>Position will develop and oversee complex asset portfolio management strategies, condition &amp; life cycle utilization analysis, and initiate programmatic funding strategies to establish fiscal sustainability, decrease deferred maintenance and optimize effectiveness of maintenance operations and evaluate alternative funding solutions. Incumbent serves as a Deputy Chief, sharing direction and authority over the Division's work elements, and provides supervision to facility systems specialists, cost estimators and program analysts.</p>	In 2016, National Parks New York Harbor (NPNH) disbanded the unified multi-discipline maintenance Work Control Center that provided asset management support to twelve parks. The work center employees, funding, and FTE were realigned to individual park units. This position is being reclassified to meet the requirements of the facility and infrastructure portfolio of GATE utilizing current assigned funding and FTE. The visitor services and recreation / educational opportunities of approximately 8.6 million annual visitors (2016) will be impacted. Facilities and infrastructure will deteriorate at an accelerated rate. More than 30+ partner agencies, cooperators and partners will be impacted. Public health and safety conditions will diminish.	Yes
494	NPS	5/15/2017	Supervisory Contract Specialist	14	TBD	11 months	Yes	Oversees the contracting program for the NER. This includes supervising all MABO staff.	This position is essential for the day to day operations of the Northeast Region contracting function. We have had acting in this position since it became vacant. They oversee the awarding of over 1300 contracts with a dollar amount of over \$52 million. This position is deemed as a mission critical position including by OPM. Three GS-13 leads report to this position. These 13's must report to an 1102, Contracting Officer. We have had people on details filling this role since it became vacant. The NER contracting operation includes 37 staff members. We will not be able to get our projects including construction and infrastructure contracted. In addition, the mission of the parks will be affected by not supporting some of the day to day activities and safety concerns.	Yes
482	NPS	5/15/2017	Supervisory Personnel Security Specialist	13	TBD	4 months	Yes	This position is a redescription of an existing (encumbered) position at the same grade level. We are using a current SHRO Lead (GS-201) fte, and filling the position as the Pacific West Region's Personnel Security and Identity Management (HSPD-12) Program Manager carrying out and implementing the requirements of Homeland Security Presidential Directive 12 (HSPD-12) for granting Personal Identity Verification (PIV)/(DOI)Access cards for both the Federal and Non-Federal workforce in the PWR. The region has an average federal workforce of over 5,000 employees, an average of 10,000 non-federal employees and is geographically-dispersed throughout California, Hawaii, Idaho, Montana, Nevada, Oregon, Washington, and the islands of the outer Pacific. The incumbent of this position acts as a technical expert and the principal Security Manager for the PWR on Personnel Security and Identity Management matters.	The NPS HR Transformation guidance suggested that all Regions centralize the Personnel Security and Identify Management function with the SHROs. To reach the target organization for the PWR SHRO and create efficiencies in hiring, we are creating a PWR Personnel Security Branch from the existing PWR SHRO staff. Not approving this position will result in continued duplicate efforts and inefficiencies within the HR operation related to personnel security, which is ultimately more costly to the organization. We are creating this position in an effort to reduce costs and gain efficiencies.	Yes

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610	NPS	6/1/2017	Supervisory Park Ranger (P)	GS-12	Titusville, FL	9 months	Yes	The Ranger is responsible for investigations, apprehension, or detention of individuals suspected or convicted of offenses against criminal laws and protection of personal safety. Responsible for directing a complex LE program. Provides LE coverage for visitors.	Continuity of operations is critical for the law enforcement division.	Yes
520	NPS	5/15/2017	Assistant Chief	SP 10	Washington, DC	4 months		This position will provide senior leadership and management functions in the U.S. Park Police. Is responsible for assisting in the planning, organizing, directing and overseeing the operations of the Police Force as second in command.	This position not being filled diminishes the Force's continuity of operation and management of its workforce. The Assistant Chief serves as the principal assistant and key advisor to the Chief in the operations area of the Force. This position also oversees the Office of Professional Responsibility. This position serves as the principal disciplinarian in matters that rise to the level of the Chief of Police.	Yes
519	NPS	5/15/2017	Human Resources Specialist (ER/LR)	12/13	Washington, DC	18-24 months		This position is responsible for reviewing, analyzing, and drafting all disciplinary and/or adverse actions for the entire workforce. This position provides technical advice and guidance in areas associated with grievances and labor management issues.	This position not being filled has critically diminished the capacity to manage the Office of Professional Responsibility (OPR), which oversees all disciplinary/adverse actions, grievances, Equal Employment Opportunity, and labor relations. This vacancy has created critical challenges in balancing the workload, which has resulted in untimely actions, which require mitigation. This impacts accountability that our workforce deserves. This position was unable to be filled earlier due to HR capacity and the Federal hiring freeze. The OPR workload is not being performed effectively or efficiently, which has increased our backlog of cases to be reviewed and administered with inconsistent timelines.	Yes
521	NPS	5/15/2017	Program Manager	13	Washington, DC	3 months		National Security Manager and National Intelligence program manager for LESES. Commissioned law enforcement position.	Provides operational intelligence to the field. Conducts icon site security assessments. Assists parks in developing physical security plans. Provides direct training to the field for physical security. Position required by DOI Policy and was identified in 2015 audit as essential to fill.	Yes

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504	NPS	5/15/2017	Associate Director, Cultural Resources	ES	Washington, DC	Not yet vacant (June 3, 2017)		The AD Cultural Resources (CR) is responsible for providing leadership, policy development, program accountability and budget formulation. The AD also provides a national level of guidance, acts as a Congressional liaison, and implements field support consistent with the objectives of the NPS within the functional area(s) of Cultural Resources. The AD is responsible for the executive direction and line management of subordinate managers for each of the functional areas concerning cultural alliances, historical preservation, tribal grants and restoration. The AD serves as the focal point with the NPS for providing advice and developing guidance in reaching decisions on a management and policy issues relating to two National Program Centers, the National Center for Cultural Resources and the National Center for Preservation, Technology and Training. The AD also manages the Federal Preservation Institute and the Heritage Areas Program, both of which are significant, highly visible programs.	Having an SES leader in the AD CR position is paramount in managing and leading the protection of the programs that are instrumental in maintaining prehistoric and historic cultural resources within the NPS. The AD CR is instrumental in leading cultural resources preservation by States, territories, tribes, local governments, nonprofit organizations, businesses, and individuals. The AD CR is the leader in researching advanced technologies to improve the preservation of our prehistoric and historic heritage(s). Through the AD CR the cultural resources team is given direction and oversight to enhance the public understanding of historic preservation. The AD CR also manages and directs more than several high profile programs to protect cultural resources in the NPS but also to coordinate preservation technology among universities and research institutions, government agencies, professional and private organizations. The incumbent for the AD CR position must be a tried and true cultural resources historian. They must have a depth of experience, understanding of hundreds of CR rules, policies and methodologies in order to guide the continued oversight of our National cultural resources treasures. If this position is not filled there will be a deep gap in the depth of knowledge to lead the CR team, to assist the leaders of the DOI and the NPS Director and Deputy Directors on matter that concern tribal nations, states, government agencies and partners on cultural resources guidelines, preservations and restorations.	No

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505	NPS	5/15/2017	Associate Director, Interpretation, Education & Volunteers	ES	Washington, DC	3 months		The AD, I,E&V is responsible for providing leadership, policy development, program accountability and budget formulation in the functional areas of interpretation, education and volunteerism. The AD leads the NPS' service-wide on Interpretation, education and volunteer programs that serve millions of additional visitors and volunteers and helps the American public engage with relevant meanings, so they will come to care and support the NPS parks. The AD has functional oversight of areas concerning interpretation, education and volunteerism which include: Educational programs and partnerships, Harpers Ferry Interpretive Design Center, Cooperating Associations, Volunteers-in-Parks program, interpretive NPS Ranger training and development and comprehensive program evaluation. Through these subordinate division supervisors, the AD gives technical direction and manages the delegated duties and responsibilities of organizational and national programs. The AD is responsible for managing a balanced integration of the environmental, cultural and education philosophy, and for establishing priorities and direction over a wide variety of educational programs including: the Presidential and Secretarial Education Initiatives; the NPS Parks as Classrooms Program, and all interpretive media assets within the overall framework of the mission of the National Park Service.	The AD, I, E & V is instrumental to the goal mission of the NPS in providing interpretive and educational programs to the field and the public. The AD, their team and the NPS' mission goal is to provide memorable and meaningful learning and recreational methods in order to foster the development of a personal stewardship ethic and help broaden public support for preserving park resources as well as visiting our National Parks. The AD is the Senior Leader responsible for interpretive and educational programs which will strengthen public understanding of the full meaning and relevance of heritage resources, both cultural and natural, by creating a public dialogue and fostering civil engagement. These experiences make visitors aware of the purposes and scope of the National Park System. The Interpretation and Education directorate is the key to preserving both the idea of national parks and the park resources themselves. The strategic vision for accomplishing the NPS mission in interpretation, education and volunteerism is articulated in the Second Century Endowment for the National Park Service definition: "Provide for opportunities for people to form intellectual and emotional connections to gain awareness, appreciation, and understanding of the resources of the system." Without this leadership position the NPS' desired outcome in encouraging these connections to enhance public awareness, understanding and appreciation of the resources of the NPS through learner-centered, place-based materials, programs, and activities and curriculum, would be greatly disabled and impact not only the DOI and NPS, but also with internal and external stakeholders, visitors and the NPS staff in the field. In a world of rapidly changing demographics, it is essential that the interpretive and educational and volunteer programs reach beyond the park boundaries to schools and the wider general public. The AD, I, E, & V is the conduit to ensure this	No

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486	NPS	5/15/2017	Supervisory Fire Management Specialist	12	Wawona, CA	12-18 months	Yes	Monitors and oversees the fire fuels (e.g. brush, down timber and other flammable vegetation) program for Yosemite National Park. Recommends when and where controlled burns will occur within park boundaries. Coordinates with the US Forest Service, Bureau of Land Management, and state air resource boards, and local counties on burn plans. Provides incident command for wildland fires.	Yosemite would not be able to assess the danger wildland fuels (e.g., brush, down timber and other flammable vegetation) pose within the park and would not be able to coordinate with other bureaus, agencies or organizations on prescribed burns, which increases the likelihood of an uncontrolled fire within park boundaries. The park had a valid certificate and a selection was made when we were informed we needed additional documentation for the selection. The following description provides the background on our efforts to fill this firefighter and public safety position: When this position first became vacant roughly 24 months ago it was decided to reevaluate the position due to the increasing complexity of the job. Smoke impacts from prescribed fires and natural ignitions affect human health and safety and contribute to local and regional air pollution. Regulatory requirements have significantly increased the complexity of the Yosemite Fire program to complete prescribed burns and to effectively and safely manage wildfires in the park. Re-classification of the position to upgrade to secondary firefighter coverage took roughly one year. Temporary details have covered the position from within the division, with no backfill to the vacated position due to lack of interest and negative impact to the candidates' home parks. Advertisements have generated a small number of qualified candidates and similar vacant positions in other bureaus has created a limited pool of applicants.	Yes
553	NPS	6/1/2017	Park Manager/Superintendent	15	Wellfleet MA	1 month	yes	Incumbent serves as Superintendent, responsible for the preservation, interpretation, maintenance, administration; and development of the park, and the safety and well being of staff, volunteers, and visitors of the park.	The Park lacks key leadership; the surrounding community (partners/tourism) lacks an interface with the park. Local, municipal, state and federal legislators, administrators and agencies lack a key decision maker.	Yes
487	NPS	5/15/2017	Financial Analyst	12	Yosemite Valley, CA	6 months	No	This position is responsible for all financial aspects of commercial service and concession authorizations, including specific oversight and execution of a \$12 million/year Concession Franchise Fee (CFF) program that addresses deferred maintenance and visitor access, as well as the administration of add-on rates for concession utilities and concession operated transportation systems.	Not filling the position would impact the parks ability to effectively forecast, monitor, and manage the \$12 million Concession Franchise Fee funds. The CFF program funds projects addressing deferred maintenance and other critical aspects of facilities and assets managed by the concession assets. This position also has oversight of financial and operational reporting for all concession operations; verifying accuracy of reports and identifying trends in concession operations to proactively manage issues and provide effective concessioner oversight.	Yes

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450	NPS	5/15/2017	Superintendent, Yosemite NP	ES	Yosemite, CA	7 Months	Yes	The Superintendent provides leadership in the development of policies, standards and procedures which govern the administration and implementation of park programs of a major national park which includes resource management and visitor protection, interpretation and visitor services, maintenance, concessions, planning, project management, IT, security, safety management and workforce management. The superintendent oversees a staff of 800 employees, in addition to a large volunteer base of approximately 10,000 and annual visitation of over 4 million people; the Superintendent maintains and builds a positive working relationship with park employees, community representatives and a variety of officials within and outside the park inclusive of congressional staff. This SES Superintendent supervises an annual budget of \$30 million in base operating dollars, and \$50 to \$70 million from multiple other funding sources including non-profit partner organizations.	Yosemite was first protected in 1864; it is known for its waterfalls and nearly 1,200 square miles of valleys, meadows, ancient giant sequoias, vast wilderness and a shrine to the persistence of life and the tranquility of the High Sierra. Currently the park has been without a Senior Leader since October 2016. Since the previous Superintendent retired in October 2016 there have been a serious of Acting Superintendents overseeing the park. The Superintendent is responsible for long-range planning and the establishment of strategic and short-term and long-range objectives, goals, and standards of operations. Acting Superintendents, limited to 120 day details, do not provide the long-term vision and leadership necessary for a park of this size and complexity. Common issues at Yosemite are often conflicting owing to overlapping jurisdictions across large landscapes and varying elevations in the Sierra Nevada and controversy over the mix of development, use, access, and preservation. Yosemite includes high quality traditional natural and cultural resource values, as well as high visitation and an international spotlight requiring strategic planning and management consistent with the NPS preservation mandate. The Superintendent's anticipation and response to rapidly changing conditions is critical. The Superintendent monitors and evaluates the operating efficiency and effectiveness of all phases of park operations in the accomplishment of area goals and objectives and provides direction as necessary. The Superintendent's position and the management of Yosemite (and Devils Postpile National Monument) is complex. The parks experience heavy public use, extremely difficult conservation and protection challenges, and external relationships with neighbors and with cooperating public and private organizations, concessioners and representatives of Federal, State, Tribal, and local governmental organizations. This Lack of leadership for 20+ staff and 20+ volunteers. Limited public outreach, educational programming, and visitor services. Non-compliance with policy in fee program; inability to implement required fee increases. Lack of preparation for busy winter 2017-2018 season, which will ultimately reflect negatively on the visitor experience.	Yes
584	NPS	6/1/2017	Supervisory Park Ranger (Interpretation)	12	Ajo, AZ	2 months	Yes	Serves as park's Chief of Interpretation, and core member of Park Management Team. Position provides leadership and direction to interpretive division that includes upwards of 5+ permanent positions, two Pathways, 13+ seasonals, and 20+ volunteers. Develops and directs visitor services, community and public outreach, and education programming. Manages park fee collection program (\$175k revenue per year), campgrounds (2), and volunteer program. Serves as park Public Information Officer (PIO), in a park that receives significant media attention due to it's location on the Mexican border.	Tasks and work load will be removed from this person. In doing so, it will impact the parks in project delivery at all levels, planning, design and construction. Re/Re, Cyclic Maintenance, FLREA and possibly LIC projects will be delayed or dropped from the program. Deferred maintenance and component renewal projects will not be completed.	No
576	NPS	6/1/2017	Architect	GS-12	Anchorage	accretion of duties	No	Accretion of Duties - General Architect for the NPS in Alaska. The regions GS-13 Architect retired 12/31/16. We currently have a GS-11 Architect position on staff, who's workload has increased not only in quantity but complexity.	Tasks and work load will be removed from this person. In doing so, it will impact the parks in project delivery at all levels, planning, design and construction. Re/Re, Cyclic Maintenance, FLREA and possibly LIC projects will be delayed or dropped from the program. Deferred maintenance and component renewal projects will not be completed.	No

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581	NPS	6/1/2017	Budget Analyst	GS-12	Anchorage, AK	New Position	No	The incumbent serves as the only Recreation Fee Management Specialist providing and/or brokering services and assistance on current and proposed laws, policies, procedures, and matters relating to existing or proposed fee collection operations. The incumbent provides leadership, program direction, and expert technical advice to the AKR's directorate, park superintendents, and park fee program personnel on all matters concerning entrance fees (standard amenity recreation fees), user fees (enhanced amenity recreation fees), interpretive demonstration (1a2g), transportation fees, and commercial tour fees.	This position is currently filled at the GS-11 level. WASO has evaluated the position and determined that the level of responsibility is GS-12. All other regions have converted their similar positions to GS-12. This position is intended to upgrade an existing position and will not result in any increase to FTEs. This position is critical for maintaining financial integrity and realizing maximum benefit from the fee program.	No
580	NPS	6/1/2017	Grants Management Specialist	GS-12	Anchorage, AK	New Position	No	The Grants Management Specialist performs cradle-to-grave administration of Federal Financial Assistance agreements involving both discretionary and mandatory funding with various legal authorities, statutory requirements and various recipients including non-profits, educational, local and state governments, and tribal entities.	This GS 12 position is responsible for the most complex and highest dollar value agreements, including those that are high profile or culturally sensitive. with various Park and Region Program Managers. Many agreements are high profile and culturally sensitive as they deal with programs shared by the NPS and Tribal Governments. A GS 12 level Grants Management Specialist is sought in order to provide This position is intended to be filled from within resulting in no net FTE increase.	No
578	NPS	6/1/2017	Regional Chief of Contracting	GS-14	Anchorage, AK	New Position	Yes	Oversees all contracting, purchasing, credit cards, property, grants, and agreements for the Alaska Region. Is the conduit between the Bureau Procurement Chief and the region, ensuring policies, procedures, directives, and laws are appropriately implemented.	This position has been filled, and is currently filled by a GS13. A recent position classification shows the responsibility level to be a GS14. It is intended to be filled from within the region resulting in no net FTE gain. The position is critical due to the centralized nature of contracting functions in the region and the responsibility for ensuring contracting conforms to laws, regulations, and policies. This position is the responsible party for procurement integrity and conformance with departmental policy.	No
577	NPS	6/1/2017	Regional Fire Communication and Education Specialist GS-1035	GS-12	Anchorage, AK	1 year (April 2016) A detailer was assigned in this position in the fire season of 2016.	No	Provides leadership in, coordinates and/or authors or conducts internal and external wildland fire communication and education programs to present an integrated interdisciplinary fire program within a National Park Service Region, including at the Park Unit level. Key components include public fire education and fire prevention; wildfire response to critical events, controversial issues and initiatives; the role of fire in ecosystems; hazard fuel reduction programs; wildland-urban interface initiatives; and fire preparedness. In an effort to educate, mitigate potential threats to communities and to provide and facilitate wildland fire communication and education programs, the position collaborates with public and non-governmental partners, regionally and nationally, to provide and facilitate overall wildland fire communication and education programs and activities for communities, stakeholders, news media, and the general public.	Stakeholders will not receive timely, critical and coordinated information on wildfires. Deterioration of stakeholder (public or communities) wildfire risk mitigation engagement in communities, erosion of public trust regarding managing wildfire using cost effective and ecologically sound strategies and an increase to long term risk to communities. Note: Filling the position permanently was delayed due to reclassifying the position description to provide future broader recruiting pathways. Severe fire seasons are occurring with greater frequency in Alaska, and this position is critical to providing public information about fires on park lands.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
582	NPS	6/1/2017	Senior Curator	GS-12/13	Anchorage, AK	9 months	Yes	Responsible for all museum collections and safe-keeping of approximately 5.6 million artifacts and other valuable objects owned by the American people. Artifacts, archives and other objects are in the curatorial facility, on display at a museum through a loan agreement, or on loan to a university or other entity for study. Incoming and outgoing loan agreements must be continually updated to track artifacts and other objects. Without this work, agreements can be lost and ownership issues come into question. The position is also responsible for the maintenance of NPS museum collections, including those on display locally, and providing professional & technical advice to parks, other Federal agencies, state or local governments, tribes, & native corporations on numerous local collections.	Without a Regional Curator, the Alaska Region (1) cannot manage the irreplaceable archaeological, historical, natural, and archival objects representing the native and non-native heritage of Alaska that the American taxpayers entrust to the NPS for proper care and maintenance for future generations; (2) will be out of compliance with law and regulations, including the Organic Act, Museum Properties Management Act, and 36 CFR Part 79; and (3) has the inability to complete duties including annual reporting, inventories and National Catalog submissions; renewing and updating incoming loans on museum property—which is federal property; assisting parks with museum collection responsibilities and parks without a curator; performing research requests for or give tours of the collection; accessioning new objects upon receipt, approving research permits, and assisting parks to preserve and protect these treasures.	No
638	NPS	6/1/2017	Fee and Revenue Program Manager	GS-11/12	Ash Mountain / California	3 months	Yes	Coordinates and supervises all fee collection operations within SEKI	Risk of revenue loss and fraud for \$9M gross sales Fee program	No
614	NPS	6/1/2017	Associate Regional Director - Operations Visitor and Resource Protection, Facilities, and Resources	GS-15	Atlanta, GA	10 months	Yes	The position is responsible for the management, administration, interpretation, and program development for the program areas of facilities, visitor and resource protection, and resources.	Guidance and oversight of the regional Visitor and Resource Protection, Facilities/Maintenance, and Resource programs will be significantly limited without this position.	No
613	NPS	6/1/2017	Supervisory HR Specialist	GS-13	Atlanta, GA	3 months	Yes	This position serves as the primary assistant to the Regional Human Resources Officer (HRO) providing management and oversight of the HR program and services for the SER parks and offices and three (3) Human Resources Offices. The incumbent of this position will assist the Regional HRO with direction and oversight of all HR process and functions for SER and also with development and implementation of human resources policies, standard operating procedures, guidelines and processes. The incumbent will conduct research and evaluate HR programs, processes and functions to makes recommendation and provide solutions to complex HR issues that affect the Region as a whole. This position also supervises the HR Processing Branch which is composed of four (4) HR Assistants and two (2) Administrative Assistants.	The Approval to recruit this vacancy is critical to the mission requirements of the SER Human Resources (HR) program. Currently SER HR has five vacant positions. As this position serves as the primary assistant to the Regional HRO providing secondary oversight of SER HR functions and processes, not filling this position will negatively impact the direction of SER HR programs and operations as a whole contributing to issues with SER HR's capacity to provide quality HR services and limiting our ability to monitor HR improvement efforts and ensure that SER HR offices apply policies consistently and effectively. Not filling this position will also impact the operation of the newly created HR Processing Branch where strong leadership and guidance is detrimental in moving this branch forward.	No



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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
491	NPS	5/15/2017	IT Specialist	12	Bar Harbor, ME	7 Months	No	This position is responsible for maintaining The park's Wide Area Network system for Acadia NP, Saint Croix NHS , the Schoodic peninsula. The system includes PCs, servers, switches, routers, storage arrays. This position serves as the primary resource supporting over 260 end users. The park also has a Cisco VOIP phone system and a dispatch operation, which the incumbent is responsible for maintaining. This position is responsible for the management of a complex computer network with geographically dispersed file servers, routers, workstations, and peripherals. The position also maintains the parks Point of Sale register and reporting systems. The Fee program generates approximately \$5M in revenue annually.	Acadia is about to enter its busy operational period and add approximately 160 temporary employees who will require a number of IT services that will quickly overwhelm the one IT seasonal. Additionally Campgrounds and fee stations will open requiring troubleshooting and IT services to operate. Acadia's IT infrastructure is complex and deployed over a wide geographic area, Schoodic peninsula is an hour away and St Croix NHS is located 2 hours away. IT issues at either location take an IT specialist a full day to address leaving no IT resources for Acadia. Currently we are only addressing helpdesk issues that can be accomplished by the GS-07 temporary IT specialist. Large or complex projects are suspended until a new GS-12 IT specialist can be hired. With our large and complex IT infrastructure it is only a matter of time before there is a significant IT issue that exceeds the knowledge and capacity of your IT seasonal. Without this position Acadia will be without any IT support starting in late September. IT support is needed year round by the staff. There is no seasonal nature to our IT need, therefore subject to furlough is not an appropriate appointment for this critical position.	No
464	NPS	5/15/2017	Management and Program Analysis Officer (Structural Fire)	13/14	Boise, ID	4 months	Yes	National Structural Fire Program Manager for the National Park Service	Not filling the position would impact life/safety for the public and our employees who utilize NPS structures across the service. Operational oversight of the structural fire program at the regions and parks would be compromised, as would fire prevention code development and enforcement. Per A-123 audit process, structural fire is a high risk Visitor and Resource Protection program requiring oversight for execution.	No
463	NPS	5/15/2017	Management and Program Analyst (Wildland Fire/Fuels)	12	Boise, ID	new position	No	National Wildland Fire Fuels Management Analyst for the National Park Service - duties have been performed by an individual in an encumbered position outside the scope of his current position description. Many of these duties were subsumed from an unfunded vacant position that will not be filled. Re-description of the position description is different enough from the current PD that an advertisement of the position is required by Human Resources.	Without this position, performance on interagency committees, task groups, incident management teams, working teams etc., could suffer and have poor nationwide impacts on the programs and natural resources of other land management agencies, in addition to the Service. Fire firefighter safety could be impacted and have far reaching impacts across the spectrum of fire management at the national, state, and local levels. The employee in the encumbered position could potentially file a grievance since he is covering the duties outside the scope of his PD.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
501	NPS	5/15/2017	Administrative Officer	13	Boston, MA	1 month	Yes	<p>The primary responsibilities of this position are to provide accurate and reliable advice on a wide range of administrative and business functions either as personal advisory service to the Superintendent, Directors and Program Directors or by directing others in delivering these services to management and employees of the three parks that comprise National Parks of Boston.</p> <p>The Administrative Officer serves as part of the park's management/leadership team that develops strategic plans and park planning. Responsible for keeping the park's revenues and spending in balance through sound advice and supervision of the Administration and Business Services Directorate Plans, manages, directs and supervisors a staff of 9 employees.</p> <p>Manages and overseeing the following administrative functions: Budget and Financial Management (\$11 million base funding alone); Human Resources Management (approximately 200 perm, term, seasonal and VCC employees); Acquisition (contracting) &amp; Financial (agreements) Management; Partnerships (USS Navy, Freedom Trail Partners, USS Constitution Museum, Boston Harbor Islands Partnerships and others); Information Technology Management; Property Management (Personal Property, Real Property, Fleet); Government Housing (5 family units, 2 communal units &amp; seasonal dorms with 13 units); Commercial Services, Concessions and Leasing; General Services (Travel, Mail and Files, transportation services); Internal Controls and Audits; Donations Collections Managements</p>	<p>As with all park AO positions, this is a critical senior leadership position for the National Parks of Boston (NPB) that is an imperative to refill. In response to a June 2015 request of the NPS Northeast Regional Director, a reorganization process took place in 2015/16 and the NPB emerged as the most efficient, effective and fiscally sound operating model. NPB will be managed by one Superintendent and four Directorates.</p> <p>With three urban national parks units supported by one Administrative Officer, the impacts have already been felt and will continue to compound in a complex set of parks with 19 legislative partners that work through agreements. Despite seasonal hiring underway and solid budget execution into the third quarter of the fiscal year, senior administrative leadership is already needed in all areas of administration and business services particularly employee relations, budget, agreements and acquisitions.</p>	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
502	NPS	5/15/2017	Program Manager	14	Boston, MA	15 months	Yes	<p>The Program Manager (Deputy Superintendent) shares responsibility for the management, supervision, administration, planning and evaluation of all operations and activities for three national parks: Boston African American National Historic Site, Boston Harbor Islands National Recreation Area and Boston National Historical Park. The Program Manager (Deputy Superintendent) is responsible for managing and directing a complex organization that includes interpretation, visitor services, resource and visitor protection, natural and cultural resource management, maintenance, administration, concessions and planning. S/he is responsible for planning and scheduling work, establishing priorities and procedures, coordinating programs among and between operating units and divisions; reviewing work accomplishments for adherence to approved standards and achievement of goals, counseling subordinates on work performance, training and career development; fostering understanding and support of service policies and goals; resolving employee complaints and grievances.</p> <p>In addition, this position, along with the Superintendent and three other core managerial positions, is responsible for forging and sustaining close working relationships with legislative (19) and other partners that are critical to carrying out the park's mission.</p>	<p>This position has been vacant since January 25, 2016, as Boston National Historical Park, Boston Harbor Islands National Park Area and Boston African American National Historic Site merged and realigned staffing to create one administrative unit now referred to as National Parks of Boston, managed by one Superintendent and four Directorates.</p> <p>In the interim, the responsibilities of this position were covered through one 120-day temporary assignment (detail) and with extant staff assuming additional responsibilities. Failure to fill this key management position will negatively impact the realigned management structure of three separate units into one, more efficiently managed model, including the alignment of staff and financial resources; impact relationships with the local delegation and other partners; lacking management and coordination of resources management plans and compliance, park facilities and improvement plans and partnership agreements that ensure proper stewardship of park resources; lack of leadership and strategic direction; delays and omission of key perspective in park decisions, such as public/private input and data; inability to consistently and responsibly fulfill essential communications with Congressional members and their staff, as well as high-level senior managers of the Department of the Interior, NPS Washington Office, Northeast Regional Office, partners and concessions.</p>	No
495	NPS	5/15/2017	Supervisory Contract Specialist	13	Boston, MA	7 months	Yes	Supervises the NER northern Major Acquisition Buying Office (MABO).	<p>This position oversees the northern tier of the NER contracting operation. We have had acting in this position since it became vacant. We will not be able to get our projects including construction and We have had numerous vacancies in the contracting area. With the Chief position not being filled timely, we were behind in filling these vacancies. The WASO contracting office has helped us analyze our needs and get back on track. As we rapidly approach the fiscal year end, we are desperate to fill these positions so that we can support the parks in their contracting needs. This will effect the mission of the parks and the region. We will not be able to get our projects including construction and infrastructure contracted. In addition, the mission of the parks will be affected by not supporting some of the day to day activities and safety concerns. This position is deemed as a mission critical position by OPM.</p>	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
503	NPS	5/15/2017	Supervisory Park Ranger	13	Boston, MA	15 months	Yes	<p>This position is the Chief of the Division of Interpretation and Education at the National Parks of Boston which encompasses Boston National Historical Park, Boston African American National Historic Site and Boston Harbor Islands National Recreation Area. The incumbent is responsible for planning, managing, directing, and evaluating a complex multifaceted program of interpretation, community engagement, education, youth employment, arts and culture, and visitor services.</p> <p>This position is instrumental in shaping and guiding a program within the National Parks of Boston to implement the NPS Urban Agenda in collaboration with other city, state, federal and nonprofit partners that are mission critical to the National Park Service. This senior position works within a team setting that will create the strategy and lead in the development and implementation of dynamic programs that engage new audiences for our sites.</p> <p>The position plays a critical role in fostering collaborative teamwork and coordination among other park activities, regional office programs, and partners. The position is also critical to servicing our employees, partners and visitors, in the best way possible. The Program includes an operation responsible for and coordination of historic properties of outstanding national significance, islands rich in natural and cultural resources, the Black Heritage Trail®, along with many other sites.</p>	<p>This position has been vacant for more than 12 months as Boston National Historical Park, Boston Harbor Islands National Recreation Area and Boston African American National Historic Site merged and realigned staffing to create one administrative unit now referred to as National Parks of Boston, managed by one Superintendent and four Directorates.</p> <p>Under the new management plan, there is a renewed emphasis on Culture and the Arts for the three park units that encompasses visitor engagement, youth, and education as one program under this senior leadership position. The position description was advertised at the beginning of the calendar year, but interviews and a selection took place after the hiring freeze was imposed. In the interim, the duties have been accomplished by a combination of details and temporary promotions.</p> <p>On a strategic level, the newly-formed Directorate for the three national park units has lacked consistent and sustained leadership as the National Park Service attempts to model the NPS Urban Agenda in Boston. The programs have not been able to build a cohesive unit that are moving forward with creating new audiences and ensuring relevancy with our community and youth engagement activities. On a tactical/operational level, the impact of this vacancy has also been felt by the individual programs as the detailed employees have had to fill two jobs at once.</p> <p>While the Directorate has a strong core staff supported by a seasonal workforce, the longer-term impact is the lack of a Senior Leader as a full participant on the Superintendent's Leadership team that creates and manages to the park's overall vision and strategic.</p>	No
499	NPS	5/15/2017	Contract Specialist	12	Boston, MA or Philadelphia, PA	11 months	No	Support the NER in contracting actions	<p>We have had numerous vacancies in the contracting area. With the Chief position not being filled timely, we were behind in filling these vacancies. The WASO contracting office has helped us analyze our needs and get back on track. As we rapidly approach the fiscal year end, we are desperate to fill these positions so that we can support the parks in their contracting needs. This will effect the mission of the parks and the region. We will not be able to get our projects including construction and infrastructure contracted. In addition, the mission of the parks will be affected by not supporting some of the day to day activities and safety concerns. This position is deemed as a mission critical position by OPM.</p>	No
470	NPS	5/15/2017	Contract Specialist	12	Boulder City, NV	7 months	No	<p>This position performs acquisition duties throughout the contract lifecycle (preaward, contract administration, and contract closeout). This position performs acquisitions for all commodity types, including supplies, services, construction, and interagency acquisitions. The incumbent may also serve as a Contracting Officer, subject to appointment in accordance with DOI and NPS policy. This position also serves as a mentor to less-senior contracting staff, by reviewing work and approving work products, as delegated by the Supervisory Contract Specialist.</p>	<p>Workload that would have been assigned to this position will be reassigned to other Contract Specialists within the Pacific West Region. Additionally, workload is redirected to supervisory and senior Contract Specialists, limiting their time to supervise subordinate employees and perform other complex acquisitions. Additionally, increased preaward workload limits the amount of time that can be dedicated towards contract administration, thereby limiting the government's ability to monitor contractors to ensure contract performance is of acceptable quality, and in accordance with the terms and conditions of the contract.</p>	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
472	NPS	5/15/2017	Environmental Protection Specialist (Energy Specialist)	12	Boulder City, NV; Twentynine Palms, CA; Barstow, CA; or Death Valley, CA	5 months	Yes	Provides advice and guidance on energy projects (including oil and gas development) near Death Valley National Park, Joshua Tree National Park, Lake Mead National Recreation Area, and Mojave National Preserve. Supports DOI objective to further energy independence. Safeguards park resources by informing energy-related decisions at earliest stages of land use planning, programmatic analyses and site-specific project siting, design, and mitigation. This assists those developing energy resources near parks by streamlining approval of projects and avoiding costly delays.	The Energy Policy Act of 2005 provided economic incentives for rapid development of energy projects and related electric transmission infrastructure. That, coupled with clear priorities of the current Administration to advance energy development has led to a boom in development applications. Early identification of potential NPS issues is critical to streamlining the permitting process for these projects. In the past, this essential work has been accomplished through term appointments. It has become increasingly clear there is an ongoing need for this work, and a position description for a permanent position was developed and classified on 12-27-16, just before the hiring freeze. We seek a waiver to fill this new critical permanent position.	No
586	NPS	6/1/2017	Wildland Fire Specialist	12	Bozeman, MT	18-24 months	No	The position description was reclassified in 2016 in order to combine critical duties of two vacant positions into to this single position. Primary duties of the position are assisting and supporting parks with fuel treatments and serving on Interagency fuels and smoke committees in Colorado, Utah, Wyoming and Montana. The position will be duty stationed in Bozeman, MT in order to provide a quick response to support parks and the Northern Rockies Coordination Group during wildfire events within the four northern states of the Region. Position will also serve as the NPS Representative on the Northern Rockies Interagency Wildland Fire Coordinating Group that directly serves parks in ordering fire resources for wildland fire events with our Interagency partners. Position will also serve as the Region's Wildland Fire and Aviation Safety and Training Coordinator.	The impact of not filling this position includes parks not being able to implement their fire management programs successfully which will put the public, park staff, values and communities at greater risk when there are fire events. This position will fill critical gaps as requested by parks for implementing prescribed fires and writing contracts for mechanical fuel treatments in mitigating risk by protecting values at risk prior to wildfire events. Parks will continue to have deficits in capacity for relief for park fire management officers, park fire Duty Officer or park Incident Commander during wildfires increasing risks/fatigue to park staff.	No
585	NPS	6/1/2017	Interdisciplinary Supervisory Biologist, Supervisory Physical Scientist	12	Carlsbad, NM	12-18 months	Yes	The position has been vacant for 12 months since the incumbent retired on May 31, 2016. While this position was vacant, the Biologist (GS-12) served in an Acting Chief of Resources Management while the position was reclassified (finalized on 12/19/2016) until the Biologist's retirement in April 2017. Over the past three years, through position management planning, the Resource Management division has been downsized by 50 percent. This has occurred by multiple retirements of a Supervisory Biologist (GS-12), Biologist (GS-11), Cultural Resource Specialist (GS-11), and departure of a GIS Specialist (GS-9). Once the Chief of Resources Management retired, the position was downgraded from a GS-13 to a GS-12, and re-described as an Integrated Resources Program Manager. As resources manager for the park, the incumbent serves as a principal advisor in the management of natural and cultural resources, and is responsible for program development and implementation.	Nearly 500,000 visitors come to Carlsbad Caverns NP to enter many of the world-class caves within the park. Ninety-nine percent visit Carlsbad Cavern, take guided tours in five "wild" caves, or enter nine recreational backcountry caves. This position is responsible for managing the Cave Rescue Team that performs highly technical cave rescues when visitors, employees, or researchers become injured or lost in park caves. Safety of our visitors, employees, and researchers is critical to our mission.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
562	NPS	6/1/2017	Museum Curator	12	Charlestown, MA	8 Months	No	The Museum Curator serves as a leader in planning and research for the region-wide museum management program. Among the responsibilities of this position are promoting and training park staff in accountability for museum collections, as well as strategies for preventing or responding to emergencies, such as hurricanes and fires, which affect cultural resources. The position also provides long term planning for storage needs and digitization of museum collections, creates comprehensive planning documents such as Scope of Collection Statements to keep a critical eye on collection expansion, and conducts Collection Management Plans to help better manage existing museum collections. The Museum Curator also participates in the drafting of park Foundation Documents and Cultural Resource Stewardship Assessments, both critical documents that are mandated to include museum collections.	If this position is not filled, the Region will lack leadership in developing and leading implementation of strategies for preventing or responding to emergencies, such as hurricanes and fires, which affect cultural resources in national park sites from Virginia to Maine. As the incumbent is responsible for training park staff in accountability for museum collections, not filling the position threatens to erode the integrity of NPS collections in the Northeast Region. The position also provides critical long term planning for storage needs, and digitization of museum collections, creates comprehensive planning documents such as Scope of Collection Statements which help prevent inappropriate and expensive expansion of park collections, and develops Collection Management Plans which are essential in effective management of existing museum collections. This position is a leadership position that trains the park-based cultural resources staff at a time which is a tremendous cost savings to each park	No
599	NPS	6/1/2017	Superintendent	GS-0025-12	Chillicothe, OH	<1 month	Yes	The Superintendent has full responsibility and oversight for the safety of visitors and employees as well as the security, accountability, and management of lands, funds, contracts, agreements, Congressional and community relationships, community partnerships, historic/natural resource protection, visitor experience/education, and facilities. As an archeological park, Hopewell Culture has sensitive resource issues that require senior-level management, including relationships and consultation with several tribes as well as overseeing compliance with NEPA, NHPA, NAGPRA, and other laws.	Senior leadership in the park is urgently needed to provide accountability and prevent waste, fraud, and abuse. A lapse in this position poses major risks for the park and the agency in their ability to respond to Secretarial and Agency priorities; safety and security; accountability; Congressional, community, partner and tribal relations; and archeological resource protection. This position is accountable for an operating budget of \$1.4 million; 1765 acres; visitor facilities, infrastructure, historic buildings, archeological remains, trails and exhibits enjoyed by over 58,058 visitors annually; \$798K in deferred maintenance needs; and 10 permanent and 12 seasonal employees. This position is responsible for ensuring that culturally unidentifiable human remains held by the park are cared for as required by NAGPRA and that legally mandated tribal consultation takes place.	No
637	NPS	6/1/2017	Supervisory General Biologist	GS-0401-12	Crater Lake / Oregon	7 months	Yes	Chief of Natural Resource Management--oversees/supervises Wildland Operations to include a FMO and Natural Resource Management operations to include 6 PFT employees.	Provides oversight/supervision of Wildland Operations for 3 parks, and 6 PFT staff in the Terrestrial, Plant, and Fisheries disciplines that protect the resources for visitor enjoyment and preservation.	No
467	NPS	5/15/2017	Ecologist	12	Death Valley, CA	6 months	Yes	The Position will provide oversight and guidance to large integrated natural resource systems. The position will be responsible for implementing projects, supervising staff, working with Universities and contractors to design, monitor, and study the park's vegetation, wildlife, and wilderness programs. Additionally, the position will provide professional advice and judgement to the Chief of Resources and the Superintendent of the park	Without this position filled, the park will be severely limited in the work we can complete. Currently, the park has no botanist, wildlife biologist, or wilderness coordinator and the chief is assisting/filling each of these roles. This position would replace these vacancies. We cannot meet our requirements for working with FWS on the monitoring of federally listed species, respond to distressed wildlife, remove invasive species or increase our knowledge of park resources.	No
644	NPS	6/1/2017	Ecologist	GS-12	Death Valley, California	12 months	Yes	The position will provide oversight and guidance to large integrated natural resource systems. The position will be responsible for implementing projects, supervising staff, working with Universities and contractors to design, monitor, and study the park's vegetation, wildlife, and wilderness programs. Additionally, the position will provide professional advice and judgement to the Chief of Resources and the Superintendent of the park	Without this position filled, the park will be severely limited in the work we can complete. Currently, the park has no botanist, wildlife biologist, or wilderness coordinator and the chief is assisting/filling each of these roles. We cannot meet our requirements for working with FWS on the monitoring of federally listed species, respond to distressed wildlife, remove invasive species or increase our knowledge of park resources.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
569	NPS	6/1/2017	Biologist	12	Denali NP	New Position	No	The incumbent provides highly specialized technical and operational assistance for protecting natural sounds and night skies in the Alaska Region. This includes: measuring ambient acoustic and night sky quality conditions, developing education materials to support interpretation and education needs, working with local FAA staff on air tours and other aviation related issues, support of park planning and mitigation, and the development and use of environmental engineering for remote sensing and data analysis.	This dedicated park-based regional position is necessary to provide technical assistance in regions where demand is highest. Without this field capacity, many requests for technical assistance will not be met, ultimately resulting in an inability to adequately protect these resources. This in turn could also have an impact on visitor use and fee revenue since we know from surveys that many people visit national parks specifically to get away from the clamor of everyday life and hear and enjoy the sounds of nature. Astronomy based evening programming is also fast becoming one of the most popular ranger led programs. Consequently, field capacity to recognize and understand regional trends and applying specialized solutions is extremely important to protection of natural sounds and night skies in parks.  This is a park-based regional position, it would allow NPS to build field capacity while significantly reducing overall travel costs.  The incumbent will also advise parks on types of lighting and how to light areas to ensure visitor safety (while minimizing the impacts of the lighting to natural and cultural resources).	No
657	NPS	6/1/2017	Program Manager	14	Denver	12-18 months		Chief of the Office of Education and Outreach (OEO) for Natural Resources Stewardship and Science Directorate (NRSS), responsible for coordination of NRSS science communications products, education outreach, and integration of scientific information from the NRSS directorate throughout the NPS.	The mission impact is uncoordinated scientific information communications, regularly utilized in park management decisions, and a lack of a coordinated approach from a service wide perspective. On-the-ground mission delivery is directly supported through the OEO Chief by providing clear, concise, readily understood scientific information regularly distributed to NPS units and in turn the 300 million NPS visitors through an integrated multi-platform communications strategy.	No
647	NPS	6/1/2017	Supervisory IT Specialist	15	Denver	Position becomes vacant 7/2/17		The incumbent is accountable for all activities associated with National Information Service Center (NISC) programs and directly oversees a management team with responsibilities for a variety of mission critical information systems, essential functions and services in support of NPS operational readiness. In addition to overseeing information and technology operations, incumbent oversees the Directorate's administrative operations (i.e., budget and contracting and procurement) and the NPS Colorado Front Range building and property services management.	This incumbent of this position serves as the single management IT specialist with responsibility for overseeing and directing a highly technical staff that manages NPS.gov, NPS Intranet, geospatial information, application development, collaboration tools such as SharePoint and the Denver data center. Without this position, there would be no local supervisor for the National Information Service Center which supports mission critical information systems, data management, and other vital NPS programs	No
655	NPS	6/1/2017	Landscape Architect	13	Denver	not yet vacant (June, 2017)		Project specialist/project manager, visitor use management, Planning Division, Denver Service Center.	This position will support the Visitor Use Management (VUM) work that DSC Planning Division is doing in support of parks. VUM has been identified as one of NPS's highest priority issues/planning needs; this position would help to achieve one of this Administration's primary goals, enhancing the visitor experience. The DSC supports VUM efforts service-wide, and plays a key role in the 6-agency Interagency Visitor Use Management Council.	No
654	NPS	6/1/2017	Program Manager	15	Denver	5 months		Chief, Planning Division, Denver Service Center	This position plays a key role in the guidance, management, and execution of the Planning projects assigned to the Denver Service Center. In FY16, the Planning Division managed more than 170 projects for the NPS, including the critical visitor use management plans and accessibility planning for parks	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
653	NPS	6/1/2017	Supervisory Architect	15	Denver	3 months		Division Chief, Design and Construction Division, Denver Service Center	As Division Chief, this position plays a key role in the guidance, management, and execution of the design and construction projects assigned to the Denver Service Center. These projects are in park units servicewide. The DSC Design and Construction program is currently supporting more than 300 projects in parks. Projects are funded through line item construction, park base, and public-private partnerships. The division provides direct support to parks in project management and design, construction, and post construction for new and existing facilities, historic structures, and a variety of infrastructure systems.  This position is critical for executing work on Deferred Maintenance projects.	No
663	NPS	6/1/2017	Budget Analyst	12	Denver, CO	5 months		This is a key budget analyst position that manages accounting, compliance, internal controls, and provides responsible fiscal management of the Natural Resource Stewardship and Science budget.	The complexity and workload of Natural Resource Stewardship and Science accounts requires a sophisticated, experienced staff to support the mission of the directorate that directly impacts the front-line operations of the regions and parks throughout the Service. A significant portion of the Directorate's budget is sent to parks and regions to directly support on-the-ground inventory and monitoring, invasive species, water resource, air resource, etc.	No
488	NPS	5/15/2017	Civil Engineer	12	El Portal, CA	12 months	No	Civil Engineer for water and wastewater systems throughout Yosemite National Park that supported over 5 million visitors in 2016. Also serves as the project manager, Contracting Officer Representative on projects that address deferred maintenance, visitor access and regulator requirements associated with water and waste water systems.	This position was not immediately filled upon incumbent's departure due to 2016 project progress and the hiring priority of critical trade skill positions. The new 2017 projects are being started by a term Civil Engineer and a departing reemployed annuitant causing overall project planning and execution delays. The park will not be able to implement funded projects to address deferred maintenance, visitor access, resource protection and to meet regulatory requirements or be able to adequately respond to water and wastewater system failures, increasing the likelihood of regulatory compliance issues.	No
485	NPS	5/15/2017	Supervisory Cultural Anthropologist	12	El Portal, CA	not yet vacant (May 28, 2017)	Yes	The cultural anthropologist is the primary liaison between the park and the seven tribes affiliated with Yosemite. The incumbent is responsible for legally mandated National Historic Preservation Act tribal consultation with tribes; not only is consultation legally mandated, but it is an area of emphasis for the California Office of Historic Preservation (who has authority in this realm under NHPA). Implementation of projects to reduce deferred maintenance, provide visitor access by increasing parking and improving traffic circulation, improve safety and protect resources require extensive consultation with the seven affiliated tribes considering most project sites are in close proximity to sensitive archeological and ethnographic resources.	Implementation of projects to address the deferred maintenance backlog, provide visitor access, improve safety and protect resources will be delayed due to the inability to conduct effective consultation with Tribes. This in turn may result in challenges through the National Historic Preservation Act Section 106 process or the courts, and could very well reverse the improving relationship between the NPS and the tribes. Deferred maintenance efforts would be affected for underground utilities projects, and possibly road projects. Specific projects that would be affected include increasing parking at the Yosemite Village Parking Area, improving shuttle bus operations by upgrading (or rebuilding) the shuttle bus maintenance facility, constructing the Indian Cultural Center at Wauhoga, and improving traffic flow at the pedestrian crossing between Yosemite Valley Lodge and Yosemite Falls.	No



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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
605	NPS	6/1/2017	Supervisory Biologist	GS-0401-12	Empire, MI	4 months	Yes	The Chief of Natural Resources leads a complex program to protect sensitive natural resources in a park that sees 1.5M visitors each year and has several Threatened and Endangered species, including anchoring the entire Great Lakes population of Endangered Piping Plover. This critical supervisory position leads 25 employees and interns and manages a budget of nearly \$1M; setting work priorities, procuring supplies, and upholding safety standards. The Chief provides the Superintendent and other divisions expert advice and leadership on natural resource issues and impacts. As the COR for contracts, lead on NEPA compliance, and Wilderness Coordinator, the Chief position requires specialized certification not held by other positions.	Leaving this position unfilled would compromise the park's ability to meet legal requirements to protect Threatened and Endangered species, fragile dune environments, sensitive aquatic habitat, 32,000 acres of designated Wilderness as well as meet the needs of visitors and neighbors. It would hinder the public health program for water quality testing at the park's beaches. The natural resource program would be compromised by a loss in grant funding pursued by the Chief and a lack of strategic planning. Several ongoing issues and contracts – some with potential for litigation – would be inadequately addressed by the NPS, including flooding of neighboring private homes, hazard tree management, and river dredging.	No
593	NPS	6/1/2017	Interdisciplinary Biologist/ Ecologist, Anthropologist, Geologist	13	Flagstaff, AZ	6 months	Yes	Two positions have been combined and reduced to this single position, providing supervision and direction to seven programs responsible for protecting the natural and cultural resources across the entire 1.2 million acre park. This includes 277 miles of the Colorado River, tens of thousands of archeological sites, national historic landmarks, and several threatened or endangered species.	Visitor surveys show that most people who visit the park value natural and cultural resources, and scenic views as their primary interests. In addition to legally mandated stewardship responsibilities, partnership with the Bureau of Reclamation should continue in order to avoid impacts to the humpback chub population so that power generation can continue from Glen	No
594	NPS	6/1/2017	Interdisciplinary Ecologist, Biologist, Social Scientist, Physical Scientist	12	Flagstaff, AZ	4 months	Yes	Manages the park's backcountry plan development. Over 98,000 backcountry nights are spent in the park, with over 15,000 permits issued to backcountry visitors. Future planning to manage private and commercial users will allow for collaborative partnerships that focus on the protection of the park's wild backcountry areas. An additional 224,000 river user days are experienced on the Colorado	Visitors to the park's backcountry must plan months in advance for what is often a once-in-a-lifetime experience. Backcountry permit requirements would be outdated, causing visitors and commercial guides to lack the information needed to protect resources and enjoy the highest quality visit.	No
615	NPS	6/1/2017	Superintendent	GS-13	Flat Rock, NC	1 month	Yes	The position is responsible for the partnership development, management, administration, interpretation, program development, operation, protection, and maintenance of the park. The position is responsible for setting priorities, allocating resources, setting standards, and otherwise maintaining an efficient operation. The position is also responsible for working with the local community, park partners, and congressional delegations.	Guidance and oversight of the park will be non-existent, other than what can be provided by the park's division chiefs with limited regional assistance. Resulting in minimal oversight of management, administration, law enforcement and public safety, as well as, lack of leadership to further the administration's energy priorities. This position is also critical to working with local, state, and federal agencies; park partners; and congressional delegations.	No
623	NPS	6/1/2017	Deputy Region FMO	GS-13	Flexible DS	not yet vacant	Yes	Becomes vacant this month; May 28, 2017. Fire Operations Chief for PWR - Responsible for Preparedness and Incident Response. This position provides oversight, guidance and leadership for all aspects of wildland fire response in the Pacific West Region. Program Areas managed by this position include: Firefighter Safety, Medical Standards, Training, Qualifications, Serious Accident Investigations and Support, Large Fire Reviews, NPS representation on 3 Wildland Fire Coordination Groups, Fleet and Facilities, Inter-agency Wildland Fire Agreements, Incident Staffing, and Wildland Fire Decision Support.	The mission impact of not filling the Deputy RFMO would result in unacceptable reductions in fireline safety, work force development and interagency cooperation.	No
624	NPS	6/1/2017	Region Fire Ecologist	GS-12	Flexible DS	>24 months	Yes	Provides oversight and leadership to the region science and monitoring program. This position provides science and ecology expertise to the adaptive management process as it specifically relates to fire and fuels treatments. The Region Fire Ecologist manages our fire effects monitoring program and conducts independent research that increases treatment effectiveness and aids in wildfire decision making.	Safe and effective implementation of fuels treatment and wildfire decisions. The mission impact of not filling the fire ecologist position will be a critical loss of science and management integration. Fire management planning will also be negatively effected. The future direction of fire in evolving ecosystems will be much less apparent and incident specific decision making and planned fuels will be threatened.	No
618	NPS	6/1/2017	Group Chief of Interpretation	GS-12	Gaffney, SC	6 months	Yes	Manages and supervises all aspects of interpretation and education programs across 4 units of the NPS.	Primary mission of educating visitors will go without supervision and leadership across 4 sites affecting over 750K visitors annually.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
598	NPS	6/1/2017	Superintendent	GS-0025-13	Gillett, AR	4 months	Yes	The Superintendent has full responsibility and oversight for the safety of visitors and employees as well as the security, accountability, and management of lands, funds, contracts, agreements, Congressional and community relationships, community partnerships, historic/natural resource protection, visitor experience/education, and facilities. The Superintendent is responsible for consulting with the Quapaw Tribe as they actively seek closer cooperation with the park. Close cooperation with other agencies is also required at a senior level; some of the resources the park was designated to protect actually sit on non-NPS land, requiring strong partnerships for resource protection and preservation.	Arkansas Post is very remote, and a lapse in this position creates risks for the agency in terms of visitor and employee health, life, and safety due to the lack of oversight. A lapse also poses major risks for the park and the agency in their ability to respond to Secretarial and Agency priorities; safety and security; accountability; Congressional, community, partner and tribal relations; and archeological resource protection. The Arkansas Post Superintendent is accountable for an operating budget of \$850K; 758 acres; visitor facilities, infrastructure, historic buildings, archeological remains, trails and exhibits enjoyed by over 34,405 visitors annually. The park's deferred maintenance of \$3.4M is large relative to its size and staff of 10 full-time employees.	No
641	NPS	6/1/2017	Business Management Analyst	12	Golden Gate / California	7 months	No	The position is responsible for concession and partnership development with the park's Business Management Division. Incumbent analyzes visitor needs, the local market, NPS mission and park strategic goals to identify and implement valuable business operations and partnerships in the park utilizing a full portfolio of authorities, such as concession contracts, leases, cooperative agreements and special use permits.	Impairs ability of the park to efficiently advance public-private partnerships that provide a diverse array of visitor programs and services, cure deferred maintenance, and generate non-appropriated revenue to fund NPS projects and certain operations.	No
642	NPS	6/1/2017	Chief of Cultural Resources	14	Golden Gate / California	12 months	Yes	Supervises and directs all CR staff. Oversees multiple programs including archaeology, Historic Preservation, Landscape Preservation, and Museum Management. Consults with Native American tribes and State Historic Preservation Officer.	Reduced ability to protect cultural resources and complete compliance processes. Collaborates with community including neighboring municipal governments.	No
458	NPS	5/15/2017	Director of Communications	14	Grand Canyon, AZ	1 month	Yes	Develops, implements, and evaluates communication strategies for complex and potentially controversial issues. Advises management on potential public interests and engagement levels. Determines and tracks emerging issues. Leads public information program. Plans, directs, and executes campaigns to convey complex information. Develops strategies and approaches to inform and educate employees, visitors, communities, elected officials, educational institutions, media, interest groups, and others. Represents NPS and Grand Canyon in numerous forums to federal, state, tribal and local governments; non-profits and stakeholders; international elected officials and delegations; dignitaries; media organizations; and others. Responsible for overall coordination and content of social media strategies.	This position is currently being prepared for classification and is the result of a carefully thought out organization needed to meet the demands of this high profile park. This position will allow Grand Canyon NP to be proactive rather than reactive to advance the mission of the NPS and to realize the NPS vision for park management, operations, and community engagement. With the high level of public, congressional, tribal, local government, and even international interest in this park; this position will provide the level of communication and engagement necessary to understand their interests in issues and topics important to them. This position will inform, educate, and coordinate information about Grand Canyon NP priorities, activities, issues, and programs to the local and national media, federal, tribal, state, regional, and local organizations. This position will prevent misinformation, misunderstanding, and a lack of information about Grand Canyon activities, priorities, and issues.	No
591	NPS	6/1/2017	Supervisory Information Technology Specialist	13	Grand Canyon, AZ	5 months	Yes	Supervises and directs information technology programs responsible for providing support and services to 500 park employees, and infrastructure improvements for an additional 2,000 park concessions and contract employees. Oversees contract responsibilities from multiple vendors to ensure communications for both emergency responses and day-to-day business operations. Provides support to the information technology needed to operate the water utility systems, fire and emergency dispatch functions, and cyber security and support.	Wifi services and access are nearly archaic in the park, currently slower than historic "dial up" modem speeds. The plan to develop and provide modern access for employees, business partners, and visitors would be halted. Computer acquisition and replacements needed to modernize technology and meet security standards would be slowed to virtually no updates.	No

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590	NPS	6/1/2017	Supervisory Park Ranger (Branch Chief for Interpretation)	12	Grand Canyon, AZ	6 months	Yes	Serves as the Branch Chief for Interpretation in within the Division for Interpretation and Resource Education. Oversees a complex interpretive operation consisting of the South Rim, North Rim Desert View and Inner Canyon operations with six million annual visitors. Rangers present 5,000 programs annually with over 500,000 program participants. Provides oversight for seven visitor centers/stations, and provides constant updates to publications available in eight languages.	Substantial reduction in visitor orientation services. Information dissemination would be slowed and mostly nonexistent in more remote locations of the park. Lack of supervision for the largest Branch within the division. Inability to plan and work with partner organizations. Delays to the implementation of a traffic and visitor use management plan.	No
570	NPS	6/1/2017	Biologist	12	Great Smoky Mountains NP	New Position	No	The incumbent provides highly specialized technical and operational assistance for protecting natural sounds and night skies in the Southeast Region. This includes: measuring ambient acoustic and night sky quality conditions, developing education materials to support interpretation and education needs, working with local FAA staff on air tours and other aviation related issues, support of park planning and mitigation, and the development and use of environmental engineering for remote sensing and data analysis.	This dedicated park-based regional position is necessary to provide technical assistance in regions where demand is highest. Without this field capacity, many requests for technical assistance will not be met, ultimately resulting in an inability to adequately protect these resources. This in turn could also have an impact on visitor use and fee revenue since we know from surveys that many people visit national parks specifically to get away from the clamor of everyday life and hear and enjoy the sounds of nature. Astronomy based evening programming is also fast becoming one of the most popular ranger led programs. Consequently, field capacity to recognize and understand regional trends and applying specialized solutions is extremely important to protection of natural sounds and night skies in parks. This is a park-based regional position, it would allow NPS to build field capacity while significantly reducing overall travel costs.  The incumbent will also advise parks on types of lighting and how to light areas to ensure visitor safety (while minimizing the impacts of the lighting to natural and cultural resources).	No
616	NPS	6/1/2017	Superintendent	GS-13	Greeneville, TN	3 months	Yes	The position is responsible for the partnership development, management, administration, interpretation, program development, operation, protection, and maintenance of the park. The position is responsible for setting priorities, allocating resources, setting standards, and otherwise maintaining an efficient operation. The position is also responsible for working with the local community, park partners, and congressional delegations.	Guidance and oversight of the park will be non-existent, other than what can be provided by the park's division chiefs with limited regional assistance. Resulting in minimal oversight of management, administration, law enforcement and public safety, as well as, lack of leadership to further the administration's energy priorities. This position is also critical to working with local, state, and federal agencies; park partners; and congressional delegations.	No
489	NPS	5/15/2017	Chief of Maintenance	13	Gulf Breeze, FL	6 months	Yes	The Chief of Maintenance is responsible for overall management of planning, design, and construction programs; maintenance of park roads, facilities and extensive infrastructures; park safety, hazmat, and public health programs, sustainability and development of environmentally compatible programs for rehabilitation, maintenance, and operation of all NPS facilities, and management of FMSS, PMIS and other operational systems.	This position manages the FL and MS maintenance districts and on-going projects. The program has been semi-managed by bringing in details causing critical impacts to the park's budget and travel ceiling. If this position is not filled the park's programs such as safety and public health (water and wastewater) will be impacted due to no oversight of these programs. Repair/Rehab, cyclic, and deferred maintenance for FLREA projects will be stunted for lack of planning and oversight.	No
617	NPS	6/1/2017	Chief of Science & Resources Management	GS-12/13	Gulf Breeze, FL	2 months	Yes	As the chief, responsible for all matters related to the preservation and enhancement of the natural and cultural resources of the park including park planning, environmental review and compliance, historic preservation, wilderness management, inventorying and monitoring of national biological activities, vegetation management, aquatic/fisheries management, erosion abatement and earth sciences. IPM and air quality monitoring and providing technical staff support to partners.	The oversight of resource management programs will be impacted by the lack of leadership to the field in monitoring birds, turtles, erosion, and historic preservation. Supervision of field staff is critical in order for these biological activities to be successful.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
514	NPS	5/15/2017	Program Manager/ Director	15	Harpers Ferry, WV	9 months		The Director of the Harpers Ferry Center manages a staff of professional, administrative, technical and clerical employees responsible for general management and special studies projects assigned to the Center and for planning and implementation of policy relating to support of education programs at National Parks throughout the country	All 417 park sites depend on Harper's Ferry Center for media design and product development. ALL park brochures, many orientation signs, interpretive exhibits, interpretive planning, and more are developed at HFC for field units, most of whom do not have design capacity and expertise in-house. Leadership of the Center is critical to its success in delivering these products to the field in a cost-effective, efficient, and successful way. Harpers Ferry Center (HFC) develops and produces a wide array of media products in support of the mission on the National Park Service. In this day of tightened budget and reduced staff, parks depend upon HFC's technical expertise and contract oversight to ensure media throughout the Service is as informative, of high-quality and appropriate to the variety of visitors they receive yearly.  In FY2016 HFC prepared 373 cost estimates at a value of \$87,177,008; processed and tracked 320 Direct Charge Authorizations for over 742 park accounts; and \$3.5M of salary was paid for by park project dollars.	No
596	NPS	6/1/2017	Administrative Officer (Business/Finance Manager)	GS- 0341-13	Harrison, AR	4 months	Yes	As the park's Business/Finance Manager accountable for over \$5.9M in federal funding, the Administrative Officer (AO) is responsible for coordinating and overseeing a multi-faceted program that includes financial management, procurement, property, human resources, information security, accountability, internal controls, and concessions. The AO manages the base budget, project accounts, fee revenue, and concessions revenue to stay within authorized limits and meet the requirements of various funding sources. The position is responsible for leading lower-graded administrative staff to provide front-line services to employees, including hiring, onboarding, payroll, travel, and other support functions. The AO facilitates the hiring of staff and procurement of resources necessary to meet public safety needs.	Without a Business/Finance Manager, the park's ability to efficiently manage its budget, provide timely support services to 60 employees, and uphold accountability controls would be significantly diminished. The AO directs the formulation and execution of the park's \$5.9M base budget, which is necessary to run basic park operations. The position ensures that controls are in place to prevent fraud, waste and abuse. The oversight and level of accountability required to provide or direct these services cannot be delegated to a lower-level employee without substantial risk to the integrity of the programs.	No
515	NPS	5/15/2017	IT Specialist	12/13	Herndon, VA	<1 month		The incumbent serves as a senior programmer/analyst for new development and maintenance of the Administrative Financial System (AFS) application. This position is also responsible for the full software development life-cycle and accuracy of AFS queries and reports; which are used by all levels of the NPS organization for decision-making in the areas of budget planning and formulation, financial tracking, and reporting. Review system designs from an IT security standpoint and propose well-documented solutions and implement changes as required.	This position is for a senior technical application/web developer that can provide security and programming for the Administrative Financial System (AFS). AFS is a web-based system for budget planning and formulation as well as financial tracking and reporting and is used in more than 500 parks/offices in the National Park Service. Not having this position filled will severely impact our ability to program changes in AFS. With limited budgets and hiring constraints, it is even more important now for the parks to track their budgets in AFS and to do their forecasting for future years. This position is critical to the continuity of the AFS team to be able to provide support and services to our users. Without this position, we will be unable to address security upgrades timely therefore becoming more vulnerable to potential threats. We also will not be able to act quickly when programming changes are need due to changing business or budget requirements. Lastly, the position will ensure that we avoid any single point of failure and allow us to maintain system stability.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
490	NPS	5/15/2017	Biologist (Invasive Species)	12	Homestead, FL	4 months	No	Serves as invasive and exotic animal species coordinator for areas within the footprint of the Comprehensive Everglades Restoration Project. Is responsible for issues related to the impacts of invasive animal species to threatened and endangered species and other native species and communities. Serves as an advisor and technical authority on policy, management, and resource implications for actions associated with the detection and control of exotic and invasive species.	The national parks of Southern Florida will be unable to sustain cooperative regional invasive species management strategies in place with other Federal and State agencies and non-governmental organizations. Actions to control the introduction and eradication of invasive species will be hampered and compliance with NEPA and other regulatory laws and policies could falter.	No
604	NPS	6/1/2017	Administrative Officer (Business/Finance Manager)	GS-0341-12	Hot Springs, AR	5 months	Yes	As the park's Business/Finance Manager accountable for over \$4.5M in federal funding, the Administrative Officer (AO) is responsible for coordinating and overseeing a multi-faceted program that includes financial management, procurement, property, human resources, information security, accountability, and internal controls. The AO manages the park's \$4.5M budget and project accounts to stay within appropriated limits and meet the requirements of various funding sources. The position is responsible for leading lower-graded administrative staff to provide front-line services to employees, including hiring, onboarding, payroll, travel, and other support functions. The AO facilitates the hiring of staff and procurement of resources necessary to meet public safety needs.	Without a Business/Finance Manager, the park's ability to efficiently manage federal funds, provide timely support services to 50+ employees, and uphold accountability controls would be significantly diminished. The AO directs the formulation and execution of the park's \$4.5M base budget, which is necessary to run basic park operations. The position ensures that controls are in place to prevent fraud, waste and abuse. The oversight and level of accountability required to provide or direct these services cannot be delegated to a lower-level employee without substantial risk to the integrity of the programs.	No
608	NPS	6/1/2017	IT Specialist (Network/Systems Administrator)	GS-2210-12	Hot Springs, SD	not yet vacant	No	This position manages and supports life and safety systems (dispatch operations, IP connected building automation systems, digital security systems), telecommunications systems, and structural cabling plants. These systems are designed to ensure visitor and employee safety on internet connected computer systems. These modern systems require specialized skills that are uncommon to park-based support staff. Disruptions at sites could result in fatalities or impact the reputation of the National Park Service. This position, located within a park-based operation, will provide direct support to 16 parks and support life and safety systems equipment.	This position is critical to ensuring the continued reliability of highly specialized life and safety systems in parks, digital security systems, and the implementation of other modern systems that enhance employee productivity. Previous physical and cyber security incidents, threats and vulnerabilities dictate the need to protect our computer networks and equipment as well as modernize systems to provide visitor protection. A number of identified shortcomings in parks continue to impact IT infrastructure investments, effective cyber security, and employee productivity. Park staff do not have the knowledge or expertise to implement technology including body camera software, video cameras or other technology. New technologies requested by our workforce and program areas also require technology professionals to ensure the tools are procured, deployed and maintained in accordance with agency guidelines and industry best practices.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
603	NPS	6/1/2017	Administrative Officer (Business/Finance Manager)	GS-0341-13	Houghton, MI	not yet vacant (June 24, 2017)	Yes	As the park's Business/Finance Manager accountable for over \$6.4M in federal funding, the Administrative Officer (AO) is responsible for coordinating and overseeing a multi-faceted program that includes financial management, procurement, property, human resources, information security, accountability, and internal controls for two parks. The AO manages Isle Royale's \$4.6M and Keweenaw's \$1.8M base budgets. The position is responsible for leading lower-graded administrative staff to provide front-line services to a combined 50 permanent and 55 seasonal park employees, including hiring, onboarding, payroll, travel, and other support functions. The AO facilitates the hiring of staff and procurement of resources necessary to meet public safety needs. The AO has a number of critical collateral duties, including Assistant Superintendent, budget analyst, and manager of the tribal self-governance agreement with the Grand Portage Band.	Without the Business/Finance Manager, the two parks' abilities to effectively manage federal funds, provide timely support services to all staff, and uphold accountability controls would be significantly diminished. The AO directs the budget formulation and execution, which is necessary to run basic park operations. The position ensures that controls are in place to prevent fraud, waste, and abuse. The oversight and level of accountability required to provide or direct these services cannot be delegated to a lower-level employee without substantial risk to the integrity of the programs. Isle Royale has a very small administrative staff, and Keweenaw has no administrative staff, so critical functions for both parks rely heavily on this position.	No
571	NPS	6/1/2017	Biologist	12	Lake Mead NRA	New Position	No	The incumbent provides highly specialized technical and operational assistance for protecting natural sounds and night skies in the Intermountain Region. This includes: measuring ambient acoustic and night sky quality conditions, developing education materials to support interpretation and education needs, working with local FAA staff on air tours and other aviation related issues, support of park planning and mitigation, and the development and use of environmental engineering for remote sensing and data analysis.	This dedicated park-based regional position is necessary to provide technical assistance in regions where demand is highest. Without this field capacity, many requests for technical assistance will not be met, ultimately resulting in an inability to adequately protect these resources. This in turn could also have an impact on visitor use and fee revenue since we know from surveys that many people visit national parks specifically to get away from the clamor of everyday life and hear and enjoy the sounds of nature. Astronomy based evening programming is also fast becoming one of the most popular ranger led programs. Consequently, field capacity to recognize and understand regional trends and applying specialized solutions is extremely important to protection of natural sounds and night skies in parks.  This is a park-based regional position, it would allow NPS to build field capacity while significantly reducing overall travel costs.  The incumbent will also advise parks on types of lighting and how to light areas to ensure visitor safety (while minimizing the impacts of the lighting to natural and cultural resources).	No
630	NPS	6/1/2017	Supervisory Human Resources Specialist	GS-13	Lake Mead NRA / Nevada	6 months	Yes	This position directs daily HR office operations and provides program direction and oversight for an HR staff engaged in the planning, development and execution of a human resources management program serving NPS sites engaged in mission-oriented activities.	Failure to fill this position puts all of the responsibilities for leading the HR office on the Acting personnel who continue to carry the workload of their current position. Given that this is a highly technical position, we lose efficiencies and put ourselves in jeopardy of not following law, rule and regulation. There are currently 3 vacant Supervisory HR Specialist positions in PWR. Not filling these positions will impair our operations as multiple individuals are currently covering the various duties required for oversight of HR operations. This also interferes with our ability to effectively execute the regional HR program and reach a more efficient and cost-effective target organization.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
509	NPS	5/15/2017	Architect	12	Lakewood, CO	5 months		The position provides shared services for parks across Colorado, New Mexico, Utah, Montana and Wyoming. The position is non-supervisory and provides field-facing architectural design services so that deferred maintenance projects can be accomplished on time and in budget without having redundant positions at all the various field units. The position does a mix of direct in-house design services for smaller projects as well as establishes contracts with private sector architecture firms to complete larger projects. In their role as a project manager/design architect the position is assigned a substantial workload, presently consisting of 23 projects at 13 parks valued at around \$3M-5M per year, a mix of Repair Rehab, Housing, Fee and Cyclic projects.	This position is essential to executing deferred maintenance reduction initiatives across 5 states. The position works directly with field units (parks) facility managers and maintenance workers to provide them design/architect services either by completing the design themselves or creating scopes of work for private sector architecture contracts. Once the design services are completed by this position, the park facility managers can work with construction contractors to complete deferred maintenance projects on the ground. By having this shared position in Denver, there is an efficiency gained by not having individual architects at each park unit. Without this position, less deferred maintenance projects will be completed.	No
512	NPS	5/15/2017	Government Information Specialist	12	Lakewood, CO	<1 month		The incumbent manages the collection, review and distribution of relevant agency information and records as requested by the public as part of the Freedom of Information Act process. Also, reviews extremely complex Freedom of Information Act (FOIA) requests based on specialized training; performs extensive information searches and legal reviews and develops comprehensive FOIA responses; and provides information to the Department's FOIA Officer, and the Solicitor's Office, including the Department's FOIA Appeals Officer, upon request.  Prepares final response letters and related correspondence, e.g. acknowledgement letters, time extension letters and requests for clarification; adapts standard language to fit particular responses; briefs management on controversial/sensitive requests; and coordinates with other bureaus and offices where appropriate to ensure consistency in document releasability and responses, including consistency in fee waiver determinations.	The Intermountain Region has a statutory responsibility (43 CFR 2.3) to process Freedom of Information (FOIA) Requests within twenty (20) days of receipt of those requests. The region processes more than 200 FOIA requests every year and the number of FOIA requests has increased substantially over the past several years. Filling this position is necessary in order to meet this legal responsibility and to respond to requests from the public and the media.  Filling this full-time position provides direct technical help to parks, provides substantial help to parks in processing FOIA requests, and ensures compliance with federal FOIA and Privacy Act laws.	No
675	NPS	6/1/2017	Park Ranger	11	Lakewood, CO	3 months		This position supports the Division of Visitor and Resource Protection both the the Regional Office and at Parks throughout the Region by serving as a point of contact and subject matter expert for programs such as Special Park Uses, Major Search and Rescue reporting, Uniforms, and the Send Word Now notification system.	This position serves as the primary contact for parks to assist with Special Park Uses, Major Search and Rescue (SAR) reporting and Uniforms. The impact of not filling this position would be delays or reduction of services in responding to parks with information and guidance on Special Park Uses which could lead to lack of consistency and increased liability for parks. It could lead to delays and less oversight of Major SAR reporting (the Intermountain Region averages about 335 Major SAR events annually.) It could lead to a reduction of support and communication for the Uniform Program for parks throughout the Region, and the responsibility for managing systems and allowances may have to be transferred to another entity. The on-the-ground impact to mission delivery would be a reduction in operational, systems and policy support to the field for these critical areas.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
510	NPS	5/15/2017	Safety and Occupational Health Manager	13	Lakewood, CO	8 months		Occupational Safety and Health Manager for IMR, also responsible for radiation safety and explosive safety	The Regional Office of Risk Management provides 85 parks with information and expertise that is directly tied to improving employee and visitor safety. The incumbent makes site visits to parks to provide training, assistance and incident response. Without this position, this critical technical assistance to parks will be significantly reduced. Additionally, the Office of Risk Management has gaps in the critical skillsets of explosives safety and radiation safety. Without the position, these gaps will remain. Filling the position will greatly improve the Office of Risk Management's ability to provide on-site assistance to parks. More requests for technical assistance, on site reviews, participation on accident review /investigation teams, and incident management teams will be fulfilled. Initiatives to improve the safety culture of parks will be launched.	No
513	NPS	5/15/2017	Wildlife Biologist	12	Lakewood, CO	4 months		Regional Wildlife Biologist responsible for providing direct support to 85 park units on wildlife policy and management, wildlife-human conflicts, and compliance. Works with other Federal agencies, State fish and game departments, and other partners on cooperative conservation projects and wildlife management issues facing parks and others. This position provides specialized expertise serving as the regional point of contact for compliance with the Endangered Species Act and other wildlife protection laws (such as the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act, and other laws and NPS policy), including technical review of National Environmental Policy Act compliance documents.	The ability of the regional office to assist parks who lack wildlife management expertise and respond to emerging issues would be severely limited. Most parks in the Intermountain Region do not have a wildlife professional on staff; therefore, this position routinely serves as their technical advisor and extended staff. This is a very efficient arrangement whereby one staff person can provide wildlife biology expertise to multiple parks throughout the region. Filling this position would support on-the-ground park resource management activities by helping parks: fulfill their mission responsibilities related to wildlife management; develop the most effective and efficient approaches to wildlife management; improve efficiency by facilitating collaboration among parks and between parks and other federal and state agencies; ensure park actions are consistent with wildlife management related laws and policies; and protect the public and wildlife by minimizing human-wildlife conflicts.	No
481	NPS	5/15/2017	Park Manager (Superintendent)	13	Las Vegas, NV	4 months	Yes	Tule Springs Fossil Beds National Monument Superintendent provides leadership, policy, planning and program oversight for paleontological, natural, budget and human resources. The position oversees public safety and works with the monument's Advisory Council	The monument is two and half years old and has had only one permanent Superintendent. At present there has been two Acting Superintendents who have been working with the communities, volunteers and the Advisory Council. Without the presence of a Superintendent the fossils that are exposed will be in jeopardy of potential theft and or vandalism. There are two term employees whose funding will be ending this December so there would be no Park Service presence or leadership for this park unity.	No
452	NPS	5/15/2017	Administrative Officer	12	Los Alamos, NM	9 months	Yes	The Administrative Officer position for Bandelier National Monument manages the complex and complicated administrative and business operations of the park. This position is the principal advisor and management consultant to the Superintendent and Park Management Team. The position is responsible for, directs, and supervises work that is primarily administrative but which cuts across many different occupations and administrative management arenas, including budget formulation and execution, financial management, human resources management, acquisition and property management, concessions and commercial services, information technology, and a variety of other areas.	Not filling this position would result in a lack of qualified leadership and supervision for the park's administrative team. Decisions and planning by the Park Management Team would not have the necessary representation for contacting, human resources, and budget. Internal controls and monitoring would not be accomplished without this position. There would not be a trained staff member to manage the park's concessions. There is no other position within the existing park staff that can represent and fulfill the duties of the park's Administrative Officer.	No



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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
554	NPS	6/1/2017	Chief of Interpretation & Education	13	Lowell, MA	2 months	yes	The Chief of Interpretation & Education plays a critical role in fostering collaborative teamwork and coordination among divisions, staff, partners and the community to develop and implement the park's interpretation, education, and community engagement strategy. The presentation of Lowell's history and heritage is implemented through a talented and dedicated park staff, partners, and community and involves research; documentation; education, interpretive and youth programming; community co-creation and engagement; living history and performance, exhibitions, publications, and social media. The Interpretation & Education Division(s) includes an operation responsible for interpreting the historic structures and stories of the Industrial Revolution and its legacies in Lowell, MA, serving as a catalyst for revitalization of the city's economic environment and promoting cultural heritage and community programming. The Division operates a museum thematically connected to the 19th and 20th century textile industry, labor, immigration, ethnicity, environmental history, and community building; a visitor center housing a theater, visitor information and exhibits; the Tsongas Industrial History Center (the education center operated through a partnership with the University of Massachusetts Lowell Graduate School of Education); galleries for changing exhibits; indoor and outdoor spaces for programming; boat tours; and community outreach and engagement.	Without this position, the park's interpretation and education division lacks overall management and direction as provided through this position's direct supervision of two interpretation supervisors, one education supervisors, and one volunteer and youth program manager and the indirect supervision of 12 GS/9 park rangers and GS-05 park guides, and 50+ seasonal park rangers, guides, and boat operators. In addition, this position is critical as the park embarks on a community engagement strategic plan, which will align the park's resources within the cultural resource, education, and interpretation branches to maximize park's efforts in fulfilling interpreting and educating park visitors about industrialization in Lowell, promoting the city's cultural heritage and engaging the community in programming.	No
556	NPS	6/1/2017	Administrative Officer	13	Luray, VA	4 months	Yes	This position provides leadership and comprehensive program management to Shenandoah National Park and Cedar Creek and Belle Grove National Historical Park. This includes budget and financial management to support a large and complex budget with formulation and execution of programs generally in excess of \$20 million annually; human resources management to include employee and labor relations and equal employment opportunity; contracting and agreements; property; policy development and oversight; training and development; information technology; government furnished housing; and management accountability systems. Incumbent serves as a member of the park's management team and is the principal advisor and management consultant providing strategic leadership to the Superintendent, Deputy Superintendent and division chiefs on all administrative matters.	This position plays a vital role in ensuring that the park remains in compliance with NPS HR/Ethics/Finance/IT policies and provides valuable guidance to the park's leadership team. Without this position the park would not be able to effectively meet the human resources and financial policies set forth by the NPS. These two disciplines are part of the core that ensures that park's can meet the demands of resources protection and positive visitor experience.	No
557	NPS	6/1/2017	Park Manager (Deputy Superintendent)	14	Luray, VA	4 months	Yes	The Deputy Superintendent supervises the day-to-day operational authority over professional, technical, and all other staff assigned to the park's five divisions: law enforcement, interpretation, resource management, safety and administration. Also directs partnerships, external programs and affairs as related directly to the park. The incumbent shares, with the Superintendent, responsibilities for overall planning, development, and public relations. Incumbent serves as Acting Superintendent in the absence of the Superintendent, with full authority to act during the Superintendent's absence.	Inadequate oversight of the park's operations and supervision of park management team, lack of reviews for work adequacy in meeting program objectives with overall policies, extensive and unreasonable span of control responsibilities placed on the park Superintendent, negative impacts to the performance capacity and extent of duties of the park superintendent, negative impacts to public outreach activities by the park's Superintendent.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
461	NPS	5/15/2017	Resource Program Administrator - Interdisciplinary	13	Mammoth Hot Springs, WY	6 months	Yes	This is the Deputy Chief of the Yellowstone Center for Resources (Resource Management Division) for Yellowstone National Park. This position provides leadership and direction to the Center for Resources and directly supervises program managers for six programs within the Center for Resources and oversees 20 FTE employees as well as management of division's safety office. Fully shares direction of all aspects of Center for Resources programs and work, with responsibilities and authority of the Chief of the Center, as delegated.	This position is critical to the success of the resource management division in Yellowstone. This work unit is the largest, most diverse and complex resource management program in the National Park Service system and employs 52 full time equivalent employees and 48 additional seasonal employees, for a total about 100 staff. The annual budget is in excess of \$10M for operations and research. This position will assist the Division Chief with management of staff, programs, budget, and safety by providing direct oversight and guidance to 6 programs in the division, serve as the Safety Manager, and second in command to the Chief. Without the Deputy Chief position filled, the Center for Resources will not have sufficient capacity to support integral resource management functions and operations to protect the park's significant natural and cultural resources. This position also directly affects the ability for the park to provide support to staff and enforce adequate supervisory span of control and ensure a safe and effective work environment. NOTE: This new position was competed through a Merit Promotion announcement in December 2016, with a subsequent certificate of eligible candidates issued, and an offer of employment extended to an applicant on January 19, 2017. The selected applicant accepted the offer letter but the entrance on duty date was established after February 22, 2017.	No
484	NPS	5/15/2017	Contract Specialist	11/12	Mariposa, CA	12-18 months	No	This position performs acquisition duties throughout the contract lifecycle (preaward, contract administration, and contract closeout). This position performs acquisitions for all commodity types, including supplies, services, construction, and interagency acquisitions. The incumbent may also serve as a Contracting Officer, subject to appointment in accordance with DOI and NPS policy. This position also serves as a mentor to less-senior contracting staff, by reviewing work and approving work products, as delegated by the Supervisory Contract Specialist.	This position was previously advertised, and multiple offers made; selectees declined offers prior to entering on duty. Workload that would have been assigned to this position will be reassigned to other Contract Specialists within the Pacific West Region. Additionally, workload is redirected to supervisory and senior Contract Specialists, limiting their time to supervise subordinate employees and perform other complex acquisitions. Additionally, increased preaward workload limits the amount of time that can be dedicated towards contract administration, thereby limiting the government's ability to monitor contractors to ensure contract performance is of acceptable quality, and in accordance with the terms and conditions of the contract.	No
483	NPS	5/15/2017	Supervisory Contract Specialist	12/13	Mariposa, CA	12-18 months	Yes	This position serves as a supervisor to up to three subordinate contract specialists duty stationed at Yosemite NP. This position also serves as the primary contact for Yosemite NP management, and as an advisor/subject matter expert to other Yosemite NP staff, as needed. This position also performs acquisition duties throughout the contract lifecycle (preaward, contract administration, and contract closeout) for supplies, services, construction, and interagency acquisitions. The incumbent may also serve as a Contracting Officer, subject to appointment in accordance with DOI and NPS policy. As a Contracting Officer, this position reviews and approves subordinates' work to ensure compliance with applicable laws, regulations, and policies.	This position has been advertised twice since vacated, with offers made both times; in each case, the selectee has withdrawn before entering on duty. In the vacancy, supervisory responsibilities for subordinate contracting staff have been reassigned to supervisory staff within the Pacific West Regional Office, limiting the time of that individual to supervise other staff, as well as manage existing contracting workload. If not filled, contracting staff at the park will not have a dedicated onsite supervisor or mentor, which limits their ability to receive mentorship and review of work products from senior contracting staff.	No

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567	NPS	6/1/2017	Program Analyst	13	Nationwide - Fulltime telework with management approval	4 months	No	Serves as a subject matter expert within the NPS Financial and Business Management System (FBMS) program office, which supports over 3,000 NPS users service-wide. Responsible for responding to tier 2 helpdesk requests, developing, modifying, and presenting end-user training, and developing user reference materials and business process documentation within the areas of Energy (Utilities), Reporting, Space Leasing, Fleet and Personal Property. Serves as NPS FBMS Reporting Lead, critical back-up for the NPS Property Manager for Space Leasing entries into FBMS, and represents the NPS on DOI-wide FBMS groups.	This position became vacant a few weeks prior to the hiring freeze. Mission impacts include, but are not limited to: (1) no longer having an NPS FBMS reporting lead, potentially putting NPS at risk for not addressing required reporting initiatives; (2) not having any back-up for space lease duties, which puts NPS at risk of non-payment and/or interest charges if lease payments are delayed; (3) potential risk for not complying with energy (utility) reporting requirements, as staff from the acquisitions team are currently attempting to also cover energy (utilities) duties; (4) direct Park level impact for Park FBMS users who will have less assistance and training available and therefore may spend increased time completing duties in FBMS. FBMS duties are ancillary for many of these Park level personnel, therefore increased time spent completing FBMS duties can directly result in less time available for other on-the-ground Mission duties.	No
498	NPS	5/15/2017	Contract Specialist	12	New York, NY	7 months	No	Support the NER in contracting actions	We have had numerous vacancies in the contracting area. With the Chief position not being filled timely, we were behind in filling these vacancies. The WASO contracting office has helped us analyze our needs and get back on track. As we rapidly approach the fiscal year end, we are desperate to fill these positions so that we can support the parks in their contracting needs. This will effect the mission of the parks and the region. We will not be able to get our projects including constuction and infrastrucure contracted. In addition, the mission of the parks will be affected by not supporting some of the day to day activities and safety concerns. This position is deemed as a mission critical position by OPM.	No
500	NPS	5/15/2017	Contract Specialist	13	New York, NY	new position	No	Support the STL in contracting actions.	This position is geared towards the icon Statue of Liberty, where there a large key contracts that are procured and administered including the guard contract at the statue. We will not be able to get our projects including constuction and infrastrucure contracted. In addition, the mission of the parks will be affected by not supporting some of the day to day activities and safety concerns.	No
607	NPS	6/1/2017	Human Resources Officer	GS-0201-14	Omaha, NE	5 months	Yes	This position is part of a restructuring of regional office programs that will result in the reduction of one senior-level position. This position manages and oversees the Midwest Region human resources organization and is accountable for: providing strategic, advisory, and operational services to more than 90 park sites and organizations located within 13 states; developing workable strategies for addressing the needs of park customers in an efficient and timely matter, managing and carrying out short- and long-term plans to ensure HR operations continue without disruption; developing strategies for accomplishing various human resources tasks across three geographic zones; and realigning resources to address unanticipated events or changes. This position is responsible for direct supervision of the region's employee relations specialists and plays a critical leadership role in addressing workforce issues.	Filling this position allows the region to operate more efficiently and eliminate one senior-level position through restructuring. Without this position, hiring and other personnel action within the region would be significantly delayed and major inefficiencies would develop, resulting in delayed hiring times that create serious operational problems at the park level. A lapse would compromise the region's ability to manage human resources effectively, strategically, and toward the most mission-critical needs including healthy, life, and safety. This position is responsible for the strategic oversight of three geographic zones; ensures consistency in processes; manages workflow for highest efficiency; and provides communication at many levels. This is the highest-level position in the region's HR program and is accountable for the overall HR operation. On a daily basis, this position is relied upon for direction and guidance to staff.	No

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629	NPS	6/1/2017	Park Manager (Superintendent)	GS-13	PARA / Utah	1 week	Yes	Principal authority to carryout overall program management for Parashant National Monument (PARA). The Superintendent plans, organizes, directs, controls and evaluates the operation and development at the park, and assumes all responsibility, authority and supervision for service programs.	Critical for the overall oversight and management of Parashant, a Service First Monument, which protects a variety of biological, geological, cultural and paleontological resources. The Superintendent plays a crucial role in maintaining relationships with tribal elders and the Southern Paiute youth through various youth related outreach programs.	No
555	NPS	6/1/2017	Park Manager (Deputy Superintendent)	14	Philadelphia, PA	4 months	Yes	The Deputy Superintendent supervises the day-to-day operational authority over professional, technical, and all other staff assigned to the park's six divisions: law enforcement, maintenance, interpretation, resource management, safety and administration. Also directs partnerships, external programs and affairs as related directly to the park. The incumbent shares, with the Superintendent, responsibilities for overall planning, development, and public relations. Incumbent serves as Acting Superintendent in the absence of the Superintendent, with full authority to act during the Superintendent's absence.	If this position is unfilled it will result in inadequate oversight of the park's operations and the supervision of park management team, including the safety program. The park would lack day-to-day leadership in meeting park and program objectives concurrent with NPS policies, due to extensive and unreasonable span of control responsibilities placed on the park Superintendent. As a result, there would be negative impacts to the performance capacity and extent of duties of the park superintendent, and adverse effects on public outreach and community relations efforts by the park's Superintendent.	No
564	NPS	6/1/2017	Program Manager	15	Philadelphia, PA	2 months	Yes	Position serves as Associate Regional Director (ARD) for Natural and Cultural Resources in the NPS Northeast Region. The ARD directly or indirectly supervises well over 120 employees dispersed across 13 states that provide technical support for national park units and legislatively-authorized community support programs such as the National Register of Historic Places. The ARD is the principal advisor to the Regional Director and more than 80 park superintendents on complex, and often controversial, issues where long term decisions need to be made in the public interest, balancing the public's right to access their national park lands with the need to conserve park resources for future generations as directed by Congressional intent. This position also provides consistent direction to NPS staff interfacing with private sector energy companies, and often will serve as the high-level NPS liaison with those companies, so NPS can be a cooperative partner with the energy sector. An important component of the job is to develop and foster private-public cooperative conservation partnerships involving stakeholders and park users, for the purpose of sharing responsibility with communities and others interested in contributing to the mission of the agency.	Leaving this position unfilled leaves the NPS without strategic direction and oversight of natural and cultural resource management programs and a deficit in wisely implementing the Secretary of the Interior's standards for historic preservation. Without a single, senior, program leader and advisor to the Regional Director and Superintendents, there is a higher likelihood of a haphazard approach to balancing conservation and recreation/access in almost 20% of the nation's national park units and a large percentage of the nation's official private-public partnerships with the NPS. Inconsistent decisions are more likely to be made by Superintendents lacking the knowledge of current agency policy and direction, and there would be less coordination and oversight of complex, politically sensitive decisions being made by well-intended managers acting on their own. There would be no single voice with energy companies in the Region, which could result in confusion and excessive delays on agency reviews of energy proposals that affect national park units from Virginia to Maine.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
552	NPS	6/1/2017	Recreation Fee Program Specialist	12	Philadelphia, PA	4 months	No	The Specialist will provide guidance to parks to ensure submission of compelling, competitive Recreation Fee projects that meet program policy and PMIS data entry business practices. Review, analyze, edit and approve PMIS projects with funding components targeted to one of the Fee fund sources, track project accomplishment and approve project change requests. Assures that all projects are identified and tracked according to FLREA policy. Annually review and analyze the RFCP submitted by each Fee collecting park to verify that the park is addressing Service wide goals, strategically planning their fee program obligations consistent with the park's projected allocations during the current SCC 5-year Plan to meet its mandated maximum 35% unobligated carryover target and 55% deferred maintenance (DM) requirement annually. Conduct REA program project expenditure reviews, audits and site visits annually to verify project status, fiscal compliance with policy and approved project costs and budgets, to track progress, and to evaluate the efficiency and effectiveness of each park's Fee program in achieving tangible visitor benefits.	In August 2016, a new Recreation Fee Expenditure Policy was finalized that increases oversight of expenditures ensuring 55% of all fee dollars are spent on deferred maintenance projects that directly benefit the visitor. This new policy increases the duties and responsibilities at both regional level.  The Recreation Fee Program is a large, highly complex and evolving program that collects non-appropriated revenue that is used to benefit park visitors primarily by funding projects that rehabilitate deferred maintenance needs, construct and expanded new facilities, and provide new programs and services.  Failure to fill this position will limit the programs ability to assure program integrity, by not providing management and oversight of rec fee project expenditures, including execution of project requests, approvals and formulation. The position will support parks, reduce waste fraud and abuse, while improving efficiency and accountability regionally and servicewide.	No
563	NPS	6/1/2017	Superintendent	13	Philadelphia, PA	6 Months	Yes	The Superintendent Position leads management efforts to promote, interpret and preserve the 700-mile long Washington-Rochambeau National Historic Trail. The trail's mission is to interpret and commemorate the American Revolution's Yorktown campaign. The trail passes through nine states, dozens of Congressional Districts, and the District of Columbia. The position manages operations budgets, large cultural resource inventories, a foundation document, a strategic management plan, a Long range Interpretive Plan development project, and trail-based research and education projects. The position manages operations through assigned staff and through partnerships with Veterans, Historic Preservation, and American Revolution-Interest Not-for-profit organizations, and state and local governments, and other National Parks. The Superintendent manages an array of agreements and contracts that support trail operations. The Superintendent position plans interpretive displays, exhibits, website development, GPO contracts and educational programs through NPS staff, Veterans, volunteers, and contractors. The position develops and delivers educational programs for applied lesson plans for school districts on or adjacent to the trail route.	If the Superintendent position were not filled the trail's mission would not get executed, and the goals of the enabling legislation could not be met. There is no other entity, program or collection of parks that could provide substitute leadership or management for a trail that covers 700 miles through many states and Congressional districts. Partner organizations, local and state governments and Veterans organizations would not have a leader organized to provide trail management coordination, and there wouldn't be a way to ensure a consistent trail product the length of the trail. Ongoing contracts and Financial Agreements for trail-related projects would not be managed. Local governments would not be able to coordinate their efforts with NPS to protect and enhance their trail-related historic sites.	No
559	NPS	6/1/2017	Supervisory Project M	GS-13	Philadelphia, PA	8 months	Yes	Supervises 4 project managers (two GS-12, two GS-9) who develop and manage capital improvement projects that address deferred maintenance of the park's historic structures. Reviews and approves contract documents, plans, and specifications for all park facilities projects: 12 approved for FY18, valued at \$1.65M; 13 in FY19, valued at \$7.71M. Manages construction funds in coordination with regional program managers.	Lack of experienced direction to guide engineering staff during design reviews, contract surveillance, contractor performance evaluation, and construction contract issue resolution. Lack of a subject matter expert to certify Section 106, National Historic Preservation Act compliance for historic facilities projects.	No

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633	NPS	6/1/2017	Human Resources Specialist	GS-12	REDW / California	1 week	TBD	Serves as senior level Human Resources Specialist performing the full range of tasks in assigned program functions. Provides cross-functional advisory services to managers regarding recruitment, staffing, classification and position management strategies, performance management, compensation, employee relations, and/or labor relations. Analyzes difficult personnel issues and recommends options regarding application of program flexibilities to specific organizational problems and operations.	This position is crucial in maintaining the already reduced staffing resource in the PWR SHRO. Not approving this position minimizes the expertise and resources even further in what is available to PWR hiring officials when conducting workforce planning and hiring positions.	No
453	NPS	5/15/2017	Park Ranger - Site Manager, Hanford	12	Richland, WA	2 months	Yes	This position serves as a site manager for a new park, Manhattan Project National Historical Park, which was established in November 2015 as a result of legislation enacted in December 2014. The park is located in three states: New Mexico, Tennessee, and Washington. This position serves as the National Park Service Site Manager for the Hanford location in Washington State. The only other permanent park employee is the Superintendent who started in the position in October 2016 and is located in Lakewood, CO. No additional permanent GS-12 and above positions are currently scheduled to be hired at the park.	The park will not be able to initiate NPS visitor operations at the Hanford location, which include public tours and education programs for school groups. The local communities have high expectations for this position and take great pride in the park after working with their congressional representatives for many years to get the park designated. As such, many community members and congressional staffers routinely inquire about the status of this position as they believe the park plays a key role in creating tourism-based economic benefits for the region and that staffing this position is an important first step in achieving those benefits.	No
643	NPS	6/1/2017	Chief, Cultural Resources	GS-12/13	San Francisco California	1 week	Yes	Chief of cultural resources and museum management; oversees NHPA Section 106 compliance.	Lack of supervisory oversight, or increased span-of-control for other supervisory staff. Diminished/compromised Section 106 compliance for NHL structures and other significant cultural resources. Compromised oversight of the largest artifact collection in the NPS.	No
476	NPS	5/15/2017	Contract Specialist	11/12	San Francisco, CA	9 months	No	This position performs acquisition duties throughout the contract lifecycle (preaward, contract administration, and contract closeout). While the incumbent performs acquisitions for all commodity types (including supplies, services, and construction), this position serves as one of two Contract Specialists focused on Architect/Engineering (A/E) services contracting for the entire Pacific West Region, including the issuance and administration of indefinite delivery contracts for a variety of A/E disciplines, including civil engineering, historic architecture, and modern architecture. The incumbent may also serve as a Contracting Officer, subject to appointment in accordance with DOI and NPS policy.	This position was advertised, but not filled before the hiring freeze took effect. Workload that would have been assigned to this position will be reassigned to other Contract Specialists within the Pacific West Region, including those not as familiar with A/E contracting requirements. Additionally, workload is redirected to supervisory and senior Contract Specialists, limiting their time to supervise subordinate employees and perform other complex acquisitions. Additionally, increased preaward workload limits the amount of time that can be dedicated towards contract administration, thereby limiting the government's ability to monitor contractors to ensure contract performance is of acceptable quality, and in accordance with the terms and conditions of the contract.	No
471	NPS	5/15/2017	Ecologist (Energy Specialist)	13	San Francisco, CA	5 months	Yes	Manages the Pacific West Region's Energy Program and provides advice and guidance on energy projects (including oil and gas development) near the 65 units of the National Park Service in the Region. Supports DOI objective to further energy independence. Safeguards park resources by informing energy-related decisions at earliest stages of land use planning, programmatic analyses and site-specific project siting, design, and mitigation. This assists those developing energy resources near parks by streamlining approval of projects and avoiding costly delays.	The Energy Policy Act of 2005 provided economic incentives for rapid development of energy projects and related electric transmission infrastructure. That, coupled with clear priorities of the current Administration to advance energy development has led to a boom in development applications. Early identification of potential NPS issues is critical to streamlining the permitting process for these projects. In the past, this essential work has been accomplished through term appointments. It has become increasingly clear there is an ongoing need for this work, and a position description for a permanent position was developed and classified on January 3, 2017, just before hiring freeze. We seek a waiver to fill this critical permanent position.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
469	NPS	5/15/2017	Interdisciplinary (Cultural Resources and Museum Management)	14	San Francisco, CA	10 months	Yes	The Division of Cultural Resources and Museum Management works with the Superintendent's Office to carry out the NPS cultural resource management program for GOGA, Muir Woods National Monument, and Fort Point NHS and provides direction for cultural resources and museum programs into park management and decisions. The Division Chief supervises and directs all cultural resources staff and oversees multiple programs including archaeology, historic preservation, landscape preservation, and museum management. Golden Gate National Recreation Area hosts one of the largest museum collections of any park in the country as well as one of the largest collection of historic structures. The Supervisor provides direction on the management and preservation of park cultural resources to the Advisory Council on Historic Preservation, the California State Historic Preservation Office, as well as individuals, organizations, city planning departments, and other agencies. The Division Chief also implements formal consultation under Section 106 (NHPA) as needed, and serves as the principal historic preservation authority for review of NPS and park partner project proposals through the Programmatic Agreements that apply to the park. These projects and programs are often complex, multi-faceted, multi-agency, and often controversial and the incumbent represents and coordinates the requirements, comments and concerns of all cultural resource disciplines. The Specialist regularly consults with Native American tribes and State Historic Preservation Officer.	The position was initially filled by the park historian through a temporary promotion (120 day detail). The detail was set to expire before the position could be filled and hiring freeze started. The position continues to be filled as a lateral appointment which also leaves the park historian position vacant. The individual now serving as the incumbent is now planning on retiring in the coming months leaving two key positions in the division unfilled. An extended vacancy of the Supervisory Cultural Resource Specialist will greatly reduce park's ability to protect cultural resources and also execute mandated (National Historic Preservation Act) compliance processes. The vacancy also risks long-term collaboration with community members and neighboring municipal governments on cultural resource management and preservation undertakings, including historic rehabilitation projects with Historic Preservation Tax Incentives.	No
468	NPS	5/15/2017	Landscape Architect (Interdisciplinary)	12	San Francisco, CA	18-24 months	No	This leadership position manages the park's highest priority projects and initiatives described in the GMP, Strategic Plan, and other long-range plans. These projects involve persistent and complex resource management challenges that are potentially controversial, interdisciplinary in nature, have critical deadlines, and represent important agreements with the broad community. The incumbent integrates the work of staff in various divisions, acts as a liaison to park partners, and coordinates with agencies, and local municipalities including San Francisco, San Mateo and Marin County.	Responsibilities for this position have been retained to a large extent by the Chief of Planning who previously held the position until March 2016. Due to the increase in undertakings in the Planning Division, and span of control needs for the Planning Chief, this practice is no longer sustainable. Several Planning staff members and consultants have provided support in the interim. Many projects are in critical stages with firm deadlines to complete planning, initiate design, and prepare for construction. Continued vacancy of this position will delay and compromise the park's ability to meet these commitments and resolve long-standing management challenges, including preserving sensitive resources and offering high quality visitor experiences. Continued vacancy may jeopardize effective management of the division and the ability of the park to fulfill commitments to community stakeholders, partners, and visitors. In FY17, the park utilized the position's funding for a 120 day temporary detail in the position. Lapse prior to the detail was returned to the park to balance the overall park budget.	No

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478	NPS	5/15/2017	Supervisory Park Ranger (Interpretation)	12	San Francisco, CA	restructured	Yes	Park is pursuing an Accretion for this encumbered position. Employee is currently at the GS-11 level. The position is responsible for interpretive operations and visitor safety at the park which visitation exceeds 4,000,000 per year. The incumbent serves as the primary staff member for managing and coordinating the Interpretation Branch that includes the Interpretation and Visitor Services Program Area, Recreation Fee Program Area, Media and Publications Program Area, and Special Park Use Program Area. This position supervision and management but also fills in on the field in for safety and staffing support.	Not filling the Interpretation Operations Supervisor position would impair the parks ability to monitor and respond to health and safety issues affecting 4,000,000 annual visitors to the park. Affect ability to operate three visitor contact areas and provide oversight and support the Recreation Fee Program Area are and Special Park Use Program Area.	No
636	NPS	6/1/2017	Management and Program Analyst	GS-11/12	San Francisco, CA, Seattle, WA	2 months	No	This position focuses primarily on financial and programmatic reviews to identify accountability concerns, analyze weaknesses in internal controls, and develop alternative procedures to strengthen controls and mitigate risks.	The region would be unable to meet A-123 requirements to proactively ensure compliance with all laws, regulations and policy for PWR regional and park operations. The region would be exposed to higher financial and programmatic risks and more vulnerable to waste, fraud, and abuse.	No
632	NPS	6/1/2017	Supervisory Human Resources Specialist	GS-13	San Francisco, California	4 months	Yes	This position directs daily HR office operations and provides program direction and oversight for an HR staff engaged in the planning, development and execution of a human resources management program serving NPS sites engaged in mission-oriented activities.	Failure to fill this position puts all of the responsibilities for leading the HR office on the Acting personnel who continue to carry the workload of their current position. Given that this is a highly technical position, we lose efficiencies and put ourselves in jeopardy of not following law, rule and regulation. There are currently 3 vacant Supervisory HR Specialist positions in PWR. Not filling these positions will impair our operations as multiple individuals are currently covering the various duties required for oversight of HR operations. This also interferes with our ability to effectively execute the regional HR program and reach a more efficient and cost-effective target organization.	No
462	NPS	5/15/2017	Supervisory Cultural Resources Specialist	14	Santa Fe, NM	4 months	Yes	Serves as the principal staff for the preservation, protection, and management of cultural resources in the Intermountain Region (IMR). Leads, supervises, and provides direction for Historic Preservation, Archeology, Museum Services, and Cultural Anthropology programs that provide direct support to IMR parks. Represents the IMR and NPS in government-to-government consultation with Indian Tribes. Ensures legal requirements, policies and Departmental standards are met. Collaborates with other federal and state agencies, Indian Tribes and other partners on joint efforts to enhance the protection of park resources. Evaluates the efficiency of cultural resource management activities, programs, and projects and ensures their effectiveness in protecting, preserving, and interpreting park resources in support of NPS mission objectives.	The ability of the Intermountain Regional Office to effectively assist parks will be significantly reduced if this key supervisory position is not filled. The programs that this position oversees provide technical expertise to parks; expertise that most individual parks do not have on staff. The lack of leadership over these programs will result in less efficient and effective support to parks; reduced collaboration with other federal agencies, states, tribes and other partners; and increased risk of noncompliance with federal historic preservation laws and regulations.  Filling this position will enable on-the-ground park cultural resource management operations by helping parks fulfill their mission responsibilities related to cultural resources; comply with federal historic preservation law; increase effectiveness by building partnerships that promote hands-on preservation work; and develop effective and efficient models for protecting and preserving cultural resources and engaging traditionally associated communities.	No



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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
621	NPS	6/1/2017	Staff Curator	GS-12	SEA, SFO, HON	>24 months	No	The incumbent serves as a regional staff museum curator serving parks in the Pacific West Region. The purpose of this position is to provide direction over the array of museum collections in the region. This position will carry out responsibilities in the four primary museum functions of collections, exhibits, research and education. This position, though housed within the cultural resource program, merges with and supports the stewardship of and accountability for natural resources (natural history specimens), some aspects of property (management of controlled property) and the management of some NPS records (archives) as well. This position will focus efforts on the professional support for stewardship and planning for the museum program. ENPS museum accountability rules and procedures as described in the Director's Order 24 Museum Collections Management, NPS-28 Cultural Resources Management Guideline, NPS-77 Natural Resource Protection, NPS Handbooks, and other servicewide guidance as applicable.	This position was formerly filled by a GS-13 Regional Curator position and has been vacant since January 2013. Because this position served as the primary support to parks for interpreting and applying laws, national policy and guidance for the management of collections, the risk to not fulfilling the National Park Service mission is relatively high. The risk is compounded by the steady attrition of trained and experienced curators at park units in the Pacific West Region. The gravity of some of these risks has been realized since the position was left vacant. A number of agreements that have expired have shown that many of NPS policies are not being implemented at non-governmental institutions housing NPS property and we do not have appropriate agreements in place for several non-governmental facilities. This has led to a lack of both physical and intellectual control of NPS objects, specimens and records. Other concerns about the storage of controlled property (mainly historic firearms) have been reported by park staff. These issues have resulted in lost and/or damaged objects, specimens and archives that are significant to the park service as well as the people associated with the park and the items.	No
474	NPS	5/15/2017	Housing Management Specialist, GS-1173	12	Seattle, WA or San Francisco, CA	>24 months	No	This position is the sole liaison between the Parks and the Washington Housing Office, providing and interpreting Office of Management & Budget, Departmental and Service wide policy and providing guidance to Parks and the Region. Major topics include proper use of required occupancies, rent calculations, justifying numbers of housing units, revenue carryover and obligation of rental incomes, eligibility of housing needs, and assisting parks with obtaining additional temporary seasonal housing, etc. The Pacific West Region employee-housing portfolio consists of 1,409 housing units in 31 Parks. This housing inventory is the second largest in the NPS, surpassed only by the Intermountain Region.	Maintaining and properly managing 1,409 employee-housing units in 31 remote Pacific West Region (PWR) Parks is critical to keeping Parks open and providing visitor services. Without this position, we likely will suffer from greater levels of inconsistent rents, improper use of required occupancies, inadequately justified housing needs, poor maintenance and unhappy tenants. We are increasingly seeing Parks unable to fill seasonal jobs due to competition from increased vacation rentals. This position can help parks lease seasonal housing to mitigate these shortages. Without this position, the quality of Employee Housing management will decline.  Position was vacated and restructured to combine the duties of three positions into one. With the implementation of FBMS, duties have surpassed what one person can accomplish and this position needs to be reinstated.	No
475	NPS	5/15/2017	Management Analyst	13	Seattle, WA or San Francisco, CA	new position	No	This is a new position that works with the planning program chief, other regional programs, park superintendents and senior management in the administration of park planning functions for the PWR. Tracks the production of a park planning portfolio for each park in the region and coordinates with the park to update as necessary. Provides advice and guidance to parks regarding planning projects. Coordinates the identification of planning needs for each park in the region. Works with the park to recommend and prioritize the plans, data, or studies that need to be undertaken to meet planning requirements. Advises parks in the region in formulating proposals for planning projects in PMIS. Coordinates the SCC process for the Unit Management Planning (UMP) fund source. Coordinates with other regional program areas, including cultural and natural resources, facility management, transportation, concession management, interpretation, visitor and resource protection, and others, in support of park planning efforts.	This position will provide essential services that are currently the responsibility of the regional chief of the planning program, but which are beyond the capacity of the chief position. In providing a second staff person to handle the broader duties of determining and prioritizing the needs of the planning program, filling this position will contribute to better financial management and strategic deployment of resources for the overall planning program. This position will provide assistance to parks in documenting and prioritizing their planning needs in PMIS, providing the NPS with a more accurate picture of planning needs and priorities system-wide, and enabling more efficient use of project funds in PWR parks. If this position is not approved, these services will be greatly curtailed.	No

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473	NPS	5/15/2017	Supervisory Facility Operations Specialist, GS-1640	13	Seattle, WA or San Francisco, CA	6 months	Yes	Manages the two primary project fund sources for all projects within the Pacific West Region; \$24 million Repair-Rehabilitation and \$26 million Cyclic Maintenance Programs; supervises five Engineer/Architect Project Managers	Potential failure to obligate funds to resolve critical infrastructure repair and deferred maintenance on important park assets.	No
639	NPS	6/1/2017	Civil Engineer	GS-11/12	SEKI / California	3 months	No	Project Management/Engineering	Project Management capacity reduced, projects don't get obligated or completed, leading to deferred maintenance growth, critical systems failure, and fund lapses	No
640	NPS	6/1/2017	Public Affairs Specialist	GS-12	SEKI / California	7 months	Yes	Incumbent is the spokesperson for the park. Is proactive and responds to media requests. Advises park Leadership Team on potential public responses to decisions. Conducts public meetings.	The park does not have a public affairs professional responsible for providing critical information to the public and the media.	No
619	NPS	6/1/2017	Administrative Officer	GS-12	St. Mary's, GA	7 months	Yes	Announcement closed and qualified applicants were under review just prior to the hiring freeze. This position supports the business management for CUIS and FOFR to include analyzing and monitoring the formulation and development of park-wide plans, programs, procedures, operating policies, internal controls and program goals. The AO oversees budget, concessions, agreements, IT, and property.	There is a lack of AO oversight in regard to planning, policies and programs characterized by a complex web of laws, regulations, and policies that govern conservation and preservation of nationally-significant natural, cultural and historic resources. Overall supervision, coordination and responsibility for keeping the park's revenues and spending in balance through sound advice on budget and financial management on a day to day basis has been impacted by this vacancy.	No
597	NPS	6/1/2017	Superintendent	GS-0025-12	Stanton, ND	<1 month	Yes	The Superintendent has full responsibility and oversight for the safety of visitors and employees as well as the security, accountability, and management of lands, funds, contracts, agreements, Congressional and community relationships, community partnerships, historic/natural resource protection, visitor experience/education, and facilities. The Superintendent of Knife River Indian Villages fosters relationships with Mandan, Hidatsa, and Arikara Nation and other tribes and is accountable for tribal consultation and other requirements of NAGPRA. The Superintendent is responsible for implementing the park's Archeological Resource Management Plan and EIS, which addresses imminent threats to the park's archeological resources.	The park is remote with mostly low-graded positions, so this position provides the only accountability and oversight for a wide range of park functions. A significant lapse in this position poses major risks for the park and the agency in their ability to respond to Secretarial and Agency priorities; safety and security; accountability; Congressional, community, partner and tribal relations; and archeological resource protection. The Knife River Superintendent is accountable for an operating budget of \$900K; 1,748 acres; visitor facilities, infrastructure, historic buildings, archeological remains, trails and exhibits; \$220K in deferred maintenance needs; and 8 full-time and 9 seasonal employees. The position is also accountable for fulfilling the legal responsibilities of NAGPRA, NEPA, NHPA, and other laws and policies.	No
493	NPS	5/15/2017	Administrative Officer	14	Staten Island, NY	5 months	Yes	This position is responsible for overseeing the Park's budget (25 million), Information Technology (IT) Program, and the Property/Fleet Program. This position is Housing Officer for the Park's Housing Program which consists of 110 housing units. This position is the primary liaison for human resource issues for 200 full time employees and 250 seasonal employees and Employee Labor Relations. This position is the primary contact for disciplinary actions, Union Relations/Grievances, and Equal Employment Opportunity Commission Inquiries/Grievances. This position directly supervises 8 employees and is the second line supervisor for an additional 15 employees.	This Position is critical to the support of all park functions in an extremely large and complex Park with three separate park units. Without this position, the Park will be unable to manage internal controls and adherence to all regulations concerning budget, purchasing, housing, property, fleet, information technology, and employee relations across the three Park Units. The Park would be unable to manage an effective work force as there would be delays in the hiring process and delays in the employee relations process and issuing disciplinary actions. This position also provides guidance and training to supervisors. The continuity and consistency of the administrative process would greatly suffer across the three different units of the Park.	No

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566	NPS	6/1/2017	Public Affairs Officer	13	Staten Island, NY	2 years	Yes	This position is responsible for all Park communications in a highly political and complex environment. This position is the primary coordinator for emergency communication for the Park, which is situated in the densely populated New York City metro and surrounding areas. This position also oversees communications with local, state and federal elected officials. This position is responsible for press releases and visitor information, maintains the Park website, is the official Park Spokesperson for media contacts, manages community outreach programs, and coordinates internal communications for both regular operations and emergency situations.	The individual was selected for the position prior to the hiring freeze but NPS was unable to reach an agreement on the release date from the incumbent's previous agency, DOD. The incumbent is in the Marshall Islands under temporary assignment and is reaching the end of the time period allowed to request an extension.	No
627	NPS	6/1/2017	Civil Engineer	11/12	Three Rivers, CA	5 months	No	Civil Engineer for water and wastewater systems throughout Sequoia and Kings Canyon National Parks, which received 1.9M visitors in 2016. Serves as project manager for A/E design task orders, conducts condition assessments/engineering studies for new projects, completes NEPA and NHPA required compliance for new projects, serves as contracting officer representative and project manager on \$3M+ in deferred maintenance projects annually. Position directly addresses critical infrastructure deferred maintenance, visitor services and access, resource protection, and regulatory requirements associated with water and waste water systems.	The park will not be able to implement funded projects, or complete engineering assessments to prepare future projects, that address deferred maintenance of critical infrastructure systems, preserve visitor experiences and access, promote resource protection, and meet water and wastewater regulatory requirements. The park will not be able to adequately respond to water and wastewater system failures, increasing the likelihood of closed visitor facilities, resource damage, and regulatory compliance issues to include fines by multiple California regulatory authorities.	No
626	NPS	6/1/2017	Fee and Revenue Program Manager	11/12	Three Rivers, CA	4 months	Yes	The Fee and Revenue Branch Manager is responsible for the management of all fee collection operations within Sequoia and Kings Canyon National Parks. The Fee and Revenue Branch collects, remits and deposits over \$9M annually. The branch manager directly and indirectly supervises 25 temporary and 13 permanent employees, ensuring clearly defined dual controls and separation of duties to maintain the security and accountability of government funds. The entrance stations managed under this position served 1.9M visitors in 2016, providing basic park information and orienting visitors as they arrive to the parks. The position manages 14 developed campgrounds with over 1,200 campsites, a daily capacity of nearly 8,000 people, and annual overnight camping stays that exceed 360,000.	The park's fee collection, cash handling, and fund remittance functions are exposed to significant and unnecessary risk. This position provides an independent layer of oversight to the dual controls, separation of duties, and internal auditing that is required to effectively protect and account for \$9M in annual government revenues. Absent this position, the park fee collection operation lacks the oversight and controls to properly collect and account for fee revenue, which could ultimately result in internal control failures and the suspension or cessation of fee collection activities. Any loss of revenue will jeopardize the park's multi-year deferred maintenance spending plan, which funds millions of dollars in critical water system upgrades, visitor center rehabilitations, ADA and wilderness trail projects, and campground renovations. Visitor services and employee safety will also suffer in the absence of this position. This position ensures a cohesive and unified approach to entrance booth and campground operations, and in the absence of this position standards for visitor interaction and orientation will drift. With a leadership vacuum in the operation, standards for individual risk management will be difficult to enforce and high levels of courteous, customer service will be extremely challenging to maintain.	No

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479	NPS	5/15/2017	Natural Resources Management Specialist	11/12	Three Rivers, CA	12-18 months	Yes	Coordinates management of designated Wilderness in Sequoia and Kings Canyon National Parks, implements portions of the Wilderness Stewardship Plan, provides guidance to leadership regarding the impacts of activities in Wilderness, ensures compliance with Wilderness Act and Wilderness Policy	Continued delays in implementation of Wilderness Stewardship Plan, loss of capacity to manage Wilderness within law and policy.  Recruitment for the Wilderness Coordinator was unsuccessful in the spring of 2016 as there was a lack of suitable and interested candidates. The position was approved and re-submitted for re-announcement in December 2016 but was not re-announced as there were other high priority positions from the regional perspective.  While the Wilderness Coordinator position has been vacant there have been significant impacts to the park and significant increases in both operational risk and administrative risk. Day-to-day and program functions have been parsed out over a variety of existing staff (permanent and temporary), this has resulted in a lack of cohesive program management and other tasks in the parks not being completed. This lack of cohesion increases the risk to the agency in matters of meeting law and policy requirements related to Wilderness Management. Many projects required by the Wilderness Stewardship Plan are on hold, (anchors in wilderness, removal of unnecessary installations, developing in implementing protocols to monitor visitor encounter standards). Field operations have accrued more risk in light of more dispersed and less experienced oversight.	No
480	NPS	5/15/2017	Supervisory Facilities Mgmt. Specialist	11/12	Three Rivers, CA	not yet vacant	Yes	Manages Budget and Asset Management portfolio for Division of Maintenance and Construction	Absence of dedicated budgetary and financial management of \$6M base operation and \$20M project portfolio, degradation of data quality in asset and project management systems, loss of internal controls.  The current incumbent is retiring in mid-June, and will be out on sick leave until retirement. This is a critical position responsible for integrating and overseeing the financial management and asset management for a maintenance and construction program that frequently exceeds \$20M in annual project expenditures.	No
550	NPS	6/1/2017	Supervisory Park Ranger, Interpretation	12	Thurmont, MD	5 months	Yes	The position is responsible for all visitor and community services offered by the park, including interpretive and education programs, visitor center operations, volunteer and partnership activities, and public outreach efforts. In addition, the position manages the operation of three historic cabin camps and a campground, as well as park's recreation fee program.	Catoctin Mountain Park is located in a rural area where it is a primary driver of the local economy, generating approximately \$18.3 million in economic output in 2016. This is a revenue generating position by focusing on outreach through interpretive programming to draw visitors to the park as well as better management of the cabin camps with the goal of increasing occupancy of the cabins and thereby generating an estimated additional \$75K in revenue for the park. Without this position, the park will continue to operate the visitor center but will be unable to offer interpretive and education programs to over 15,000 park	No

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609	NPS	6/1/2017	Zone Fire Management Officer	GS-12	Tupelo, MS	not yet vacant	Yes	This position will become vacant in June. The MS River Zone Fire Management Officer position provides leadership for Zone fire and aviation management programs. Primary duties are: Establishes, implements and manages an efficient fire/prescribed fire program; ensures proper documentation is completed for treatments, activities, projects and fires; ensures agreements with cooperators and operational plans (e.g., Annual Operating Plans, dispatch, preparedness, prevention) are valid and in compliance with agency policy, ensures a process is established to communicate fire information to public, and cooperators; initiates, conducts, and/or participates in fire program management reviews and investigations; organizes trains, equips, and directs a qualified work force; Ensures compliance with NPS and Regional policy for prescribed fire activities.	This senior leader is essential to ensure that the requirements of the position are met. Failure to fully manage the program could result in significant losses in property and resource damage due to wildfire.	No
620	NPS	6/1/2017	Chief of Interpretation	GS-12	Tuskegee Institute, AL	12 months	Yes	This position supervises/manages the interpretation, Natural and Cultural Resource Management divisions for Tuskegee Institute NHS, Tuskegee Airmen NHS, and Selma to Montgomery NHT.	Primary mission of educating visitors will go without supervision and leadership across multiple sites.	No
628	NPS	6/1/2017	Administrative Officer	12	Twentynine Palms, CA	5/26/2017	Yes	Supervises and directs admin, budget and IT staff in the park. Liaison with human resources and contracting offices. Directly responsible for ensuring park's fiscal requirements.	Vacancy greatly impairs park's ability to appropriately track and manage funds. Increases fiscal risk and severely impacts accountability oversight in management of funds.	No
465	NPS	5/15/2017	Human Resource Specialist	11/12	Van Buren, MO	new position	No	The incumbent will provide assistance in the development of service wide policies, procedures, and techniques relative to staffing recruitment. Provides advice and guidance to field Human Resources Specialists in the area of staffing/recruitment and provides technical advisory services. Duties are currently being completed by a GS 11, however some duties are outside the employee's current position description.	During the servicewide audits of each NPS Servicing Human Resource Office (SHRO), OPM recommended that the NPS' internal accountability program be strengthened to improve the success of all aspects of HR operations. OPM further recommended that the Accountability team be increased to provide proper monitoring of the compliance and effectiveness of HR activities and operations. Failing to fill this position will contribute to the lack of an effective oversight program throughout the entire HR organization and impacts its ability to provide effective HR services. Filling this position supports the ground mission delivery by ensuring systemic compliance issues to not impede HR service delivery and NPS' ability to provide effective and efficient HR services to its customers.	No
634	NPS	6/1/2017	Project Manager, East and South Barracks, Fort Vancouver NHS	GS-13	Vancouver, WA	3 months	Yes	This position, which is a regional position, is critical in managing multiple projects supporting the rehabilitation of the East and South Vancouver Barracks (ESVB), which is on the National Register. Workload includes upgrading the failing utility systems, repair of historic structures and prioritizing work needed with the park, region, and the Denver Service Center; and is critically important in the success of making the ESVB self-sustaining. These efforts will help ensure the overall rehabilitation of the barracks providing for safe public use.	This position is critical to (1) the safety of visitors, employees, and tenants, and (2) the preservation and protection of highly sensitive nationally significant cultural resources. This position ensures that human safety is addressed through addressing upgrading utility systems and projects are undertaken to prevent impinging on archaeological and historic structures.	No
645	NPS	6/1/2017	Administrative Support Assistant	7	Washington DC	New Position		Provides administrative support to the Historic Rehabilitation Tax Incentives Program (application processing, billing, decision mail-outs, file management, archiving, reporting, database management, communicating with applicants, state historic preservation offices and the general public, etc.).	This position is funded by user fees collected to administer the program, and the balance is not being drawn down due to vacancies and unfilled new positions. Tax incentive applications have increased over 30% over the past several years to now record highs, without a commensurate increase in admin staff (also, one other admin support position is currently vacant)—delaying application processing times and review turn-around times. The new position will help improve processing and project review times, as well as in providing timely responses to the public.	No

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664	NPS	6/1/2017	Budget Analyst	12	Washington DC	5 months		This is a key budget analyst position that manages accounting, compliance, internal controls, and provides responsible fiscal management of the Natural Resource Stewardship and Science budget.	The complexity and workload of Natural Resource Stewardship and Science accounts requires a sophisticated, experienced staff to support the mission of the directorate that directly impacts the front-line operations of the regions and parks throughout the Service. A significant portion of the Directorate's budget is sent to parks and regions to directly support on-the-ground inventory and monitoring, invasive species, water resource, air resource, etc.	No
646	NPS	6/1/2017	Engineering Historian	12	Washington DC	18-24 months		The incumbent serves as Engineering Historian for the Historic American Engineering Record (HAER) and is responsible for preparing, and supervising the preparation of, written histories, engineering analyses, standards and other material produced by HAER.	The incumbent serves as Engineering Historian for Historic American Engineering Record and is responsible for preparing, and supervising the preparation of, written histories, engineering analyses, standards and other material produced by the Historic American Engineering Record. The work of the engineering historian impacts the mission of the Heritage Documentation Programs and Cultural Resources programs such as the National Historic Landmarks and National Register. Much Historic American Engineering Record documentation relies on the expertise of a trained engineer with an understanding of historic engineering practice to analyze structures such as the Arlington Memorial Bridge, covered wood bridges with complex truss patterns, dams like the Bloede dam on the Patuxent River, the multiple engineering features of the Tidal Basin on the Mall, etc. The engineering historian also serves as a resource for the National Historic Landmark and National Register programs through thorough review and comment on nominations and theme studies. There is a compelling need for an engineering historian: while there are numerous architectural historians within the Cultural Resources programs to address architectural history issues that arise in numerous Historic American Buildings Survey reports and National Register/National Historic Landmark nominations, the Historic American Engineering Record engineering historian has been the sole staff member capable of providing expertise in that field.	No
666	NPS	6/1/2017	Financial Specialist	9	Washington DC	10 months		Financial transaction processing, analysis and reconciliation of deposits, accounts receivable, reimbursable agreements, and financial reports	These 4 Financial Specialist, GS-9 positions have been advertised before but there have been no qualified applicants. Workload will increase tremendously as parks' busy season has started. The lack of these 4 employees has caused delays in processing financial transactions related to receipts and debt management in FBMS, impacting financial reconciliation and reporting throughout NPS. Additionally, year-end close activities will begin soon, so work needs to be completed by various year-end close deadlines as well as monthly deadlines so NPS can close its financial books on time in order to meet the Department and Treasury reporting requirements. Delayed processing and reconciliation of financial transactions in FBMS impacts NPS, Department, and Treasury reporting. Additionally, customer service delivery will be delayed and quality will decrease.	No

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667	NPS	6/1/2017	Financial Specialist	9	Washington DC	10 months		Financial transaction processing, analysis and reconciliation of deposits, accounts receivable, reimbursable agreements, and financial reports	These 4 Financial Specialist, GS-9 positions have been advertised before but there have been no qualified applicants. Workload will increase tremendously as parks' busy season has started. The lack of these 4 employees has caused delays in processing financial transactions related to receipts and debt management in FBMS, impacting financial reconciliation and reporting throughout NPS. Additionally, year-end close activities will begin soon, so work needs to be completed by various year-end close deadlines as well as monthly deadlines so NPS can close its financial books on time in order to meet the Department and Treasury reporting requirements. Delayed processing and reconciliation of financial transactions in FBMS impacts NPS, Department, and Treasury reporting. Additionally, customer service delivery will be delayed and quality will decrease.	No
668	NPS	6/1/2017	Financial Specialist	9	Washington DC	10 months		Financial transaction processing, analysis and reconciliation of deposits, accounts receivable, reimbursable agreements, and financial reports	These 4 Financial Specialist, GS-9 positions have been advertised before but there have been no qualified applicants. Workload will increase tremendously as parks' busy season has started. The lack of these 4 employees has caused delays in processing financial transactions related to receipts and debt management in FBMS, impacting financial reconciliation and reporting throughout NPS. Additionally, year-end close activities will begin soon, so work needs to be completed by various year-end close deadlines as well as monthly deadlines so NPS can close its financial books on time in order to meet the Department and Treasury reporting requirements. Delayed processing and reconciliation of financial transactions in FBMS impacts NPS, Department, and Treasury reporting. Additionally, customer service delivery will be delayed and quality will decrease.	No
669	NPS	6/1/2017	Financial Specialist	9	Washington DC	10 months		Financial transaction processing, analysis and reconciliation of deposits, accounts receivable, reimbursable agreements, and financial reports	These 4 Financial Specialist, GS-9 positions have been advertised before but there have been no qualified applicants. Workload will increase tremendously as parks' busy season has started. The lack of these 4 employees has caused delays in processing financial transactions related to receipts and debt management in FBMS, impacting financial reconciliation and reporting throughout NPS. Additionally, year-end close activities will begin soon, so work needs to be completed by various year-end close deadlines as well as monthly deadlines so NPS can close its financial books on time in order to meet the Department and Treasury reporting requirements. Delayed processing and reconciliation of financial transactions in FBMS impacts NPS, Department, and Treasury reporting. Additionally, customer service delivery will be delayed and quality will decrease.	No
670	NPS	6/1/2017	Financial Specialist	9	Washington DC	4 months		Financial transaction processing, analysis and reconciliation of deposits, accounts receivable, reimbursable agreements, and financial reports	The result of this vacancy has been delays in processing financial transactions related to receipts and debt management in FBMS, impacting financial reconciliation and reporting throughout NPS. Additionally, year-end close activities will begin soon, so work needs to be completed by various year-end close deadlines as well as monthly deadlines so NPS can close its financial books on time in order to meet the Department and Treasury reporting requirements. Delayed processing and reconciliation of financial transactions in FBMS impacts NPS, Department, and Treasury reporting. Additionally, customer service delivery will be delayed and quality will decrease.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
672	NPS	6/1/2017	Financial Specialist	9	Washington DC	12 months		Financial transaction processing, analysis and reconciliation of vendor payments and financial reports	The vacancies of these 4 Financial Specialist, GS-9 positions has impacted processing of financial transactions related to vendor payments and travel payments in FBMS, and financial transaction reconciliation. Continuing these vacancies will subsequently cause delay in financial reconciliations and reporting throughout NPS, as well as reporting to the Department and to the Treasury. Additionally, customer service delivery will be delayed and quality	No
673	NPS	6/1/2017	Financial Specialist	9	Washington DC	5 months		Financial transaction processing, analysis and reconciliation of vendor payments and financial reports	The vacancies of these 4 Financial Specialist, GS-9 positions has impacted processing of financial transactions related to vendor payments and travel payments in FBMS, and financial transaction reconciliation. Continuing these vacancies will subsequently cause delay in financial reconciliations and reporting throughout NPS, as well as reporting to the Department and to the Treasury. Additionally, customer service delivery will be delayed and quality	No
674	NPS	6/1/2017	Financial Specialist	9	Washington DC	5 months		Financial transaction processing, analysis and reconciliation of vendor payments and financial reports	The vacancies of these 4 Financial Specialist, GS-9 positions has impacted processing of financial transactions related to vendor payments and travel payments in FBMS, and financial transaction reconciliation. Continuing these vacancies will subsequently cause delay in financial reconciliations and reporting throughout NPS, as well as reporting to the Department and to the Treasury. Additionally, customer service delivery will be delayed and quality	No
671	NPS	6/1/2017	Financial Specialist	9	Washington DC	12 months		Financial transaction processing, analysis and reconciliation of vendor payments and financial reports	The vacancies of these 4 Financial Specialist, GS-9 positions has impacted processing of financial transactions related to vendor payments and travel payments in FBMS, and financial transaction reconciliation. Continuing these vacancies will subsequently cause delay in financial reconciliations and reporting throughout NPS, as well as reporting to the Department and to the Treasury. Additionally, customer service delivery will be delayed and quality	No



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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
659	NPS	6/1/2017	Management Analyst (Stewardship and Science Specialist)	14	Washington DC	New Position		<p>The DC-based Stewardship and Science Specialists will provide critical capacity and a physical staff presence in Washington, DC for issues that are relevant to the NRSS directorate and for NPS natural resources and science more generally. Each position will work closely with NRSS division and office chiefs, in collaboration with the deputies and chief of staff, to ensure that NPS natural resource stewardship and science interests, concerns, and issues are effectively staffed and represented. The incumbents will serve as key facilitators and points of contact for various national-level issues, and, because the incumbents will be cross-disciplinary and the issues they address are broad, none of the positions are explicitly aligned with any one NRSS division or office. Rather, the incumbents will function as resources for all of NRSS, helping ensure timely responsiveness, engagement, representation, administration, and general staffing capacity for natural resource stewardship and science concerns for the National Park Service.</p> <p>The Directorate plans to fill these positions in phases – the first 2 were intended to be filled in FY2017 and the second 2 in FY2018. This phased approach provides flexibility depending on budget restrictions.</p>	<p>These positions will substantially improve the effectiveness, efficiency, and streamlined delivery of natural resource stewardship activities for the National Park Service. Examples of the kinds of topics that will be addressed by these positions in support of NPS natural resource stewardship include:</p> <ul style="list-style-type: none"> <li>-Interdisciplinary Executive Office Administration initiatives, such as species, region, or ecosystem priorities (e.g., arctic coordination, sensitive species recovery, etc.), various programmatic initiatives (e.g., youth engagement, information technology, disaster preparedness and response, fire management, drought response, etc.), and others. The incumbents will provide consistent face-to-face representation for these topics or as informants, additional capacity, and support for NRSS divisions and offices who will continue to serve as leads.</li> <li>-Coordinated and timely responses to frequent episodic information requests and data calls that arise from the Administration, Department of the Interior, NPS, legislators, and others.</li> <li>-Face-to-face NPS/NRSS representation at meetings/gatherings with the multitude of organizations that are based in Washington, DC and/or send representatives to meet with agencies in Washington to ensure that technical and policy information is effectively portrayed and understood. Examples include NPCA, National Park Foundation, environmental organizations, conservation interest groups, educational organizations, professional societies, scientific institutions, etc.</li> <li>-Natural resource stewardship representation for NPS cross-</li> </ul>	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
660	NPS	6/1/2017	Management Analyst (Stewardship and Science Specialist)	14	Washington DC	New Position		<p>The DC-based Stewardship and Science Specialists will provide critical capacity and a physical staff presence in Washington, DC for issues that are relevant to the NRSS directorate and for NPS natural resources and science more generally. Each position will work closely with NRSS division and office chiefs, in collaboration with the deputies and chief of staff, to ensure that NPS natural resource stewardship and science interests, concerns, and issues are effectively staffed and represented. The incumbents will serve as key facilitators and points of contact for various national-level issues, and, because the incumbents will be cross-disciplinary and the issues they address are broad, none of the positions are explicitly aligned with any one NRSS division or office. Rather, the incumbents will function as resources for all of NRSS, helping ensure timely responsiveness, engagement, representation, administration, and general staffing capacity for natural resource stewardship and science concerns for the National Park Service.</p> <p>The Directorate plans to fill these positions in phases – the first 2 were intended to be filled in FY2017 and the second 2 in FY2018. This phased approach provides flexibility depending on budget restrictions.</p>	<p>These positions will substantially improve the effectiveness, efficiency, and streamlined delivery of natural resource stewardship activities for the National Park Service. Examples of the kinds of topics that will be addressed by these positions in support of NPS natural resource stewardship include:</p> <ul style="list-style-type: none"> <li>-Interdisciplinary Executive Office Administration initiatives, such as species, region, or ecosystem priorities (e.g., arctic coordination, sensitive species recovery, etc.), various programmatic initiatives (e.g., youth engagement, information technology, disaster preparedness and response, fire management, drought response, etc.), and others. The incumbents will provide consistent face-to-face representation for these topics or as informants, additional capacity, and support for NRSS divisions and offices who will continue to serve as leads.</li> <li>-Coordinated and timely responses to frequent episodic information requests and data calls that arise from the Administration, Department of the Interior, NPS, legislators, and others.</li> <li>-Face-to-face NPS/NRSS representation at meetings/gatherings with the multitude of organizations that are based in Washington, DC and/or send representatives to meet with agencies in Washington to ensure that technical and policy information is effectively portrayed and understood. Examples include NPCA, National Park Foundation, environmental organizations, conservation interest groups, educational organizations, professional societies, scientific institutions, etc.</li> <li>-Natural resource stewardship representation for NPS cross-</li> </ul>	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
662	NPS	6/1/2017	Management Analyst (Stewardship and Science Specialist)	14	Washington DC	New Position		<p>The DC-based Stewardship and Science Specialists will provide critical capacity and a physical staff presence in Washington, DC for issues that are relevant to the NRSS directorate and for NPS natural resources and science more generally. Each position will work closely with NRSS division and office chiefs, in collaboration with the deputies and chief of staff, to ensure that NPS natural resource stewardship and science interests, concerns, and issues are effectively staffed and represented. The incumbents will serve as key facilitators and points of contact for various national-level issues, and, because the incumbents will be cross-disciplinary and the issues they address are broad, none of the positions are explicitly aligned with any one NRSS division or office. Rather, the incumbents will function as resources for all of NRSS, helping ensure timely responsiveness, engagement, representation, administration, and general staffing capacity for natural resource stewardship and science concerns for the National Park Service.</p> <p>The Directorate plans to fill these positions in phases – the first 2 were intended to be filled in FY2017 and the second 2 in FY2018. This phased approach provides flexibility depending on budget restrictions.</p>	<p>These positions will substantially improve the effectiveness, efficiency, and streamlined delivery of natural resource stewardship activities for the National Park Service. Examples of the kinds of topics that will be addressed by these positions in support of NPS natural resource stewardship include:</p> <ul style="list-style-type: none"> <li>-Interdisciplinary Executive Office Administration initiatives, such as species, region, or ecosystem priorities (e.g., arctic coordination, sensitive species recovery, etc.), various programmatic initiatives (e.g., youth engagement, information technology, disaster preparedness and response, fire management, drought response, etc.), and others. The incumbents will provide consistent face-to-face representation for these topics or as informants, additional capacity, and support for NRSS divisions and offices who will continue to serve as leads.</li> <li>-Coordinated and timely responses to frequent episodic information requests and data calls that arise from the Administration, Department of the Interior, NPS, legislators, and others.</li> <li>-Face-to-face NPS/NRSS representation at meetings/gatherings with the multitude of organizations that are based in Washington, DC and/or send representatives to meet with agencies in Washington to ensure that technical and policy information is effectively portrayed and understood. Examples include NPCA, National Park Foundation, environmental organizations, conservation interest groups, educational organizations, professional societies, scientific institutions, etc.</li> <li>-Natural resource stewardship representation for NPS cross-</li> </ul>	No
551	NPS	6/1/2017	Budget Analyst	12	Washington, DC	New Position	Yes	<p>The Budget Analyst is responsible for planning, implementing and executing the annual budget for National Capital Parks - East which totals just under \$17 million in base funding alone. Additional responsibilities include analyzing spending trends and allocations and anticipating future spending needs. The Budget Analyst manages and supervises a staff of two Budget Technicians who complete budget transactions such as charge card and labor cost reallocations as well as an extensive amount of invoice payments which include all utilities and vendor commercial services.</p>	<p>Without a Budget Analyst the park will lack management supervision, direction and oversight of the park's \$17 million base budget plus additional funding for projects, partnerships, fees and other fund sources for park sites ranging from the Baltimore-Washington Parkway to the Frederick Douglass House. The strategic planning and identification of goals and objectives for the budget will not occur and the park will not establish nor track its budget. The leadership and direction from this position is vital to the staff within the park to successfully define, implement and execute the park's annual budget. The Budget Analyst is vital to the park's management team providing input and guidance to the Superintendent and other division chiefs.</p>	No
522	NPS	5/15/2017	Budget Analyst	9/11/12	Washington, DC	>24 months		<p>The incumbent will be responsible for allocating financial resources, preparing budget reports, and monitoring spending.</p>	<p>This position is necessary in order to effectively managing our budget servicewide, assist regions and parks with managing their budgets, and respond to requests and data calls from DOI's budget office. Currently other analysts in the office are managing the duties of this position as collateral duties, but the staff is overworked and with impending retirements it is critical to fill this position. There are currently two vacant Budget Analyst positions and we are opting to only fill one at this time given the budget outlook for FY18. This position was unable to be filled earlier due to HR workflow capacity and the Federal hiring freeze.</p>	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
523	NPS	5/15/2017	Budget Analyst	9/11/12	Washington, DC	>24 months		The incumbent will be responsible for allocating financial resources, preparing budget reports, and monitoring spending.	This position is necessary in order to effectively managing our budget servicewide, assist regions and parks with managing their budgets, and respond to requests and data calls from DOI's budget office. Currently other analysts in the office are managing the duties of this position as collateral duties, but the staff is overworked and with impending retirements it is critical to fill this position. There are currently two vacant Budget Analyst positions and we are opting to only fill one at this time given the budget outlook for FY18. This position was unable to be filled earlier due to HR workflow capacity and the Federal hiring freeze.	No
517	NPS	5/15/2017	Contract Specialist	12/13	Washington, DC	12 months		This position is responsible for professional work involving procurement and the administration of contracting using formal advertising and negotiation procedures.	This position not being filled critically diminishes our capacity in meeting contractual agreements and procurement deadlines when pertaining to critical equipment and services which are needed to successfully and safely meet our obligations to the public and our workforce. This position was unable to be filled earlier due to HR capacity and the Federal hiring freeze. Other Contract Specialists are currently performing the work, however the number of contracts we have initiated have inundated their office over the last six months and impacted them in completing their other work as well as ours.	No
526	NPS	5/15/2017	Documents and Reports Coordinator	7/9	Washington, DC	>24 months		Assists the Manager, National NAGPRA Program, to implement some of the Secretary of the Interior's responsibilities under the Native American Graves Protection and Repatriation Act (NAGPRA). Coordinates a significant volume of incoming documents (approximately 500 documents annually) and is responsible for receiving, acknowledging, and organizing NAGPRA compliance documents, draft Federal Register notices, grant reporting documents, Review Committee request documents, and civil penalty allegation documents in paper and electronic format. Responsible for working with Program staff to ensure all documents are readily accessible.	Without this position, NAGPRA constituents will face significant delays in the response time from the National NAGPRA Program on critical and time-sensitive documents, including draft Federal Register notices and required grant reporting. The National NAGPRA program cannot function well unless these duties are performed effectively and efficiently. NAGPRA constituents including Indian tribes, Native Hawaiian organizations, Federal agencies, States, and museums depend on this position to effectively organize and maintain the program's documents. This position has been filled by detailees. A tentative offer was made to a qualified candidate in August 2016. The candidate accepted the tentative offer but declined the position prior to receiving a formal offer from HR. The cert was no longer valid to make another selection. The position was not approved to be advertised due until a budget analysis could be completed at the beginning of fiscal year 2017. As a result, the position was not advertised again until January 2017. The vacancy announcement closed the day after the hiring freeze was in effect, January 24, 2017.	No
518	NPS	5/15/2017	Fleet Manager	12/13	Washington, DC	6 months		This position is responsible for the planning, management and oversight of the fleet in all three geographic areas of responsibility.	The USPP maintains one of the largest fleets in the NPS. Internal controls, accountability, and appropriate property management is critical to field operations and employee safety. This position not being filled critically diminishes our fleet management program and our ability to meet our obligations. Acquisition, life cycle, and de-commissioning are critical to any fleet management program and are currently diminished based upon this vacancy.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
524	NPS	5/15/2017	Management Specialist	11	Washington, DC	3 months		Responsible for independently performing a variety of technical work involved in the study, analysis, evaluation, development or improvement of managerial policies, practices, methods and procedures, and providing related management advice for the Office of the Chief Information Officer program managers. Specifically, provides support to the \NPS Freedom of Information Act (FOIA) Program.	Freedom of Information Act (FOIA) support is critical to the success of the Director of NPS and the Washington Support Office and Programs (WASO). The number of WASO FOIA requests has more than doubled since 2014. During FY17, there have been 211 requests to date, which is already 11% more than all of FY16. Currently, the WASO backlog accounts for more than 25% of the entire NPS FOIA backlog. The WASO ten oldest requests account for 50% of the NPS ten oldest, and several of those will soon be listed on DOI's ten oldest request list as well. This means we will be required to report to Department of Justice on our progress of closing those oldest requests. The five oldest WASO requests are in either the complex or exceptional processing tracks. Without additional FOIA staff, NPS will not be able to work on those requests as required by 43 CFR 2.15. By law we are supposed to respond to FOIA requests within 20 workdays. The average processing time for FOIA requests in this FY is 31.43 minutes. Without additional FOIA staff, we risk incurring substantial attorney fee costs due to losing litigation cases that are based on our failure to respond in a timely manner. For example, a litigation at GOGA has cost the park more than \$300,000 just in costs relating to hiring a contractor to manage the exceptionally large FOIA request response and to have hard copy records digitized to meet requester demands. Attorney fees for that case are expected to range between \$250k and \$2M, which will have to come out of the agency's operating budget.	No
525	NPS	5/15/2017	Records and Information Management Specialist	13	Washington, DC	18-24 months		Leads, plans and manages the bureau records management program for both core mission and administrative records, regardless of medium or format. The Records Officer serves as the bureau senior technical expert on agency-wide electronic and non-electronic records management issues; advises senior program managers, the Associate CIO and the General Counsel's Office on adequacy of documentation and creation and management of bureau records, keeping senior management informed on current and projected operational requirements, issues, legislative, and regulatory matters. The Records Officer works closely and proactively with legal counsel within the DOI/NPS to ensure that records/information assets are managed to enable government accountability, protect the interests of the public, and mitigate records-related litigation risks.	This position provides the training to staff of parks that do not have local records officers. The position also directly supports parks in managing, recording and sending files to National Archives for proper storage. Records include core mission and administrative records. Description of how the duties have been accomplished in the interim: The Records Management and Freedom of Information Act (FOIA) Program Manager reports that duties are not being accomplished and the January 11, 2017 National Archives and Records Administration (NARA) Records Management Inspection Report noted training does not meet requirements of M-12-18 and comprehensive and regular evaluations are not being conducted. Hiring for this position was delayed largely due to issues related to HR's review workflow process (which changed as a result of the OPM audit where additional levels of review were added to the process).	No
506	NPS	5/15/2017	Budget Analyst	12	Washington, DC	Not yet vacant (June 3, 2017)		This position directly manages the execution of the national capital regional office \$14 million budget, including but not limited to account management, formulation of current year financial plan, account reconciliation, consolidation of monthly and quarterly status of funds, expenditure analysis. Incumbent is the regional Agency/Organization Program Coordinator for the charge card program in the National Capital Region.	This position is critical in effectively and efficiently managing the funding required to support the programs that directly service the 16 parks in the National Capital Region. Additionally, this position provides the level of funding and Full-Time Equivalency (FTE) analysis required to maximize all of the funds appropriated to the region and the parks.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
508	NPS	5/15/2017	Environmental Protection Specialist	12	Washington, DC	New Position		This position is a project manager for 5 CERCLA sites located within national parks - East along the Anacostia River. The CERCLA sites are located in under-served neighborhoods and represent a potential hazard to the community. While we have been making steady progress, these sites are the focus of the community, ward council-members, and ANC commissioners for many years. Each site is in a different phase of the process. The sites served as dumping grounds or industrial sites in an area of the city where the community was less able to defend themselves from these types of activities. Efforts to-date have been to rectify this situation and make these spaces clean and a part of the community that they can be proud of.	This position was previously advertised and a candidate selected. However, an offer could not be made due to the hiring freeze that went into effect on January 20. If not filled, work will slow or cease on these sites. This has been an additional responsibility of the Region's Chief of Planning for the last year and the additional work load is not sustainable. Without continual work, the sites will not be re-mediated and will remain a potential hazard for the community and the environment. Any slow down or delay in progress will be noticed by the local leaders and the community and will prompt inquiry into why.	No
451	NPS	5/15/2017	Supervisory Architect	14	Washington, DC	> 24 months	Yes	Position directly manages and oversees all construction projects on White House grounds and facilities, many of which are classified and highly sensitive. The incumbent is the primary contact with the Executive Office of the President, Executive Residence, General Services Administration, Secret Service, National Capital Planning Commission, Commission of Fine Arts, and White House Military Office. Given the classified nature of the position it requires a top secret clearance with White House access as well.	This position has been advertised and twice selections were made. One candidate was unable to secure the necessary security clearance for the job. The second selectee turned down the position after it was offered. The next cert was closed due to the hiring freeze. Failure to fill this position will greatly impact the NPS's ability to fulfill its responsibilities for the timely care and maintenance of the White House. The lead time to fill this position is quite long given the background requirements.	No
507	NPS	5/15/2017	Supervisory Budget Analyst (NCR Budget Officer)	13	Washington, DC	New Position		This is a critical position to the financial stewardship of National Capital Region. The incumbent is responsible for directing and implementing the budget formulation and execution for the regional office budget, as well as all account management and funding allocations for project funds across the National Capital Region. Additionally the incumbent is responsible for the creation, execution and implementation of operating procedures for \$120 million annual budget for the National Capital Region, including but not limited to charge card program, travel, permanent change of station, and appropriations.	The region and regional office will be handicapped in their ability to effectively and efficiently formulate and execute over \$120 million annual budget. This position is critical to the region maximizing appropriated funds and providing the level of oversight and accountability. We will be looking to fill this position from within current staffing in the regional office.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
492	NPS	5/15/2017	Cultural Resource Specialist	12	Yorktown, VA	12-18 months	No	<p>This is the only cultural position within this Historical Park. The position is responsible for all cultural resources management and compliance with Section 106 of the NHPA. Responsibilities include archaeological oversight, historic structure preservation, consultation on Federal Highways projects regarding the historic Parkway, tribal consultation, coordination with Interpretation on exhibit development, coordination on all undertakings with the State Historic Preservation Office, and more.</p>	<p>If not filled, it is highly likely that the Park will lose its ability to execute any projects with potential effects to historic resources, which comprise the majority of the park's projects. Relationships with tribes and SHPO offices and compliance with 106 Programmatic Agreement could decline.</p> <p>This position has been vacant since March of 2016. Duties were accomplished between regional office staff and park natural resources, but lacking the critical knowledge of Section 106 compliance. Attempts at filling the position have failed due to candidates declining offers and the length of time taken to update the PD.</p> <p>Impacts of the vacancy include un-executable projects for lack of proper compliance work, non-compliance with the State of Virginia paperwork process, resources continuing to degrade because of project delay, foregone revenue on buildings that could be occupied if renovations had been completed, and declining relationships with park neighbors that support execution of these projects. As a historical park, it is not sustainable to be lacking a dedicated cultural resources manager with the knowledge of federal policies and regulations related to protection of historic resources.</p>	No
631	NPS	6/1/2017	Supervisory Human Resources Specialist	GS-13	Yosemite Valley, California	2 months	Yes	<p>This position directs daily HR office operations and provides program direction and oversight for an HR staff engaged in the planning, development and execution of a human resources management program serving NPS sites engaged in mission-oriented activities.</p>	<p>Failure to fill this position puts all of the responsibilities for leading the HR office on the Acting personnel who continue to carry the workload of their current position. Given that this is a highly technical position, we lose efficiencies and put ourselves in jeopardy of not following law, rule and regulation. There are currently 3 vacant Supervisory HR Specialist positions in PWR. Not filling these positions will impair our operations as multiple individuals are currently covering the various duties required for oversight of HR operations. This also interferes with our ability to effectively execute the regional HR program and reach a more efficient and cost-effective target organization.</p>	No



**To:** William Werkheiser[whwerkhe@usgs.gov]; David Applegate[applegate@usgs.gov]; Jose Aragon[jaragon@usgs.gov]  
**Cc:** Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-13T16:35:01-04:00  
**Importance:** Normal  
**Subject:** USGS - May 15 and June 1 hiring waiver request decisions  
**Received:** 2017-06-13T16:35:09-04:00  
[USGS\\_0515\\_0601\\_Hiring\\_Waiver\\_Requests\\_Decisions.pdf](#)

Attached is the list of positions submitted for May 15 and June 1 for hiring waivers. The decisions are shown in the far right column. In reviewing the requests that were not approved in DC and Denver, please consider whether there are alternate duty locations where the positions could be located. For duty stations outside of DC and Denver, please consider whether there are DC or Denver staff that could be reassigned to the field location to perform the work. Please let me know if you have any questions.

Thanks,  
Mary

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
311	USGS	5/15/2017	Research Geologist	13	Anchorage, AK	March 2016	No	Conducts volcano monitoring work and responds to eruptions in Alaska.	The incumbent is critical to the Alaska Volcano Observatory (AVO) team during multiple eruptions per year to provide interpretation of unrest and volcanic activity needed for accurate public and aviation forecasts.	Yes
532	USGS	6/1/2017	Geologist	GS-9	Denver, CO	NA		This position provides technical support (analytical chemistry) to the CMERSC Argon Geochronology Lab in the Southwest Region. This lab provides essential information in support of most of the CMERSC's other functions, particularly minerals resource identification and assessment. This request is to transfer existing USGS personnel from Menlo Park to the Argon Lab in Denver.	Current state-of-the-art facilities in Denver are not at optimal operations capacity or efficiency due to the lack of qualified personnel. This multi-million dollar resource will remain underutilized if this position is not filled.	No
309	USGS	5/15/2017	Hydrologist	12	Denver, CO	n/a		The incumbent is requesting to relocate from CA to CO to be co-located with the lead scientists in the Landslide Hazards Program. The incumbent works on a number of projects for the design and deployment of systems for near-real-time monitoring and emergency response, as well as the application of new methods for debris-flow hazard assessment.	If this position is not filled in Colorado, the Geological Hazards Science Center will be chronically short staffed in our Post-fire debris project which is an important toll for emergency responders and land managers as it enables them to better predict areas of debris flow following precipitation events.	No
310	USGS	5/15/2017	IT Program Manager	13	Denver, CO	3 years		The incumbent is responsible for overseeing and coordinating IT Operations and Development at the Geologic Hazards Science Center. This is an important leadership position which is directly tied to the Center's mission critical 24x7 earthquake monitoring and alerting function.	This function has been performed by the Associate Science Center Director and it is critical to fill with a permanent hire from within the USGS. Not having dedicated staff assigned to this position makes the Center vulnerable in the areas of Assessment & Authorization and IT security.	No
543	USGS	6/1/2017	Economist	13	Flagstaff, AZ	NA	No	This position is essential and necessary to meet mission-critical functions that the Grand Canyon Monitoring and Research Center (GCMRC) is obligated to complete as science provider to the Department of the Interior's Glen Canyon Dam Adaptive Management Program (GCDAMP). This is an existing TERM position that will end in August 2017. Although this position is currently filled as a TERM, the position itself fills a PERMANENT work force need in the Grand Canyon Monitoring and Research Center's Work Force	Without this position, the GCMRC will not meet its obligations under reimbursable agreements that are already funded and likely to be extended for future work. This position is critical to the full implementation of GCMRC's program to provide monitoring/research science support to Colorado River ecosystem management agencies in the Southwest. Failure to fill this position may require GCMRC to return part or all of reimbursable funds already obligated to USGS from the Bureau of Reclamation.	Yes
538	USGS	6/1/2017	EDGE Physical Scientist	13/14/15	Flagstaff, AZ	1 year	No	Provides core cartographic expertise and development in support of extra-planetary NASA missions.	These positions will backfill retirement losses over the past year and maintain ability of Science Center to continue support of NASA missions. Center will be unable to fulfill ongoing commitments to NASA without these positions.	Yes
535	USGS	6/1/2017	Research Geologist, Geophysicist, Space Scientist, or Physical Scientist	13/14	Flagstaff, AZ	3 years	No	Conducts planetary science research in support of extra-planetary NASA missions.	Science Center will remain below full staffing levels and be unable to meet science support needs of primary client, NASA, particularly for planned future space missions. Position will generate approximately \$500k for center annually.	Yes
312	USGS	5/15/2017	Research Geochemist	12/13/14	Hawaii National Park, HI	January 2017	No	Monitors and analyzes the gases coming from beneath Kilauea and Mauna Loa volcanoes.	The incumbent combines information with other monitoring data to inform assessments of threat to towns and infrastructure. USGS efforts to monitor and assess volcanic threats will be compromised by loss of the information provided by analyzing the volcanic gases, including volcanic air pollution (Vog) currently impacting thousands of people throughout the state each day.	Yes
315	USGS	5/15/2017	Field Manager: Interdisciplinary Physical Scientist, Geophysicist, or Geologist	12	Menlo Park, CA	Jan 2017	Yes	Provides oversight for the Northern California Seismic Network (NCSN) field team during the installation, operation, and maintenance of seismic stations.	The incumbent will lead installation or upgrading of over 400 seismic stations in Northern California over the next 2 years. Failure to fill this position would hamper our ability to provide real-time earthquake information to emergency responders, engineers and the public.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
529	USGS	6/1/2017	Deputy Delaware River Master	GS-13/14	Milford, PA or Reston, VA	Vacant since April 2015		<p>The Office of the Delaware River Master (ODRM) staff consists of the River Master (as a part-time, collateral duty of the USGS Chief, Office of Surface Water), a Deputy Delaware River Master, and a GS-11/12 staff hydrologist. The Deputy supervises, coordinates, or directly performs most of the reservoir modeling and water release and diversion coordination (seasonally, a 7-day a week job), drafts the annual operations report, and may chair or participate in many technical Delaware-related workgroups or bodies. The position requires advanced knowledge of an ever evolving Delaware River Basin code of water regulations and related legal frameworks (e.g., the Delaware River Basin Compact and the 1954 Supreme Court Decree), the complex Delaware River Basin political landscape, watershed management and hydrologic modeling techniques and principals, streamgaging and streamflow network design and operation, and supervisory and leadership skills for overseeing junior staff and engaging with staff from the decree parties, other agencies and interest groups, and the general public.</p>	<p>In 1954, the Supreme Court issued a decree adjudicating a dispute between the City of New York (NYC), the States of New York, New Jersey, and Delaware, and the Commonwealth of Pennsylvania over diversion and use of water from the Delaware River and NYC-owned water-supply reservoirs on headwaters tributaries. As part of the Decree, the USGS was charged with staffing and administering the ODRM to ensure implementation of other aspects of the Decree. The Decree also requires the decree parties to fund the expenses of the ODRM (and as such, the Federal gov't is fully reimbursed by the parties for the salary needed for the Deputy River Master position.) The ODRM estimates, four days in advance, the expected river flow deficiencies requiring release of water from the NYC reservoirs to supply; monitors reservoir contents, river flows and water diversions; and compiles and publishes annual reports that describe the operational and management activities of the NYC reservoirs, various other water entities, and the ODRM, and provide an accounting of upper-basin water.</p> <p>During the position vacancy, USGS staff details and overtime by the ODRM staff hydrologist ensured that the most essential work of determining and coordinating reservoir releases to maintain minimal flow targets has been maintained. However, this temporary arrangement has resulted in decreased timeliness and accuracy, and progress on the annual report publication has nearly ceased. Not filling the Deputy Delaware River Master position would continue promoting an inefficeint ODRM and jeopardize the USGS's ability to fulfill the Supreme Court Decree requirements aimed at residents and businesses in the Delaware River basin that depend on wise management of its water.</p>	Yes
316	USGS	5/15/2017	IT Specialists (2)	09/11/12	Pasadena, CA	Oct 2016	No	<p>Develops, implements, and operates elements of the ShakeAlert Testing and Certification platform, maintains system code integrity, and monitors overall performance to ensure that the whole West Coast system is operating as intended.</p>	<p>Failure to fill these positions will make it impossible to develop and maintain an EEW system that can provide accurate, rapid, and reliable warnings of the timing and severity of impending earthquake ground motions to the public, utilities providers, businesses, and emergency responders.</p>	Yes
313	USGS	5/15/2017	Project Manager: Interdisciplinary Physical Scientist, Geophysicist, or Computer Scientist	11/12/13	Pasadena, CA	New	No	<p>Leads the Central Technical Team that is planning, building, and operating the entire ShakeAlert Earthquake Early Warning (EEW) system.</p>	<p>This position must be filled to ensure that the ShakeAlert system is reliable, robust, and ready for initial public rollout in 2018. The position oversees the Testing and Certification platform for ShakeAlert EEW, which maintains system security and code integrity and monitors performance to ensure that the system is reliable and accurate.</p>	Yes

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317	USGS	5/15/2017	Scientific Programmer	11/12/13	Pasadena, CA	Jan 2016	Yes	Supports software that the Southern California Seismic Network (SCSN) uses to identify, locate, and rapidly send out information on earthquakes in southern California. Also supports software package and primary user interface for human review and refinement of earthquake information across all USGS networks.	Failure to fill this position will harm USGS abilities to provide essential earthquake information, including through the Earthquake Notification System (ENS). ENS provides earthquake notifications to over 400,000 users worldwide, including high-ranking government officials in the U.S., and is one of the highest profile products of the Earthquake Hazard Program.	Yes
318	USGS	5/15/2017	ShakeAlert Operator IT Specialist	09/11/12	Pasadena, CA	New	No	Works under the Southern California Seismic Network (SCSN) ShakeAlert Regional Manager to maintain and operate the Southern California ShakeAlert EEW system.	There are currently no USGS Information Technology Specialists at the USGS Earthquake Science Center's SCSN operations unit in Pasadena dedicated to ShakeAlert operations. This position would share rotating 24/7 responsibility for monitoring and maintaining system performance with their counterparts in northern California and the Pacific Northwest.	Yes
304	USGS	5/15/2017	Chief, Office of Diversity and Equal Opportunity	15	Reston, VA	10/1/2016		The Chief DEO will be responsible for implementing continuing affirmative employment; overseeing and developing USGS policies, programs and guidelines to assure proper implementation of EO laws and regulations; providing guidance and assistance on EO related matters to managers, supervisors and employees; coordinating hearings and appeals with DOI, the EEOC and the Office of the Solicitor.	The incumbent oversees and develops USGS policies, programs and guidelines to assure proper implementation of EO laws and regulations; manages the discrimination complaints programs and coordinates hearings and appeals with DOI. Pursuant to 29 C.F.R., 1614.102 (a)(1), the agency shall provide sufficient resources to its equal employment opportunity program to ensure efficient and successful operations. Filling the position would ensure that the USGS EEO Program is properly staffed and on par with the other DOI Bureaus. Pursuant to 29 C.F.R. 1614.102(c) and EEOC Management Directive 110, which is based on Title V11 of the Civil Rights Act of 1964, Federal agencies must appoint a DEO Director who shall be responsible for implementing affirmative employment programs; identify and eliminate discriminatory employment practices and policies; and advise the agency head on matters related to the EEO process.	Yes
307	USGS	5/15/2017	Coordinator for Mineral Resources Program	15	Reston, VA	12/15/2016		The Mineral Resource Program Coordinator provides leadership to assure that the priorities and goals of the program stay abreast of national policies, changing conditions, and other influences that may affect organizational units at the local, regional, or national level. The individual must address complex concepts/findings on geology and mineral resources and (or) mineral environmental research and resource assessment in a clear, concise, and logical fashion at interagency science forums, national or international meetings, public lectures, information hearings, press conferences, and (or) briefings of high level officials including responding to Congressional or Legislative inquiries about programmatic activities and funding.	The Mineral Resource Program Coordinator works with Federal, State, and local government agencies, universities, professional associates, and the private sector to define scientific goals, to contribute to public policy decisions, and to obtain funding for scientific studies and program activities related to mineral resource research and assessments. If this position is not filled there will be a serious void in the management structure that oversees the coordination of the Minerals Resource Program. This will have a severe impact on the ability of this program to complete resource assessments that are critical to the nation's security and economy.	Yes

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
306	USGS	5/15/2017	Deputy Associate Director	15	Reston, VA	12/1/2016		The Deputy Associate Director is responsible for the development and management of the Energy and Minerals Mission Area which includes assessment and collection of information on resources that are essential for national security and the economy.	If this position is not filled there will be a serious void in the management structure that oversees the coordination of the Energy and Minerals resource programs. This will have severe impacts on the ability of these programs to complete resource assessments that are critical to the nation's security and economy. The Deputy Associate Director (DAD) is responsible to the allocation of funds and ensures that scientific efforts within the Mission are fully coordinated and integrated both internally and externally.	Yes
305	USGS	5/15/2017	Physical Scientist	09/11/12	Reston, VA	12/1/2016		The Physical Scientist provides expertise in mineral supply, demand, consumption, trade, import reliance, reserves and resources which are an essential requirement for the delivery of the mission for a broad range of essential mineral raw materials. Gaps in USGS National Minerals Information Center (NMIC) coverage for antimony, arsenic, copper, germanium, lead, and nickel resources now exist as a result of the unexpected loss of two employees to the US International Trade Commission.	Timely, reliable, fact based mineral information forms the foundation of all USGS products and directly support the mission of several other U.S. Government agencies. Some examples relating to national security include the following: 1) U.S. Department of Defense –provide up to date mineral commodity data to the Defense Logistics Agency (DLA) to support their mission to manage the U.S. National Defense Stockpile and advise the U.S. Congress of changes in material requirements; 2) Central Intelligence Agency –to adapt the Mineral Criticality Screening methodology to address U.S. net import reliance for mineral commodities, 3) Department of Homeland Security – direct support for the development of 23 Strategic Mineral Profiles to be published jointly by DHS and USGS which highlights the salient features of essential, critical, and strategic materials for the security of the U.S. homeland. Insufficient staff to maintain the USGS expertise for a broad range of mineral commodities jeopardizes the timely, reliable delivery of the objectives of all of these important USGS customers.	Yes
314	USGS	5/15/2017	Regional Manager: Interdisciplinary Physical Scientist, Geophysicist, or Geodesist	12/13	Seattle, WA	New	Yes	Oversees the ShakeAlert EEW System in the Pacific Northwest (PNW) and is responsible for its reliable operation, including coordinating ShakeAlert implementation and related network operations at the USGS and the University of Washington.	Similar positions in the other two ShakeAlert Regional Offices (Menlo Park and Pasadena, CA) have already been filled, and failure to fill this position would prevent the reliable, timely and integrated operation of ShakeAlert across the entire west coast of the U.S.	Yes
549	USGS	6/1/2017	Security Specialist/Physical Scientist	GS-12	Sioux Falls, SD	0	No	The incumbent ensures the physical protection of personnel, facilities and sensitive resources are integrated and and/or executed in a way that will result in an acceptable level of risk as documented in the system's security plan; and the daily security for IT systems. Develops and update security instructions, policies, procedures. Works with departmental heads in developing internal security procedures that ensure compliance with the protection of assets and personnel for programs and projects. Conducts security assessments to identify risks and provides risk mitigation recommendations in supporting security control measures.	EROS is designated a USGS Mission Essential Center in accordance with Department of Homeland Security Federal issued Continuity Directive 2. The EROS Physical/Special Security Manager manages and administers physical, personnel, information, industrial, Special Security, COMSEC, and OPSEC security programs for the protection of a designated ISC Level III Federal facility. The facility includes a large and extremely complex power, data, distribution infrastructure to support for missions critical USGS science, data, multi-department, multi-agency, and satellite operations. EROS is the largest USGS-owned facility at over 300,000 square feet of building space and over 318 acres of land. Approximately 600 federal and contract personnel work onsite. Failing to fill this position places the center at risk of security violations, lack of preparedness for emergency or disaster situations, potential injury, and significant risk to accomplishment of Mission Essential Functions.	Yes
541	USGS	6/1/2017	Hydrologist	13	Albuquerque, NM	3 months	No	Serves as the Surface-Water Specialist for the Center ensuring the rigorous standards and procedures within the USGS are followed. Incumbent will also need to be an expert in the field of real-time and discrete surface-water data and interpretations.	Discipline Specialists such as the Surface-Water Specialist are critical to maintaining the scientific integrity of the USGS Water Science Centers. These positions serve to communicate fundamental science practices to WSC staff and verify scientific work conducted by WSCs follow the rigorous standards and procedures established by the USGS and the Water Mission Area.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
542	USGS	6/1/2017	Hydrologist	12/13	Albuquerque, NM	3 months	No	Serves as the Water-Quality Specialist for the Center ensuring the rigorous standards and procedures within the USGS are followed. Incumbent will also need to be an expert in the field of real-time and discrete water-quality data and interpretations.	Discipline Specialists such as the Water-Quality Specialist are critical to maintaining the scientific integrity of the USGS Water Science Centers. These positions serve to communicate fundamental science practices to WSC staff and verify scientific work conducted by WSCs follow the rigorous standards and procedures established by the USGS and the Water Mission Area.	No
533	USGS	6/1/2017	Supervisory Hydrologist	15	Austin, TX	3 months	Yes	Director of the Texas Water Science Center	The Texas Water Science Center is one of the largest centers in the USGS with 175 employees and a budget of \$23 million and requires a Director for effective management and oversight. This is also the lowest level of authority permitted to enter into financial agreements with external entities, a major requirement for any Water Science Center with a large portfolio of reimbursable	No
528	USGS	6/1/2017	Director, Laboratory and Analytical Services Division	GS-15	Denver	NEW		The incumbent serves as the Director of the newly created Laboratory and Analytical Services Division (LASD) in the restructured USGS Water Mission Area. The LASD provides a single point of focus for integrated management of WMA-supported laboratories and analytical services that provide water quality and chemical analysis of the physical properties and chemical characteristics of water, sediment, and tissue samples and for the taxonomic identification of aquatic organisms. The LASD Director is responsible for providing leadership to (1) develop unified strategies and policies that advance the scientific viability and credibility of the WMA's laboratory capabilities and services, and (2) coordinate enterprise laboratory quality assurance/quality control practices. The LASD is comprised of three branches: the National Water Quality Laboratory (NWQL), the Quality Systems Branch, and the Project Laboratories Branch. The LASD Director supervises the LASD Deputy Director, and branch chiefs for each the NWQL, Quality Systems Branch, and Projects Laboratory Branch.	On December 6, 2017, USGS Deputy Director William Werkheiser appeared before the House Natural Resources Subcommittee on Oversight and Investigations to answer questions regarding closure of a USGS energy laboratory for scientific misconduct. As part of his testimony, Deputy Director Werkheiser made a commitment to correct these misconducts by establishing strategic oversight and practices to ensure that all USGS laboratory assets are managed to best provide for USGS programs. Not filling this position would undermine this commitment and jeopardize effective and efficient planning, management, and coordination of the policy, technical, and operational aspects of the Laboratory and Analytical Services Division in the Water Mission Area.  Filling this position directly supports on-the-ground mission delivery of water analytical services to USGS programs and Water Science Centers in fulfilling their public purpose for providing cutting-edge analytical methods, quality assurance practices, and water quality information to the Nation. These methods, practices, and information are used by Federal, state, local, and tribal partners and stakeholders to document water quality conditions and health over time in ground and surface waters that are used for drinking water supplies, industry, and recreation.	No
539	USGS	6/1/2017	EDGE Physical Scientist	13/14/15	Flagstaff, AZ	1 year	No	Provides core cartographic expertise and development in support of extra-planetary NASA missions.	These positions will backfill retirement losses over the past year and maintain ability of Science Center to continue support of NASA missions. Center will be unable to fulfill ongoing commitments to NASA without these positions.	No
540	USGS	6/1/2017	EDGE Physical Scientist	13/14/15	Flagstaff, AZ	1 year	No	Provides core cartographic expertise and development in support of extra-planetary NASA missions.	These positions will backfill retirement losses over the past year and maintain ability of Science Center to continue support of NASA missions. Center will be unable to fulfill ongoing commitments to NASA without these positions.	No
534	USGS	6/1/2017	Project Management Specialist	FPL 12	Flagstaff, AZ	6 months	No	Budgets and manages the distribution of work hours for 70-90 technical staff over 100 different projects, ensuring Science Center accountability to funding partner.	Science Center will be much less efficient, significantly reducing productivity of all science staff and limiting overall output of science center and its ability to meet requirements of primary client, NASA.	No
536	USGS	6/1/2017	Research Geologist, Geophysicist, Space Scientist, or Physical Scientist	13/14	Flagstaff, AZ	3 years	No	Conducts planetary science research in support of extra-planetary NASA missions.	Science Center will remain below full staffing levels and be unable to meet science support needs of primary client, NASA, particularly for planned future space missions. Position will generate approximately \$500k for center annually.	No

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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
537	USGS	6/1/2017	Research Geologist, Geophysicist, Space Scientist, or Physical Scientist	13/14	Flagstaff, AZ	3 years	No	Conducts planetary science research in support of extra-planetary NASA missions.	Science Center will remain below full staffing levels and be unable to meet science support needs of primary client, NASA, particularly for planned future space missions. Position will generate approximately \$500k for center annually.	No
531	USGS	6/1/2017	Ethics Program Specialist	GS-12	Reston, VA	1 month		The incumbent issues ethics opinions and advice to employees at all levels of the USGS. The work helps maintain the credibility and impartiality of the scientific information developed and interpreted by USGS scientists. Participates in the development and administration of a nationwide training program to ensure all employees subject to filing financial disclosure reports meet their mandatory training requirements. Reviews ethics policies and procedures to ensure conformance with OGE requirement. Provides extensive advice and assistance to employees and managers in developing MOUs and conflict of interest waivers for their service as officers in outside professional and scientific organizations; the processing of formal outside work requests; and using appropriate authorities for acceptance of funds from outside sources, including acceptance under the USGS gif authority. Coordinates with HR office and the inspector general's office to report potential violations of criminal statutes and assists in the implementation of any corrective actions.	If the position is not filled, the Ethics Office will not be able to continue to be responsive to ethics questions and requests for ethics advice from employees at all levels of the USGS and there will be significant delays in processing DI-1175s (Foreign Travel Certification) (DI-1175), Form DI-2000s (Acceptance of Travel Expenses from non-Federal entities) and USGS Form 9-3089s (Contribution Information and Approval). Additionally, the review and certification of Confidential Financial Disclosure Reports (OGE Form 450) and Public Financial Disclosure Reports (OGE Form 278e) may not be completed in accordance with Office of Government Ethics (OGE) regulations, due to lack of sufficient resources.	No
530	USGS	6/1/2017	Ethics Program Specialist	GS-13	Reston, VA	1 month		The incumbent issues ethics opinions and advice to employees at all levels of the USGS. The work helps maintain the credibility and impartiality of the scientific information developed and interpreted by USGS scientists. In accordance with Title 5, Code of Federal Regulations §2638.107 (Government ethics responsibilities of agency heads), "[t]he agency head is responsible for, and will exercise personal leadership in, establishing and maintaining an effective agency ethics program and fostering an ethical culture in the agency." On his first day in office, March 2, 2017, the Secretary Zinke issued a memo to all Department of the Interior employees about the importance of ethics in maintaining the public's trust. He noted that "our understanding and observance of Federal ethics rules are essential to maintaining that trust and carrying out our mission."	If this position is not filled, the Ethics Office will not be able to continue to be responsive to ethics questions and requests for ethics advice from employees at all levels of the USGS and there will be significant delays in reviewing and certifying public and confidential financial disclosure reports in accordance with Office of Government Ethics (OGE) regulations; conducting conflict of interest reviews of Cooperative Research and Development Agreements (CRADAs); Technical Assistance Agreements (TAAs), Collaborative Agreements and Facility Service/Use Agreements; giving post-Government employment advice to retiring and separating employees; providing annual and specialized ethics training; and processing 5 C.F.R. § 2640(m) Authorizations of Assignment or 18 U.S.C. § 208(b)(1) waivers that enable USGS scientists to serve in their official capacities as officers or board members of professional scientific organizations. Not being able to replace the retiring Assistant Ethics Counselor would have a negative impact on the ability of the Ethics Office to help achieve the Department's goal of strengthening the Department's ethical culture.	No

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308	USGS	5/15/2017	Quality Assurance Specialist (Physical Scientist)	12/13	Reston, VA	New Position, Never before filled.		The selectee will provide quality assurance expertise in the Energy Resources Program (ERP) research laboratories located within the Eastern Energy Resources Science Center (EERSC), and will coordinate, implement, and maintain the Quality Management System (QMS). This includes documenting, validating, and ensuring data quality, integrity, reproducibility, and traceability in the laboratory. The selectee will interact with EERSC laboratory staff, laboratory management, the ERP, and EERSC directors to ensure that deadlines are met with respect to the QMS implementation.	The ERP is in the process of implementing a Program wide externally vetted Quality Management System (QMS) within ERP and EERSC laboratories. Formulation of the ERP laboratory QMS had begun prior to the discovery of a second data integrity issue associated with the Inorganic Geochemistry Laboratory of the Central Energy Resources Science Center (CERSC) in Denver, which subsequently resulted in closure of the lab, and a Department of the Interior Inspector General (DOI IG) report dated June 15, 2016. The USGS Director formally committed to the DOI IG that a fully functional QMS would be in place in ERP laboratories by June of 2018. As an integral part of the QMS implementation, ERP committed to fund and staff a dedicated Quality Assurance Specialist (QAS) in both the EERSC and CERSC. The need for both QAS positions was also outlined in a plan for preventing future data integrity incidents in the USGS, which was created by the ERP and was presented by the USGS Deputy Director, Bill Werkheiser, to the House Committee on Natural Resources during his testimony on December 6th, 2016. If this position is not filled as soon as possible (within the next 3-6 months), the USGS is in significant jeopardy of not meeting the June 2018 deadline for having a fully functioning QMS in place for ERP-funded laboratories. Failure to meet this deadline could result in catastrophic impacts to the reputation of the entire Bureau for producing high quality and unbiased scientific data.	No
548	USGS	6/1/2017	IT Business Analyst	12	Sioux Falls, SD	9 months	No	This position coordinates planning, development and implementation of interagency data center business processes at EROS, designated one of DOI's five Core Data Centers after consolidation.	Failure to fill this position would result difficulties complying with Federal Information Technology Acquisition Reform Act (FITARA), implementing the Federal Data Center Optimization Initiative, and maximizing utilization of the President's proposed Technology Modernization Fund.	No
547	USGS	6/1/2017	Landsat 9 Resource Manager	12/13	Sioux Falls, SD	8 months	No	This position provides Earned Value Management (EVM) oversight and analysis required for integrated technical/schedule/cost baseline control for the Landsat 9 Development project in accordance with with OMB Circular A-11, and OMB Major IT Investment Capital Planning Guidance, DOI IT Capital Planning Guidance, and the ERP.	Failure to fill this position would put Landsat 9 development schedule and performance at risk due to lack of appropriate baseline oversight and impact EVM reporting requirements for the LSDS IT Investment.	No



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No.	Bureau	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Deputy Secretary Approval
546	USGS	6/1/2017	Science and Applications Branch Chief	GS-15	Sioux Falls, SD	1 yr		<p>The EROS Science and Applications Branch directly contributes to accomplishing USGS Mission Essential Functions; Observe the earth with remote sensing satellites, monitor and analyze changes on the land, and provide relevant science information to inform public decisions; Provide a national archive of remotely sensed images per legal mandate of the National Land Satellite Remote Sensing Data Archive (Land Remote Sensing Policy Act of 1992, Public Law 102-555, 15 U.S.C. 5601); and Provide current and accurate geospatial data for local, national and global hazard support to include support to wildland fire through Landfire, Monitoring Trends in Burn Severity and Burned Area Emergency Response. The EROS Science and Applications Branch is the largest and most complex branch at EROS consisting of more than 60 GS and RREG scientists ranging from GS-9 to GS-15 in three different teams with three subordinate GS-14 supervisors.</p> <p>The SAB Chief is a key leadership role and a guiding force for all scientific research conducted by EROS. The SAB Chief leads the identification of major issues and opportunities in remote sensing and land change science, evaluating the need for new research; guiding the development of research and applications that deal with these issues; and directing changes in functions or program activities to resolve changing DOI, USGS and EROS Center science priorities.</p>	Failure to fill this action will likely result in the inability to fully exploit the high priority/high visibility investment in Landsat satellite remote sensing missions.	No
545	USGS	6/1/2017	Hydrologist (Assistant Director for Hydrologic Data)	GS-14	Tacoma, WA	11/14/2016		<p>The Assistant Director is critical for managing the Center's \$6.5M streamgaging program with network operations of 359 stream gages. In the event of major flooding in Washington, the incumbent works closely with National Weather Service (NWS), Federal Emergency Management Agency (FEMA), and State and local emergency response agencies to ensure the safety of the public and private property. The incumbent also provides oversight and technical review of water monitoring along the WA - Canada international border.</p>	<p>Filling this position is particularly critical now as the spring rains and snow melts are upon us and the risk of flooding situations is high. The NWS, FEMA, and State and local emergency responders rely on us to keep the flood warning network up and running, supplying quality data to help ensure public safety and protection of private property. Filling this position has also become particularly critical as it is now time to establish FY2018 stream gaging costs and monitoring agreements. Not filling this position will jeopardize our partnerships with over 60 monitoring program cooperators. We need to develop agreements now to ensure the streamgaging network will still be operational by October 1.</p>	No
544	USGS	6/1/2017	Hydrologist	13	Yuma, AZ	NA	Yes	<p>Yuma Area Office Chief. The Office Chief plans, designs, and operates designated hydrologic data collection networks, such as stream-gaging stations, observation wells, and water quality sampling stations. Serves as principal liaison with section's customer base. Oversees both technical and administrative operations, and manages the office's budget. Coordinates activities, as needed, with other data collection sections, hydrologic study groups, and external organizations.</p>	Not filling this position could jeopardies the USGS ability to fulfill it's role set in 1964 Supreme Court Decree to collect and publish streamflow data on the lower Colorado River. Which could lead to the United States not meeting it's treaty obligations to Mexico.	No

**To:** Scott Angelle[scott.angelle@bsee.gov]; Katharine MacGregor[katharine\_macgregor@ios.doi.gov]; Walter Cruickshank[walter.cruickshank@boem.gov]  
**Cc:** Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-13T16:41:44-04:00  
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**Subject:** Fwd: Hiring waiver requests  
**Received:** 2017-06-13T16:41:51-04:00  
[Hiring Controls Templates\\_BOEM submission \(6-1-17\).xlsx](#)

Kate, Walter, and Scott,

I met with Jim Cason about the June 1st hiring waiver requests. On the BOEM requests, Jim asked you take a look at these considering the possibility of a combined BOEM/BSEE organization. Would you still want to move forward with these positions? Are there any positions that you would not want to move forward?

Thanks,  
Mary

----- Forwarded message -----

**From:** **Cruickshank, Walter** <[walter.cruickshank@boem.gov](mailto:walter.cruickshank@boem.gov)>  
**Date:** Thu, May 25, 2017 at 4:23 PM  
**Subject:** Hiring waiver requests  
**To:** Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>, [doi\\_office\\_of\\_human\\_resources@ios.doi.gov](mailto:doi_office_of_human_resources@ios.doi.gov)  
**Cc:** Tamara Richardson <[Tamara.Richardson@boem.gov](mailto:Tamara.Richardson@boem.gov)>

Here are BOEM's hiring waiver requests for the June 1 deadline.  
Please let me know if you have any questions.

Thanks,  
Walter

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

DC and Denver Hiring Waiver Request

Bureau Name	Date of Request	Position Title	Grade	Location of Position (DC or Denver)	How long has position been vacant?
BOEM	5/25/2017	Deputy Chief, Office of Strategic Resources	GS-15	Sterling, VA	n/a
BOEM	5/25/2017	Geospatial Information Officer / Data Manager	GS 13/14	Sterling, VA	n/a
BOEM	5/25/2017	Geologist	GS 7/9	Sterling, VA	6+ months

**Brief Description of Position**

Provide internal coordination of the many OSR responsibilities - interoffice communication, budget, strategic planning, employee engagement, position management, primary backup for OSR Chief,

The incumbent is under the general administrative direction of the Chief, Mapping and Boundary Branch (MBB) within the Office of Strategic Resources (OSR). The incumbent is responsible for providing technical direction for all aspects of the Bureau of Ocean Energy Management's (BOEM's) utilization of geographic data and deployment of geospatial technologies. The incumbent will serve as BOEM's technical liaison and primary point of contact both internally and externally for geographic data and technology issues. The incumbent works with the Chief of the MBB, the Chief of the OSR, and other BOEM senior managers to ensure that BOEM's geographic information needs are addressed, to ensure appropriate use of technology, and to facilitate access to needed data and information sources. The Geospatial Information Officer (GIO) functions collaboratively with the BOEM senior managers and others who are responsible for specific life-cycle phases of Geographic Information System (GIS) data and related Information Technology (IT) projects.

The position performs field work for the Atlantic Region operational activities in the Marine Mineral Program's (MMP). This includes marine mineral leasing for beach nourishment and coastal restoration, sand resource identification through analysis of geophysical and geological data, and outreach with Federal, state, local, and other stakeholders. The position will also support environmental studies that examine the sustainability of offshore sand dredging on the Atlantic OCS as well as dredging practices that minimize potential environmental impacts.

<p><b>What is the mission impact if position is not filled? How does filling position support on-the-ground mission delivery?</b></p>	<p><b>Is this a law enforcement position? (yes/no)</b></p>	<p><b>Is this a wildland fire position? (yes/no)</b></p>
<p>The scope and extent of OSR's mission responsibilities is large and increasing. With the Trump Administration's directive to immediately begin development of a new Five Year Program considering all areas of the OCS, dramatic growth in the Marine Minerals Program, and substantially reconsidering and revising BOEM's Financial Assurance and Risk Management Program, oversight, coordination and management of these various tasks is a huge and increasing effort that requires the full attention of both the Chief, OSR, and this position to accomplish while also fulfilling other management responsibilities.</p>	<p>No</p>	<p>No</p>
<p>This position is required to fulfill multiple recommendations from the FY15 - FY16 Internal Control Review of the BOEM GIS Program. The impact of not filling the position would severely hamper, and in some cases prevent, any progress on the fulfilling the ICR recommendations.</p>	<p>No</p>	<p>No</p>
<p>With an increasing demand for sand along the Atlantic, not filling this position will negatively effect MMP's efficient execution of leases along Atlantic coastline. In addition, MMP's ongoing development of a National OCS sand inventory will be negatively impacted.</p>	<p>No</p>	<p>No</p>

<b>Does this position support public safety (yes/no)?</b>	<b>Does this position support energy priority?</b>	<b>Does this position support border priority?</b>
No	Yes	No
No	Yes	No
No	No	No

DC and Denver

BOEM	5/25/2017	Program Analyst/Maritime Vessel Traffic	GS-343-9	Sterling, VA	1 year
BOEM	5/25/2017	Geospatial Data Analyst	GS-0150/13 01/1360-13/14	Sterling, VA	We are repurposing a vacant FTE to fill this new role.

The position performs field work for the Atlantic Region operational activities in the Engineering and Technical Review Branch (ETRB) and provides program analysis specifically focused on REn offshore development directly related to the assessment of renewable energy facilities and associated infrastructure on the Outer Continental Shelf (OCS) and interaction of these facilities with marine vessel traffic and other maritime regulatory issues. In addition, this program analyst would work with other Federal Agencies (e.g. U.S. Coast Guard, DOD, MARAD, etc.), State agencies, and other stakeholders (e.g. Port Authorities, Mariner Associations, etc.) to develop best management practices for the renewable energy industry and the spectrum of offshore vessel operators.

This individual will work directly with the U.S. Coast Guard to evaluate the Navigational Risk Assessment that industry submits with their development plans. The NRA presents project layout, evaluates risk of collision between maritime vessels and wind energy facilities and outlines mitigation and other measures taken to reduce such risk. The tasks undertaken by this individual will involve ongoing contact with other Federal agencies (e.g. DOD, USCG, MARAD, etc.), industry and maritime traffic stakeholders to develop guidelines based on best practices and data analysis of vessel traffic movement coastwise and into and out of ports. Review of these plans is an essential part of project plan approval and co-development of offshore renewable energy and commercial maritime vessel traffic.

Serves as a technical expert and the point of contact for geospatial matters and analyses, collaborating closely with peer environmental scientists to support or enhance environmental assessment, consultations, and policy development. Designs and develops large- and small-scale data (including metadata) from a variety of spatial and non-spatial data sources to support analysis of coastal or offshore energy and mineral resource development issues. Creates geospatial data to support issue identification, analysis, and problem solving. Analyzes complex spatial and non-spatial data, performs geostatistical analyses and predictive geospatial modeling to support environmental analyses that explain the complex regional and site-specific environmental issues inherent in offshore energy and mineral exploration and development.



<p>As developers proceed with plans to submit construction and operations plans in 2018, BOEM/OREP will have to review Navigation Risk Assessments and consult with the U.S. Coast Guard and other entities. As we proceed with the evaluation of COPs and other offshore plans it is important that we have in-house expertise to conduct outreach to other Federal agencies, developers and other stakeholders interested in the potential impact on maritime vessel traffic. Without this position BOEM/OREP capacity to deal from position of knowledge with other Federal agencies and offshore stakeholders could hamstring our review efforts and lengthen process time thus affecting the ability to accomplish our mission of timely and efficient review of plans for offshore wind energy facilities.</p>	<p>No</p>	<p>No</p>
<p>This position is being repurposed from a vacant FTE given its critical importance to development of the five year program and BOEM environmental documents in general (such as environmental and other program analyses, public outreach materials, briefing documents). There is currently no in-house capability for seeking out and evaluating complex scientific environmental data, and associated metadata, at the level of rigor needed to support mapping of environmental issues related to offshore energy and mineral exploration and development. The end products of such work are critical for fair and rigorous evaluation of what may be a potential environmental impact and what may not be. In addition, BOEM regularly receives environmental data sets from external stakeholders, including academics, industry and environmental NGOs. Before we can use these data sets, we need to be able to rigorously evaluate them and their relevance to BOEM decision needs. Specialized expertise is needed to fill this important function. Efforts to contract out this skill set in the past have met with little success given outside contractors: (1) lack the needed level of ongoing and in-depth familiarity with BOEM programs and needs; and (2) will often say they have the necessary skills only to find out later they are offering more of a map maker than a true geospatial data analyst.</p>	<p>No</p>	<p>No</p>

DC and Denver

No	Yes	No
No	Yes	No

DC and Denver

BOEM	5/25/2017	Visual Information Specialist	GS-1084-12/13	Sterling, VA	We are repurposing a vacant FTE for this new role.
BOEM	5/25/2017	Tribal Coordination Lead	Series TBD - Grade 13/14	Sterling, VA	We are repurposing this vacant FTE for this new role.

Plans the preparation and use of illustrations, charts, diagrams, maps, slides, and other kinds of visual material derived from complex data sets for use in communicating within the bureau and to the public environmental information (leasing and development processes and results of scientific and technical studies) through visual means. This work will entail developing data driven, information and conceptual graphical content to accurately convey scientific, ecological, and regulatory process for stand-alone presentation, display within a public presentation or interactive media, effectively leveraging cognitive science for information display. Furthermore, the incumbent works with geospatial, subject matter, and policy experts to incorporate results of spatial and temporal analysis into publication quality materials by creating time-series, relational graphics, data maps, and multivariate designs using best practices for cognitive information processing. The visual work that will be created is expected to be not only innovative, but compelling and scientifically accurate.

The incumbent is responsible for overall development and implementation of program policy and analysis on matters concerning tribal consultations, collaboration, and outreach. Coordinates Bureau activities under the National Environmental Policy Act, Executive Order 13175 - Consultation with Indian Tribal Governments, and Departmental and Bureau policies. Reviews and provides expert recommendations to BOEM leadership for pertinent Federal statutes, regulations, and executive orders to determine effect on Indian tribes adjacent to BOEM program areas on the OCS. Supports and advises the Bureau's Tribal Liaison Officer (TLO) on issues related to Government-to-Government consultation and coordination and makes recommendations on Bureau Tribal policy and practices. Leads the Bureau's Tribal Working Group comprised of headquarters, regional, and program office tribal liaison representatives. Implements the TLO's Fiscal Year Priorities for Tribal consultation and is responsible for the timely submission of the DOI Annual Tribal Consultation Report. Serves as the lead for the Bureau with respect to Tribal outreach and engagement. Acts as the liaison between tribal officials and the TLO; arranging consultations held to exchange information relating to impacts expected to result from proposed OCS activities.

<p>BOEM's environmental documents are a key communication vehicle with all stakeholders. This position is being repurposed from a vacant FTE given its importance to development of the five year program document as well as other BOEM environmental analyses, public outreach materials, briefing documents and similar. There is currently no in-house capability for taking complex information and visually summarizing into meaningful graphics. There are challenges inherent to making highly scientific and technical information transparent, meaningful and understandable by the public and decision-makers. This cannot adequately be done by narrative alone but instead visuals are needed to more easily communicate this complex information. Such a skill is also needed for shrinking the size of scientific or technical documents. Efforts to contract out this skill set in the past have met with little success given outside contractors: (1) lack the needed level of ongoing and in-depth familiarity with BOEM programs and needs; and (2) will often say they have the necessary skills only to find out later they are offering more of a media/graphic designer than a true visual information specialist who is able to translate scientific data sets and narrative into meaningful visuals.</p>	<p>No</p>	<p>No</p>
<p>The Department of the Interior has increasingly focused on the importance of DOI agencies conducting good faith consultation with Indian Tribes (See DOI DM Part 512 Chapter 4 - Department of the Interior Policy on Consultation with Indian Tribes and Alaska Native Corporations; DOI DM Part 512 Chapter 5 - Procedures for Consultation with Indian Tribes; DOI SO 3317 - Policy on Consultation with Indian Tribes; and DOI SO 3342 - Identifying Opportunities for Cooperative and Collaborative Partnerships with Federally Recognized Indian Tribes in the Management of Federal Lands and Resources). With the focus of the current administration on development of offshore energy sources, BOEM is under increasing pressure to streamline its regulatory processes. Developing and maintaining relationships with federally-recognized Indian Tribes is a critical component of agency-required good faith government-to-government consultation related to offshore energy and mineral extraction impacts to potentially affected Tribes. The level of effort involved in establishing and maintaining contacts and relationship required for Tribal consultation is commensurate with a full-time person; without the FTE BOEM will not be able to effectively coordinate Tribal consultation efforts across its three program areas (conventional energy, renewable energy, and marine mineral extraction).</p>	<p>No</p>	<p>No</p>

DC and Denver

No	Yes	No
No	Yes	No

DC and Denver

BOEM	5/25/2017	Policy Analyst	GS-0301-GS 13/14	Washington, DC	January 1, 2017
BOEM	5/25/2017	Program Support Specialist	GS-301-10/11	Washington, DC	12/31/2016
BOEM	5/25/2017	Executive Assistant to the Director	GS-301-11	Washington, DC	n/a

The position is vital to BOEM's regulatory and policy program. This position supports the development, analysis, promulgation, and implementation of bureau level policy and regulation. This position includes policy support for BOEM's regulatory, Notice to Lessee (NTL), and directive programs for responsible and safe energy development in coordination with the Department, stakeholders, and OMB. The incumbent also reviews and supports proposed legislation and implements the America-First Offshore Energy Strategy and regulatory reform goals of the bureau and Administration.

The incumbent is responsible for serving as the Executive Assistant to the Deputy Director, as well as providing a wide-range of administrative and program support to staff and offices within the Director's Office. This is an existing position, but this posting is for a new position description that significantly expands the duties and level of responsibility for the position. Major duties include: (1) serving as a liaison for the Deputy Director with internal and external parties; (2) managing the Deputy Director's schedule and travel; (3) managing the flow of briefing materials and correspondence for the Deputy Director; (4) providing a wide range of critical administrative support to staff and offices within the Director's Office (including timekeeping, IT management, ethics, travel authorizations and vouchers, property management, etc.); and (5) serving as a program specialist to implement the international travel clearance process for the entire bureau. This posting is part of a larger effort to update the personnel structure of the BOEM Director's Office and make operations more efficient.

The incumbent serves as the Executive Assistant to the Director of BOEM, and is also responsible for providing a wide-range of administrative support to the Director's Office, including all political appointee staff, more broadly. It is an existing position, but this posting is for a new position description that expands the duties and level of responsibility for the position. Major duties include: (1) serving as a liaison for the Director with internal and external parties; (2) managing the Director's schedule and travel; (3) managing briefing materials for the Director; and (4) providing a wide range of critical administrative support to the Director's Office. This posting is part of a larger effort to update the personnel structure of the BOEM Director's Office and make operations more efficient.



<p>The Office needs to fill this vacancy to provide the resources that are necessary to support President Trump's regulatory reform initiatives that will encourage energy exploration and production and foster energy security, while ensuring such activity is safe and environmentally responsible.</p>	<p>No</p>	<p>No</p>
<p>This combined position of Executive Assistant to the Deputy Director and Program Support Specialist is a critical position to ensuring smooth and efficient operations for the Director's Office. The incumbent is responsible for managing a suite of complex administrative functions for the Deputy Director, including their schedule, travel planning and reimbursement, ethics requirements for meetings and travel, briefing materials, the flow of correspondence, and other critical services. They also manage administrative functions for a number of other staff within the Office of the Director, and serve as the back up to the Director's Executive Assistant, ensuring that there is always administrative coverage for the Office of the Director. All of these duties have to be filled in order for the BOEM Directorate to operate.</p>	<p>No</p>	<p>No</p>
<p>The Executive Assistant to the Director is a critical position to ensuring smooth and efficient operations for the Director's Office. The incumbent is responsible for managing a suite of complex administrative functions for the Director, including their schedule, travel planning and reimbursement, ethics requirements for meetings and travel, briefing materials, and other critical services. They also manage administrative functions for a number of other staff within the Office of the Director, and serve as the back up to the Deputy Director's Administrative Assistant, ensuring that there is always administrative coverage for the Office of the Director. All of these duties have to be filled in order for the BOEM Directorate to operate.</p>	<p>No</p>	<p>No</p>

DC and Denver

No	Yes	No
No	Yes	No
No	Yes	No

DC and Denver

BOEM	5/25/2017	Environmental Protection Specialist (NEPA coordinator)	GS-0025-04	Sterling, VA	This is a new position, which is currently occupied by an intern since April 3, 2017. The intern is graduating on May 25, 2017 and her term expires in July 2017.
BOEM	5/25/2017	Interdisciplinary Physical Scientist	GS-1301-05	Sterling, VA	This position became vacant in January 2016 and has been occupied by an intern since June 2016. The intern will graduate in June 2017 and his term expires in July 2017.

The position performs field work for the Atlantic Region in OREP's Environment Branch for Renewable Energy (EBRE) and is responsible for conducting environmental reviews for Atlantic OCS renewable energy competitive and noncompetitive leasing processes and post-lease operational activities in compliance with the National Environmental Policy Act (NEPA) and other environmental laws including the Coastal Zone Management Act (CZMA). In addition, EBRE develops, coordinates, reviews, and manages a long-term OCS environmental studies program related to renewable energy activities on the Atlantic OCS. The incumbent would serve in OREP's EBRE as a coordinator of environmental review and consultation processes mandated under NEPA and CZMA for renewable energy activities on the Atlantic OCS.

The position performs field work for the Atlantic Region as a physical scientist in OREP's Environment Branch for Renewable Energy (EBRE) conducting environmental reviews for Atlantic OCS renewable energy competitive and noncompetitive leasing processes and post-lease operational activities in compliance with the Clean Air Act (CAA), National Environmental Policy Act (NEPA), and other environmental laws.


<p>Within the next eight months, OREP anticipates the submittal of up to four construction and operations plans for wind facilities offshore Rhode Island, Massachusetts, and Maryland, as well as a general activities plan for a transmission cable from Canada to Massachusetts. It is likely that all of these projects will require preparation of an environmental impact statement (EIS). These EISs will be in addition to OREP's NEPA compliance for lease issuance and site assessment plans. An additional NEPA coordinator within OREP is necessary in order to prepare these EISs concurrently as to not cause a delay to future leasing and wind energy projects.</p>	<p>No</p>	<p>No</p>
<p>Within the next eight months, OREP anticipates the submittal of up to four construction and operations plans for wind facilities offshore Rhode Island, Massachusetts, and Maryland, as well as a general activities plan for a transmission cable from Canada to Massachusetts. It is likely that all of these projects will require preparation of an environmental impact statement (EIS). These EISs will be in addition to OREP's environmental compliance responsibilities for lease issuance and site assessment plans. A physical scientist is necessary within OREP to prepare EIS analyses of potential impacts to physical resources, such as air quality. Without this position, EBRE would have to rely on assistance from other BOEM branches or offices, possibly delaying the completion of those EISs. In addition, the intern currently occupying this position has assisted in the coordination of the supplemental EIS for the Cape Wind Energy Project and management of multiple environmental studies for the Atlantic OCS. Therefore, without this position, projects like the supplemental EIS would be delayed or would not occur, such an environmental study on the meteorological impacts of wind facilities.</p>	<p>No</p>	<p>No</p>



**GS-12 and Above Waiver Request (Outside Washington DC)**

Bureau Name	Date of Request	Position Title
BOEM	5/25/2017	Regional Supervisor, BOEM Alaska Office of Resource Evaluation
BOEM	5/25/2017	Supervisor, Resource & Economic Analysis Section, BOEM Alaska OCS Region

GS 12 and Above

<b>Grade</b>	<b>Location of Position</b>	<b>How long has position been vacant?</b>	<b>Is this position a supervisory position (yes/no)</b>
GS-0881/1350/1313-15	Anchorage, AK	1 year	Yes
GS-0881/1350/1313-14	Anchorage, AK	4 months	Yes



**Brief Description of Position**

Major duties of the this position include: ensuring that all oil and gas resource assessments in the Alaska OCS are conducted incorporating the most current information; assuring that the public receives fair market value (FMV) for high bids received on tracts in the OCS and National Petroleum Reserve-Alaska; managing the pre-lease Geological and Geophysical (G&G) exploration permitting process; providing the necessary resource data to support lease sales; coordinating economic terms for these lease sales; preparing reports on the Alaska portion of the National Assessment; ensuring proposed G&G permit requests are technically reviewed; ensuring proprietary data are protected and properly handled in accordance with the regulations and official policies; managing G&G regulatory reviews performed on submitted OCS Exploration Plans (EP) and Development and Production Plans (DPP) to evaluate possible drilling hazards posed by surface and subsurface geologic conditions and man-made obstructions; ensuring proposed exploration and development are evaluated to insure conservation of resources; ensuring that worst case discharge values and pore pressure values are determined and documented for all EPs, DPP's and Applications for Permit to Drill (APD's); and, providing all subsurface investigations, evaluations, and reviews for Alaska OCS oil and gas projects including but not limited to EPs, DPPs, NEPA activities, and existing facilities/units.

The incumbent serves as the Chief of the Resource and Economic Analysis Section within the Office of Resource Evaluation, BOEM Alaska OCS Region. The principal duties of this position are to supervise the preparation of resource assessments to determine that they (oil and gas) are technically, as well as economically, recoverable; to create Exploration and Development (E&D) Scenarios based on resource assessments for the Five-Year Oil and Gas Leasing Program and individual lease sales; to conduct Worst Case Discharge analyses; to conduct Fair Market Value analyses for BLM on bids received in OCS and National Petroleum Reserve Alaska lease sales; to review reservoir engineering practices to ensure conservation of resources; to test, review, and implement software for the Resource Evaluation Division in BOEM Headquarters; and to provide technical support to the Bureau of Safety and Environmental Enforcement (BSEE) by performing well casing analyses and assisting with oversight of drilling operations.

What is the mission impact if this position is not filled?	Is this a law enforcement position? (yes/no)	Is this a wildland fire position? (yes/no)	Does this position support public safety (yes/no)?	Does this position support energy priority?	Does this position support border priority?
<p>The BOEM-Alaska Office of Resource Evaluation is composed of one manager (this position), two GS-14 supervisors (one is vacant) and 22 staff. Under the current situation (i.e. vacancies) this office is being managed under an ad hoc process, including a temporary reporting structure to supervisors outside of this program office and by "actings."</p> <p>This situation is directly impacting the timeliness of assignments, moral, and the strategic planning for managing the oil and gas and mineral resources on the Alaska OCS.</p>	No	No	No	Yes	No
<p>The BOEM-Alaska Office of Resource Evaluation is composed of one GS-15 manager (currently vacant), two GS-14 supervisors (one is this vacancy) and 22 staff. Under the current situation (i.e. vacancies) this section is being managed under an ad hoc process, including a temporary reporting structure to supervisors outside of this program office and by "actings". This situation is directly impacting the timeliness of assignments, moral, and strategic planning for managing the oil and gas and mineral resources on the Alaska OCS.</p>	No	No	No	Yes	

BOEM	5/23/2017	Deputy Regional Director, BOEM Alaska OCS Region
BOEM	5/23/2017	Petroleum Engineer
BOEM	5/25/2017	Biologist (Marine) (vice-Belter)
BOEM	5/25/2017	Biologist (Protected Species) (vice-Hernandez)

GS 12 and Above

GS-0301-15	Anchorage, AK	3 weeks	Yes
Series 0881, GS11/12/13	Camarillo, CA	4 months	No
7/9/11/12	New Orleans, LA	4 months	No
7/9/11/12	New Orleans, LA	14 months	No

The BOEM-Alaska Deputy Regional Director (DRD) supervises a diverse staff within the Office of Regional Director (ORD) including: the Tribal and Community Liaison; Program Analysis Officers and the function of internal control audits, litigation, regulatory, and program oversight; and the Chief, Program Services, who provides oversight of administrative aspects (e.g., technical information, budget, records, Freedom of Information Act requests, etc.). As the senior manager of the Region, the DRD exercises a broad range of supervisory and policy authority while representing the Regional Director (RD) (the Regional Executive) and, particularly in the absence of the RD, over the Region's employees. This includes the responsibility of insuring the timely and satisfactory performance of work, as well as reviewing, accepting, amending, or rejecting the work performed. Counsels employees on technical work matters, and personally provides or obtains from others guidance for employees on administrative matters as well as approving leave, effecting disciplinary measures such as warnings and reprimands, and recommending other action in more serious cases. In the absence of the RD, the incumbent is the primary person for management of the Region and acts for the Regional Director in all capacities. The DRD directs the day-to-day administrative operations of the Region which includes: a working expertise over a broad spectrum of disciplines including geology, geophysics, environmental sciences, and petroleum engineering; serving as the primary contact for the RD in managing human resource issues; working closely with the RD in regional budget planning and execution; recommending changes in policy or new policy, regulations, and guidelines based on the application of engineering and scientific principles of management; assisting the RD in the management of a wide variety of management functions and responsibilities; and assisting the RD by coordinating with the U.S. Coast Guard, Corps of Engineers, U.S. Fish and Wildlife Service, Environmental Protection Agency, National Oceanic and Atmospheric Administration, various State and local Agencies, etc. on matters associated with the Alaska OCS oil and gas and marine mineral programs.

Perform reservoir engineering and analysis for the development of Pacific OCS oil and gas fields, estimate reserves, and other lease management and/or other technical engineering tasks.

This position is a marine biologist in the Biological Sciences Unit; it prepares pre- and post-lease biological environmental analyses for oil and gas related activities.

This position is a protected species biologist in the Biological Sciences Unit; it prepares pre- and post-lease biological environmental analyses for oil and gas related activities as well as participates in protected species consultation.

<p>The BOEM Alaska OCS Region is a frontier area in terms of OCS oil and gas and marine minerals develop. As such, extensive (and efficient) processes have been established for ensuring effective communication and collaboration with its diverse stakeholders and partners, including: other federal and state resource management agencies, the Office of the Governor, the Alaska Congressional Delegation, private industry, academia, Tribes and Tribal Organizations, non-governmental organizations, and the general public. The BOEM Alaska OCS Region is also unique in terms of its size (1.0 of the 1.76 billion OCS acres), remote location, International aspects owing to its geographic location (e.g. the Arctic), and unique responsibilities owing to such mandates as the National Strategy for the Arctic Region. These require the Regional Director (i.e. the DOI Regional Executive) to be fully engaged in terms of representing the Bureau and the Department in a number of external collaborative mechanisms. This situation requires a Deputy to ensure the smooth and efficient day-to-day operations of the Region and to effectively serve as the alternate to the Regional Director as needed. If this position is not filled, the Bureau and the Department will not be adequately engaged in those activities required to effectively manage the oil and gas and marine mineral resources (i.e. strategically important resources) of the largest portion of the U.S. OCS.</p>	No	No	No	Yes	
<p>The Pacific is 1 deep in all positions. Without a petroleum engineer, the Region would not have the expertise to estimate reserves and perform reservoir engineering and analysis. This could impact decisions made by companies and the Regional office on a variety of oil &amp; gas activities, including the preparation of reserves estimates that may be used in the development of the 5-Year plan. It could also result in delays to processing Development &amp; Production Plan revision requests from companies, especially if we do not have the analytical expertise to develop worst case discharge analyses. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.</p>	No	No	No	Yes	No
<p>Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.</p>	No	No	No	Yes	No

GS 12 and Above

BOEM	5/25/2017	Biologist (Protected Species) (vice-London)
BOEM	5/25/2017	Interdisciplinary Environmental Scientist/Physical Scientist/Geologist/Oceanographer (Marine Minerals) (vice-Ashworth)
BOEM	5/25/2017	Supervisory Environmental Protection Specialist (vice-Gambino)
BOEM	5/25/2017	Supervisory Environmental Protection Specialist (vice-Goeke)
BOEM	5/25/2017	Physical Scientist (Air Quality) (Selectee: Jose Hernandez, vice-Ensz)
BOEM	5/23/2017	Supervisory Mineral Leasing Specialist
BOEM	5/23/2017	Program Analyst
BOEM	5/23/2017	Program Analyst
BOEM	5/25/2017	Program Analyst

GS 12 and Above

9/11/12	New Orleans, LA	4 months	No
0028/1301/1350/1360-13	New Orleans, LA	4 months	No
0028-14	New Orleans, LA	< 1 month	Yes
0028-14	New Orleans, LA	4 months	Yes
1301-13	New Orleans, LA	13 months	No
1101-14	New Orleans, LA	7 months	Yes
0343-9/11/12	New Orleans, LA	8 months	No
0343-12/13	New Orleans, LA	1 month	No
0343-13	New Orleans, LA	4 months	No



<p>This position is a protected species biologist in the Biological Sciences Unit; it prepares pre- and post-lease biological environmental analyses for oil and gas related activities as well as participates in protected species consultation.</p>
<p>This position is an interdisciplinary position in the marine minerals program in the Office of the Regional Supervisor; it manages the marine mineral lease process; reviews, writes, and coordinates the NEPA analysis for marine mineral leasing; and manages the outreach and consultation process with state and federal agencies.</p>
<p>This position is a section chief position for the Biological and Social Sciences Section. The chiefs supervises the supervisors for the Biological Sciences Unit and the Social Sciences Unit as well as a number of other personnel.</p>
<p>This position is a section chief position for the Environmental Assessment Section. The chiefs supervises the supervisors for the NEPA Unit and the CZM Unit as well as a number of other personnel.</p>
<p>This is a Senior Air Quality (AQ) specialist position in the Physical/Chemical Sciences Section. The AQ specialist serves as the subject matter expert for reviewing, writing, and coordinating pre- and post-lease analysis for offshore oil and gas as well as reviewing, writing, and coordinating national and regional AQ policy; and serve as a COR overseeing AQ-related studies.</p>
<p>Chief of the Leasing and Financial Responsibility Section, overseeing the planning and holding of the oil and gas lease sales; and, overseeing the processing of various forms of financial assurance required by regulation of operators in order to conduct exploration and development of oil and gas on the OCS.</p>
<p>This position reviews and approves forms of financial assurance required by regulation to prevent the U.S. Government and U.S. Taxpayers from incurring costs related to offshore oil and gas exploration and development.</p>
<p>This position runs the national Oil Spill Financial Responsibility Program, to ensure that the "designated applicant" for a "covered offshore facility" has the financial resources necessary to pay for cleanup and damages that could be caused by oil discharges.</p>
<p>The Program Analyst position is responsible for all aspects of the budgetary process for the region including formulating and monitoring funding for fiscal year initiatives, operational costs, and salary/benefits. Regional point of contact for all contracting and reimbursable services agreements.</p>

GS 12 and Above

Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.	No	No	No	Yes	No
Negative impact on ability to ensure that mineral leases and offshore mineral activities continue.	No	No	No	No	No
Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.	No	No	No	Yes	No
Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.	No	No	No	Yes	No
Negative impact on ability to ensure that oil and gas lease sales are held and the negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an environmentally responsible way.	No	No	No	Yes	No
Negative impact on ability to ensure that oil and gas lease sales are held and the negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an economically responsible way.	No	No	No	Yes	No
Negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an economically responsible way, possibly leading to the U.S. Government and the U.S. Taxpayers incurring costs related to oil and gas exploration and development.	No	No	No	Yes	No
Negative impact on ability to ensure that oil and gas lease sales are held, and the negative impact on ability to ensure the "designated applicant" for a "covered offshore facility" has the financial resources necessary to pay for cleanup and damages that could be caused by oil discharges.	No	No	No	Yes	No
With an increase in regional workload and no increase in funding, a vacancy at this position will result in operational priorities not being met.	No	No	No	Yes	No

GS 12 and Above

BOEM	5/25/2017	Geologist/Geophysicist (vice-J. Poyer)
BOEM	5/25/2017	Petroleum Engineer (Incumbent-Edwin Batchelder)
BOEM	5/25/2017	Staff Geologist (Selectee: Kellie Cross, vice-Shepard)
BOEM	5/25/2017	Petroleum Engineer (Selectee: Craig Griffith, vice-Jennings)

GS 12 and Above

1350/1313-13	New Orleans, LA	1 week	No
0881-5/7/9/11/12	New Orleans, LA	N/A - Student position converting to permanent position via Pathways upon incumbent's graduation.	No
1350-14	New Orleans, LA	5 months	No
0881-13	New Orleans, LA	5 months	No

Assures receipt of Fair Market Value on OCS lands as mandated by the OCS Lands Act and its amendments by interpreting geological and geophysical data to identify and evaluate oil and gas prospects. Participant in the development of oil and gas resource assessments that provide estimates of undiscovered oil and gas resources.

Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities. Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market Value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.

Staff geologist for the entire Reserves Section ensures the requirements of the The OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies and training staff are met. Prepares oil and gas reserves reports and makes available to stakeholders. Coordinates, screens, and independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.

Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities. Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market Value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.

<p>Without this position the timely and proper Fair Market Value evaluation of tracts bid upon during OCS lease sales would be imperiled. Prospect-specific data, maps, and analyses are essential to determine parameters for pre-sale and post-sale bid analyses. Proper Resource estimates supporting the analyses of the potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas will be impacted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No

GS 12 and Above

BOEM	5/25/2017	Petroleum Engineer (Selectee: Luis Tapia, vice-Wiseman)
BOEM	5/25/2017	Staff Geologist (NDAA appointment: Nancy Shepard, vice-H.Hooper)
BOEM	5/25/2017	Geologist/Geophysicist (vice-C. Poyer)
BOEM	5/25/2017	Geologist/Geophysicist (vice-Shanks)
BOEM	5/25/2017	Technical Information Specialist (vice- Bongiovanni)

GS 12 and Above

0881-12/13	New Orleans, LA	5 months	No
1350-14	New Orleans, LA	4 months	No
1350/1313-12	New Orleans, LA	1 week	No
1350/1313-13	New Orleans, LA	2 weeks	No
1412-9/11/12	New Orleans, LA	3 months	No



Performs Conservation information document reviews as required by 30 CFR 550.296-299 to ensure operators exploit all economic oil and gas reservoir accumulations discovered rather than producing only the most prolific zones and bypassing marginally economic zones. Develops a forecast of the lessee's production in numerous leases and conducts an economic analysis to estimate the value of the reserves to help determine determining a lessee's ability to carry out its decommissioning obligations per 30 CFR 556.53(d)(ii).

Part-time reemployment under the National Defense Authorization Act to work as ePlans subject matter expert; educate and train replacement in maintaining the Reserves Inventory program in accordance with the Petroleum Resource Management System; apprise staff in the preparation of the Estimated Oil and Gas Report and Sand Atlas; train staff in the coordination, evaluation, and screening of Worst Case Discharge submittals; and train and mentor newly hired geologists and geophysicists.

Performs regional/OCS wide assessments of geologic plays that may have the potential for oil and gas resources. Provides the regional geologic framework and stratigraphy necessary to conduct resource and reserve estimation.

Geologist/Geophysicist in the Reserves Section ensures the requirements of the The OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies are met. Independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.

Seismic data is essential to developing oil and gas resource estimates. The technical information specialist is responsible for loading and managing geophysical data to be used by BOEM and BSEE geoscientists and for the public release and security of this data.

<p>Companies exploring and developing in the deepwater (&gt;400 m) GOM would leave significant oil and gas resources behind choosing to exploit only the most profitable reservoirs. Therefore, significant oil and gas resources will remain in the subsurface and the U.S. Government will not be fairly compensated. Companies would not be able to utilize oil and gas reserves in the determination of their companies financial strength; GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Continuity and development of the ePlans system, reserves inventory program, worst case discharge evaluation and screening, oil and gas reserves reporting, and training of newly hired employees will be imperiled. Additionally, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities would be impacted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Without a regional evaluation of geologic plays in the Gulf of Mexico, BOEM would be limited in its ability to conduct statutory and regulatory required mission processes such as resource assessment, reserve estimation, fair market value of tracts bid upon during a lease sale, G&amp;G regulatory reviews of plans and permits, and conservation of resource reviews. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Without the ability to maintain and develop Reserve estimates oil and gas resource assessments, bid adequacy determinations, and in reviews of industry plans and requests could not be conducted. Additionally, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Without this data and the ability to maintain and deploy this data, BOEM would be unable to properly conduct statutory and regulatory required mission processes such as resource assessment, reserve estimation, fair market value of tracts bid upon during a lease sale, G&amp;G regulatory reviews of plans and permits, and conservation of resource reviews. BSEE also relies on this data for Unitization reviews and conservation of resources reviews.</p>	No	No	No	Yes	No

GS 12 and Above

BOEM	5/25/2017	Staff Geologist/Geophysicist (vice-Blum)
BOEM	5/25/2017	Petroleum Engineer (vice-Wallace)
BOEM	5/25/2017	Petroleum Engineer (vice-Bates)
BOEM	5/25/2017	Staff Geologist/Geophysicist (vice-Palazzo)

GS 12 and Above

1350/1313-13	New Orleans, LA	10 months	No
0881-12/13	New Orleans, LA	5 months	No
0881-12/13	New Orleans, LA	5 months	No
1350/1313-13	New Orleans, LA	3 months	No

Assures receipt of Fair Market Value on OCS lands as mandated by the OCS Lands Act and its amendments by interpreting geological and geophysical data to identify and evaluate oil and gas prospects. Reviews work of others and trains newly hired employees within Unit. Critical participant in the development of oil and gas resource assessments that provide estimates of undiscovered oil and gas resources.

Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities. Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market Value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.

Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities. Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market Value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.

Performs Conservation information document reviews as required by 30 CFR 550.296-299 to ensure operators exploit all economic oil and gas reservoir accumulations discovered rather than producing only the most prolific zones and bypassing marginally economic zones. Reviews work and trains staff.

<p>Without this position the timely and proper Fair Market Value evaluation of tracts bid upon during OCS lease sales would be imperiled. Prospect-specific data, maps, and analyses are essential to determine parameters for pre-sale and post-sale bid analyses. Newly hired staff would not be properly trained. Proper Resource estimates supporting the analyses of the potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas will be impacted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Companies exploring and developing in the deepwater (&gt;400 m) GOM would leave significant oil and gas resources behind choosing to exploit only the most profitable reservoirs. Therefore, significant oil and gas resources will remain in the subsurface and the U.S. Government will not be fairly compensated. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Keable, Edward  
**Sent:** 2017-06-14T10:19:30-04:00  
**Importance:** Normal  
**Subject:** Re: Reassignment Memos  
**Received:** 2017-06-14T10:20:00-04:00

Mary,

(b)(5)

Ed

On Wed, Jun 14, 2017 at 10:00 AM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

Here are the final three for distribution tomorrow. Can you take a look at these?

Thanks,  
Mary

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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Edward T. Keable  
Deputy Solicitor-General Law  
Office of the Solicitor  
U.S. Department of the Interior  
Phone: 202-208-4423  
Fax: 202-208-5584  
[edward.keable@sol.doi.gov](mailto:edward.keable@sol.doi.gov)

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**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** McBride, Debrah  
**Sent:** 2017-06-14T11:29:19-04:00  
**Importance:** Normal  
**Subject:** Re: BIA - May 15 and June 1 hiring waiver decisions  
**Received:** 2017-06-14T11:29:26-04:00  
[BIA Hiring Controls as of 05.01.2017.xlsx](#)

Hi Mary:

Thank you for the info. I am working in the Southern Plains Regional Office and handling as much of the hiring controls from Oklahoma. Our results of the hiring controls will probably not make a lot of our managers happy. But Bruce and Mike will have to fight the fight for us. In any event, I need assistance. Couple of regions have inquired about two positions that were submitted in the first reporting period that was submitted to your office on May 2 from Bruce.

In comparing the first approved report and the one from yesterday, it appears that the Outside DC hiring request are not on any of the approved report (for 1 and 2) . Am attaching the first report again and none tab #2 have been considered. Can you check this out on your end. Perhaps its an oversight on my part but I need to respond to the inquires.

Thank you.

*Debbie McBride*  
**Bureau of Indian Affairs**  
**Office of the Director**  
*U.S. Department of the Interior*  
*1849 C. Street, NW MS-4606*  
*Washington, DC 20240*  
[debrah.mcbride@bia.gov](mailto:debrah.mcbride@bia.gov)  
*Desk: 202-208-5472*  
*Office: 202-208-5116*  
*Fax: 202-208-6334*

On Tue, Jun 13, 2017 at 3:29 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Attached is the list of positions submitted for May 15 and June 1 for hiring waivers. The decisions are shown in the far right column. In reviewing the requests that were not approved in DC and Denver, please consider whether there are alternate duty locations where the positions could be located. For duty stations outside of DC and Denver, please consider whether there are DC or Denver staff that could be reassigned to the field location to perform the work.

Please let me know if you have any questions.



Thanks,  
Mary

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

Bureau Name	Date of Request	Position Title	Grade	Location of Position (DC or Denver)	How long has position been vacant?
BIA	BIA	Deputy Bureau Director	ES-00	Washington, DC	12/1/2016
BIA	BIA	Deputy Bureau Director for Operations	ES-00	Washington, DC	1/3/2017
BIA	26-Apr	Trust Reform Liaison Officer	12, 13	Albuquerque, NM	Vacated January 2017
BIA	4/29/2017	Self Determination Advisor (Prog. Mgr. Analyst)	13/14	DC	9 monthsh (July 2016)

Is this position a supervisory position (yes/no)	Brief Description of Position
Yes	Senior executive for the Bureau law enforcement services and internal affairs programs including uniformed police services, criminal investigations, detention operations, and tribal justice support. Responsible for all headquarters and field activities associated with policy implementation, procedures, coordination and operation of public justice & safety programs.
Yes	The position provides executive leadership and direction to each of the twelve Regional Directors in the daily discharge of their Federal responsibilities to Indian people and Alaska Natives for the protection and sound management of the extensive resources and funds held in trust by the United States for Indian tribes and individual Indians. This This executive is responsible for monitoring and evaluating the performance of the regional and field offices; conducts and coordinates periodic/specific program reviews of field operations. Serves as the principal executive expert advisor to the Director, Bureau of Indian Affairs concerning the operations of the regional and field offices in the area of Indian and Trust Services. The Deputy Bureau Director is a technical advisor to the Director, Bureau of Indian Affairs on regional operations in the areas of Indian Services and Trust Services.
No	Serve as a Data Administrator and Contracting Officer's Representative (COR) for OTS. Works individually and as a team leader to develop and refine strategies, policies and action plans to improve data quality and system performance for the Trust Asset and Accounting Management System (TAAMS) and the Probate tracking system (ProTrac).
No	Provide administrative support and perform all budgetary functions; advisor of self-determination legislation and regulations; develop Bureau-wide practices and procedures to ensure compliance and accountability; perform program analysis; internal controls and reporting; in accordance with 13 IAM Chapter 7, compile, analyze and complete the CSC report and resolve any discrepancies; and work with tribes and/or authorized tribal organizations and the general public on any and all issues regarding the P.L. 93-638.

What is the mission impact if position is not filled? How does filling position support on-the-ground mission delivery?	Is this a law enforcement position? (yes/no)
<p>Without this senior executive, there will not be adequate leadership and oversight of the Bureau law enforcement services and internal affairs programs including uniformed police services, criminal investigations, detention operations, and tribal justice support. Executive level decisions and implementation of the Administration's priorities will be delayed.</p>	<p>Yes</p>
<p>Without this senior executive position, there will not be adequate leadership and oversight to provide the vision, direction, inspiration and motivation necessary to ensure the Department's and Bureau's goals and mission are delivered successfully to the twelve regions and the 567 federally recognized tribes. There will be lack of guidance and direction to law enforcement services, to social services, realty and probate services, road maintenance and construction, irrigation, tribal government, and processing of land titles and transactions. Tribal consultation may be limited that can have a direct impact to tribes that operate under a 638-contract, and there could be a lack of delegated authority to manage programs.</p>	<p>No</p>
<p>The impact will be that trust revenue payments to individual Indians and Tribes will not occur timely and accurately. The individual works with the government contractor, CGI, to coordinate activities that support the smooth operation of processing trust monetary, land and title transactions and for routine system maintenance in conjunction with the Department's OCIO. This is an essential system that houses the majority of BIA's land and lease related data. This position is critical for maintaining the contractual requirements and IT mandated reporting requirements.</p>	<p>No</p>
<p>If the position is not filled, the mandatory reporting requirements may not be fulfilled; the Contract Support Funding may be delayed; the BIA Awarding Officials will be negatively impacted by any delays in the process and timing for funding, receiving technical assistance and feedback. The end result may delay the required and much needed services provided to Indians.</p>	<p>No</p>

Is this a wildland fire position? (yes/no)	Does this position support public safety (yes/no)?	Does this position support energy priority?	Does this position support border priority?
No	Yes	No	Yes
No	Yes	Yes	Yes
No	No	No	No
No	no	no	no

BIA	4/29/2017	Tribal Relations Specialist	13/14	DC	9 months
BIA	11/21/2016	Program Analyst (Data Management)	12	Albuquerque, NM	7/9/2016
BIA	n/a	Corrections Program Specialist	12	Artesia, NM	3/20/2017
BIA	12/19/2016	Program Analyst (Data Management)	12	Artesia, NM	n/a - new position
BIA	6/3/2016	Program Coordinator (Victim Assistance)	12	Keams Canyon, AZ	n/a - new position
BIA	12/15/2016	Program Coordinator (Victim Assistance)	12	New Town, ND	n/a - new term position funded by DOJ reimbursable

No	The Tribal Relations Specialist is responsible for providing technical advice and assistance to the regional offices pertaining to tribal enrollment activities, such as formulation and development of new criteria for basic rolls, updating and of membership rolls already in existence, development of procedures for judgment fund rolls, and the review and determination of enrollment appeals. This Specialist is an expert on the various types of tribal government structures, tribal constitutions and the amendment process thereof, tribal enrollment procedures, tribal jurisdiction and populations, the legislative process, and general governmental institutions.
No	Develops and refines the collection & analysis of performance data and FOIA request information within Corrections Division. Coordinates data collection of monthly performance reports and analyzes daily Inmate Intake reports from the direct service detention centers. Recommends program changes to ensure full and accurate performance reporting.
No	Plans, develops, coordinates, and implements the delivery of detention/correction Basic Correctional Officer Training program for Indian Country. Tracks, maintains, and generates statistical data which will reflect the program activities and services provided at the Indian Police Academy.
No	Develops and refines the collection & analysis of performance data and FOIA request information within the Indian Police Academy. Coordinates data collection of monthly performance reports and analyzes daily Inmate Intake reports from the direct service detention centers. Recommends program changes to ensure full and accurate performance reporting.
No	Provides direct victim services to crime victims that comply with the Victims Rights and Restitution Act (VRRRA), in which Federal Law Enforcement agencies are mandated to provide. In addition, the program addresses the critical needs of victims who are traumatized and without resources.
No	Provides direct victim services to crime victims that comply with the Victims Rights and Restitution Act (VRRRA), in which Federal Law Enforcement agencies are mandated to provide. In addition, the program addresses the critical needs of victims who are traumatized and without resources.

<p>In the event that the Tribal Relations Specialist position is not filled, the following gap in services would occur:</p> <ul style="list-style-type: none"> <li>• There would be a lack of technical assistance that could be offered on political matters to address conflicting tribal groups or between tribal groups and state or local organizations.</li> <li>• The Assistant Secretary would not have as timely recommendations concerning responses to appeals from administrative decisions. Additionally preparation of necessary decision documents would take much longer.</li> <li>• The planning and development of proposed regulations and procedures relating to tribal government priorities of the Administration would be interrupted and the development of policies relating to such matters would slow significantly. There would be a lack of national consistency across the regions.</li> <li>• There would be a lack of timely technical advice to all levels of the Bureau, staff members of other Federal agencies and tribal officials on matters relating to tribal political and organizational activities, tribal governmental and related functions, i.e., tribal constitutions, charters, resolutions, ordinances, codes, and revisions thereto.</li> <li>• There would be a major slowdown in the development of manual releases, and other instructional materials necessary to improve tribal governing documents and to promote tribal self-government. These types of documents are depended upon greatly by tribes, tribal members and field staff.</li> </ul>	<p>No</p>
<p>Insufficient program data collection &amp; analysis which will impact program efficiency and performance. FOIA timelines will not be met.</p>	<p>No</p>
<p>Detention/correctional officers will not receive the training necessary for them to perform their duties effectively and efficiently in OJS &amp; tribal detention facilities.</p>	<p>Yes</p>
<p>Insufficient program data collection &amp; analysis which will impact program efficiency and performance. FOIA timelines will not be met.</p>	<p>No</p>
<p>Victims will not receive victim services that are mandatory from federal law enforcement and under the VRRRA. The lack of or absence of services to victims impacts the overall investigation, the cooperation of victims, and the prosecution of offenders, leaving our tribal communities unsafe and undeserved.</p>	<p>Yes</p>
<p>Victims will not receive victim services that are mandatory from federal law enforcement and under the VRRRA. The lack of or absence of services to victims impacts the overall investigation, the cooperation of victims, and the prosecution of offenders, leaving our tribal communities unsafe and undeserved.</p>	<p>Yes</p>



No	No	No	No
No	Yes	No	No
No	Yes	No	No
No	Yes	No	No
No	Yes	No	No
No	Yes	No	No
No	Yes	No	No

BIA	7/20/2016	Program Coordinator (Victim Assistance)	12	Pine Ridge, SD	n/a - new term position funded by DOJ reimbursable
BIA	1/12/2017	Program Coordinator (Victim Assistance)	12	Pine Ridge, SD	n/a - new term position funded by DOJ reimbursable
BIA	12/14/2016	Program Coordinator (Victim Assistance)	12	San Carlos, AZ	n/a - new term position funded by DOJ reimbursable
BIA	6/3/2016	Program Coordinator (Victim Assistance)	12	Whiteriver, AZ	n/a - new position
BIA	12/14/2016	Program Coordinator (Victim Assistance)	12	Lame Deer, MT	n/a - new term position funded by DOJ reimbursable
BIA	12/14/2016	Program Coordinator (Victim Assistance)	12	Ft. Duchesne, UT	n/a - new term position funded by DOJ reimbursable
BIA	12/14/2006	Program Coordinator (Victim Assistance)	12	Belcourt, ND	n/a - new term position funded by DOJ reimbursable

No	Provides direct victim services to crime victims that comply with the Victims Rights and Restitution Act (VRRRA), in which Federal Law Enforcement agencies are mandated to provide. In addition, the program addresses the critical needs of victims who are traumatized and without resources.
No	Provides direct victim services to crime victims that comply with the Victims Rights and Restitution Act (VRRRA), in which Federal Law Enforcement agencies are mandated to provide. In addition, the program addresses the critical needs of victims who are traumatized and without resources.
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No	Provides direct victim services to crime victims that comply with the Victims Rights and Restitution Act (VRRRA), in which Federal Law Enforcement agencies are mandated to provide. In addition, the program addresses the critical needs of victims who are traumatized and without resources.
No	Provides direct victim services to crime victims that comply with the Victims Rights and Restitution Act (VRRRA), in which Federal Law Enforcement agencies are mandated to provide. In addition, the program addresses the critical needs of victims who are traumatized and without resources.

<p>Victims will not receive victim services that are mandatory from federal law enforcement and under the VRRRA. The lack of or absence of services to victims impacts the overall investigation, the cooperation of victims, and the prosecution of offenders, leaving our tribal communities unsafe and undeserved.</p>	<p>Yes</p>
<p>Victims will not receive victim services that are mandatory from federal law enforcement and under the VRRRA. The lack of or absence of services to victims impacts the overall investigation, the cooperation of victims, and the prosecution of offenders, leaving our tribal communities unsafe and undeserved.</p>	<p>Yes</p>
<p>Victims will not receive victim services that are mandatory from federal law enforcement and under the VRRRA. The lack of or absence of services to victims impacts the overall investigation, the cooperation of victims, and the prosecution of offenders, leaving our tribal communities unsafe and undeserved.</p>	<p>Yes</p>
<p>Victims will not receive victim services that are mandatory from federal law enforcement and under the VRRRA. The lack of or absence of services to victims impacts the overall investigation, the cooperation of victims, and the prosecution of offenders, leaving our tribal communities unsafe and undeserved.</p>	<p>Yes</p>
<p>Victims will not receive victim services that are mandatory from federal law enforcement and under the VRRRA. The lack of or absence of services to victims impacts the overall investigation, the cooperation of victims, and the prosecution of offenders, leaving our tribal communities unsafe and undeserved.</p>	<p>Yes</p>
<p>Victims will not receive victim services that are mandatory from federal law enforcement and under the VRRRA. The lack of or absence of services to victims impacts the overall investigation, the cooperation of victims, and the prosecution of offenders, leaving our tribal communities unsafe and undeserved.</p>	<p>Yes</p>
<p>Victims will not receive victim services that are mandatory from federal law enforcement and under the VRRRA. The lack of or absence of services to victims impacts the overall investigation, the cooperation of victims, and the prosecution of offenders, leaving our tribal communities unsafe and undeserved.</p>	<p>Yes</p>

No	Yes	No	No
No	Yes	No	No
No	Yes	No	No
No	Yes	No	No
No	Yes	No	No
No	Yes	No	No
No	Yes	No	No
No	Yes	No	No

BIA	2/2/2017	Criminal Investigator	12	Havre, MT	9/18/2016
BIA	3/30/2017	Supervisory Criminal Investigator	13	Billings, MT	4/2/2017
BIA	12/25/2016	Criminal Investigator	12	Carson City, NV	12/25/2016
BIA	1/13/2017	Criminal Investigator	12	Bismarck, ND	2/1/2017

No	<p>This position focuses on disrupting and dismantling drug trafficking organizations, infiltrating drug trafficking networks; confiscating illegal drug supplies' and establishing and maintaining cooperative relationships with other Federal, state, local, and tribal law enforcement organizations in the efforts against drug-related activity in Indian Country. This position works complex drug investigations that would probably not be worked by other agencies due to limited resources and the lack of specialized experience required to be effective in Indian Country. It is also responsible for working human trafficking, border and gang related crimes in Indian Country.</p>
No	<p>This position manages a group of drug investigators that focuses on disrupting and dismantling drug trafficking organizations, infiltrating drug trafficking networks; confiscating illegal drug supplies', human trafficking, border crimes, gang crimes and establishing and maintaining cooperative relationships with other Federal, state, local, and tribal law enforcement organizations in the efforts against drug-related activity in Indian Country. This position provides close oversight of the use of confidential funds, informants, confidential sources, operation planning and undercover operations that is required to keep all agents and operatives safe during operations that require an elevated safety concern.</p>
No	<p>This position focuses on disrupting and dismantling drug trafficking organizations, infiltrating drug trafficking networks; confiscating illegal drug supplies' and establishing and maintaining cooperative relationships with other Federal, state, local, and tribal law enforcement organizations in the efforts against drug-related activity in Indian Country. This position works complex drug investigations that would probably not be worked by other agencies due to limited resources and the lack of specialized experience required to be effective in Indian Country. It is also responsible for working human trafficking, border and gang related crimes in Indian Country.</p>
No	<p>This position focuses on disrupting and dismantling drug trafficking organizations, infiltrating drug trafficking networks; confiscating illegal drug supplies' and establishing and maintaining cooperative relationships with other Federal, state, local, and tribal law enforcement organizations in the efforts against drug-related activity in Indian Country. This position works complex drug investigations that would probably not be worked by other agencies due to limited resources and the lack of specialized experience required to be effective in Indian Country. It is also responsible for working human trafficking, border and gang related crimes in Indian Country.</p>

<p>Without this position filled, drug trafficking organizations and human trafficking organizations will have the opportunity to target reservations and illicit drug use will continue to increase, devastating tribal communities and continue to be a catalyst for crime rates to increase in Indian Country. These drug agents work over 350 complex drug investigations a year that would probably not be worked by other tribal, state or federal agencies if they were not filled.</p>	<p>yes</p>
<p>Without this position filled, there will not be adequate oversight of drug agents conducting complex drug investigations, handling confidential funds and managing undercover informants in the field. Without effective oversight of drug agents, accountability of field agents will decrease, allowing for heightened liability to the government and potentially place staff in a dangerous situation. This would also allow drug trafficking organizations and human trafficking organizations the opportunity to target reservations and illicit drug use will continue to increase, devastating tribal communities and continue to be a catalyst for crime rates to increase in Indian Country.</p>	<p>yes</p>
<p>Without this position filled, drug trafficking organizations and human trafficking organizations will have the opportunity to target reservations and illicit drug use will continue to increase, devastating tribal communities and continue to be a catalyst for crime rates to increase in Indian Country. These drug agents work over 350 complex drug investigations a year that would probably not be worked by other tribal, state or federal agencies if they were not filled.</p>	<p>yes</p>
<p>Without this position filled, drug trafficking organizations and human trafficking organizations will have the opportunity to target reservations and illicit drug use will continue to increase, devastating tribal communities and continue to be a catalyst for crime rates to increase in Indian Country. These drug agents work over 350 complex drug investigations a year that would probably not be worked by other tribal, state or federal agencies if they were not filled.</p>	<p>yes</p>



no	yes	no	Yes
no	yes	no	Yes
no	yes	no	No
no	yes	no	Yes

BIA	2/15/2017	Supervisory Criminal Investigator (Assistant Special Agent in Charge)	13	Aberdeen, SD	
BIA	12/13/2016	Criminal Investigator	12	Winnebago, NE	12/25/2016
BIA	2/15/2017	Criminal Investigator	13	Pine Ridge, SD	3/4/2017
BIA	9/20/2016	Criminal Investigator	12	Pine Ridge, SD	11/30/2016
BIA	9/20/2016	Criminal Investigator	12	Pine Ridge, SD	2/7/2016
BIA	9/20/2016	Criminal Investigator	12	Pine Ridge, SD	11/13/2016
BIA	9/20/2016	Criminal Investigator	12	Pine Ridge, SD	3/20/2016
BIA	3/10/2015	Criminal Investigator	12	New Town, ND	3/7/2015
BIA	2/15/2017	Supervisory Criminal Investigator (Asst. Chief of Police)	12	Ft. Yates, ND	9/6/2016
BIA	12/15/2016	Supervisory Criminal Investigator (Asst. Chief of Police)	12	Belcourt, ND	n/a - new position
BIA	n/a	Criminal Investigator	12	Belcourt, ND	3/5/2017
BIA	1/6/2017	Supervisory Criminal Investigator (Special Agent in Charge)	14	Phoenix, AZ	4/16/2016
BIA	1/25/2017	Criminal Investigator	12	Carson City, NV	1/2/2017
BIA	2/27/2017	Criminal Investigator	12	Ft. Duchesne, UT	2/28/2017
BIA	3/1/2017	Supervisory Criminal Investigator (Chief of Police)	13	Keams Canyon, AZ	11/15/2015
BIA	n/a	Supervisory Criminal Investigator (Asst. Chief of Police)	12	Keams Canyon, AZ	n/a - new position
BIA	1/29/2016	Criminal Investigator	12	Keams Canyon, AZ	
BIA	n/a	Criminal Investigator	12	Peach Springs, AZ	3/6/2016
BIA	3/4/2016	Corrections Program Specialist	13	Phoenix, AZ	11/29/2015
BIA	6/7/2016	Criminal Investigator	12	Towaoc, CO	7/10/2016
BIA	n/a	Criminal Investigator	12	Billings, MT	10/2/2016

Yes	Assists the Special Agent in Charge in supervision for all law enforcement programs within the District 1 office and provides direct supervision to Chief's of Police.
No	Conducts Criminal Investigations
Yes	Conducts Criminal Investigations
No	Conducts Criminal Investigations
No	Conducts Criminal Investigations
No	Conducts Criminal Investigations
No	Conducts Criminal Investigations
No	Conducts Criminal Investigations
Yes	Assists the Chief of Police in supervision for law enforcement at the agency including criminal investigations, uniform patrol, corrections and telecommunications.
Yes	Assists the Chief of Police in supervision for law enforcement at the agency including criminal investigations, uniform patrol, corrections and telecommunications.
No	Conducts Criminal Investigations
Yes	Provides supervision for all law enforcement programs within the District 3 office and serves as approving official for self-determination contracts.
No	Conducts Criminal Investigations
No	Conducts Criminal Investigations
Yes	Provides supervision for law enforcement at the agency including criminal investigations, uniform patrol, corrections and telecommunications.
Yes	Assists the Chief of Police in supervision for law enforcement at the agency including criminal investigations, uniform patrol, corrections and telecommunications.
No	Conducts Criminal Investigations
No	Conducts Criminal Investigations
No	Serves as contracting officer technical representative and conducts program reviews of field correctional facilities both direct service and contracted programs.
No	Conducts Criminal Investigations
No	Conducts Criminal Investigations

Lack of permanent leadership results in multiple TDY's to fill positions duties creating confusion and resulting in increased costs to the program.	Yes
Insufficient criminal investigators at field offices result in delayed investigations and potential for reduced services to victims of crime.	Yes
Insufficient criminal investigators at field offices result in delayed investigations and potential for reduced services to victims of crime.	Yes
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Insufficient criminal investigators at field offices result in delayed investigations and potential for reduced services to victims of crime.	Yes
Insufficient criminal investigators at field offices result in delayed investigations and potential for reduced services to victims of crime.	Yes
Not identifying program deficiencies may increase the likelihood of a tort claim against the federal government.	Yes
Insufficient criminal investigators at field offices result in delayed investigations and potential for reduced services to victims of crime.	Yes
Insufficient criminal investigators at field offices result in delayed investigations and potential for reduced services to victims of crime.	Yes



BIA	10/6/2016	Criminal Investigator	12	Crow Agency, MT	10/16/2016
BIA	3/2/2017	Criminal Investigator	12	Ft. Washakie, WY	4/1/2017
BIA	1/4/2017	Criminal Investigator (Fire Investigator)	12	Boise, ID	10/2/2016

No	Conducts Criminal Investigations
No	Conducts Criminal Investigations
No	Conducts Criminal Investigations

Insufficient criminal investigators at field offices result in delayed investigations and potential for reduced services to victims of crime.	Yes
Insufficient criminal investigators at field offices result in delayed investigations and potential for reduced services to victims of crime.	Yes
Insufficient criminal investigators at field offices result in delayed investigations and potential for reduced services to victims of crime.	Yes



No	Yes	No	No
No	Yes	No	No
No	Yes	No	No

**Outside DC**

<b>Bureau Name</b>	<b>Date of Request</b>	<b>Position Title</b>	<b>Grade</b>	<b>Location of Position</b>	<b>How long has position been vacant?</b>
BIA	1/1/2017	Regional Director	ES-00	Anchorage, AK	11/6/2017
BIA	10/1/2017	Regional Director	ES-00	Bloomington, MN	10/1/2016
BIA	4/25/2017	DECRM Manager	GS 14	Anchorage, AK	1/1/2015

Is this position a supervisory position (yes/no)	Brief Description of Position
Yes	Responsible for representing the Bureau on behalf of the Secretary of the Interior in its interaction with Tribal, State, and local governments, other Federal agencies, and the general public within their jurisdiction, oversight responsibility in the application and implementation of overall policies and programs at the region, agency and field offices, providing technical advice and review, evaluating performance, coordinating those features of Bureau programs which extend beyond the jurisdiction of a single agency or field office, making final decisions on behalf of the Department as delegated by the Secretary and recommending to Headquarters revisions of policies, programs, procedures, and regulations.
Yes	Responsible for representing the Bureau on behalf of the Secretary of the Interior in its interaction with Tribal, State, and local governments, other Federal agencies, and the general public within their jurisdiction, oversight responsibility in the application and implementation of overall policies and programs at the region, agency and field offices, providing technical advice and review, evaluating performance, coordinating those features of Bureau programs which extend beyond the jurisdiction of a single agency or field office, making final decisions on behalf of the Department as delegated by the Secretary and recommending to Headquarters revisions of policies, programs, procedures, and regulations.
Yes	The primary responsibility is for planning, coordination, direction and evaluation of the Region's environmental, hazardous and solid waste, safety, ANCSA, and cultural resources management programs.

What is the mission impact if this position is not filled?	Is this a law enforcement position? (yes/no)	Is this a wildland fire position? (yes/no)
<p>There will be no strategic direction for the region. There will be increased communication barrier to tribes and external stakeholders, lack of delegated authorities, inabilities to execute transactions, decision-making can be delayed, and delivery of services can be reduced to tribal organization, landowners, and individual Indian members.</p>	No	No
<p>There will be no strategic direction for the region. There will be increased communication barrier to tribes and external stakeholders, lack of delegated authorities, inabilities to execute transactions, decision-making can be delayed, and delivery of services can be reduced to tribal organization, landowners, and individual Indian members.</p>	No	No
<p>By not filling this position, it will be impacting the Region's ability to carry out the environmental review process. This will create a bottle neck for Realty, Forestry, Natural Resources and Transportation projects. Since all actions being proposed by the Compacting and Contracting Tribe they will further impact the Region's ability to move projects forward.</p>	No	No

Does this position support public safety (yes/no)?	Does this position support energy priority?	Does this position support border priority?
Yes	No	No
Yes	Yes	Yes
No	Yes	No

BIA	4/27/2017	Land Titles and Records Manager	GS-13	Ashland, WI	3/13/2017
BIA	4/27/2017	Supervisory Forester	GS-14	Bloomington, MN	1/21/2017
BIA	4/27/2017	Realty Specialist (Conveyanes)	GS-12	Bloomington, MN	10/30/2016

<p>Yes</p>	<p>The Land Titles and Records (LTRO) Manager is responsible for a large "Trust" program that is accountable to Indian beneficiaries and Tribes for accurate and timely title maintenance service and accurate and timely income payments to all Indian beneficiaries and Tribes who own interests with the Midwest Regional service areas. The total number of land owner interests encompasses 1.5 million acres of the owner interests and the number of "Trust" allotments and Tribal tracts in the nation. The LTRO Manager is the only position with the delegated authority to Certify Indian Trust Lands and ownership within the Midwest Region of the BIA. As such, the Manager is responsible for the acceptance or rejection of all documents received in LTRO for filing. The Manager is the technical authority in examining documents for accuracy, completeness, interpretation and verification that the document is in conformance with policies, procedures, Federal statutes and state law.</p>
<p>Yes</p>	<p>The Supervisory Forestry position is critically needed in order maintain our current level of services to 36 Tribes and tribal forestry programs. The incumbent oversees 1,046,935 acres of forest land in the States of Minnesota, Wisconsin, Michigan and Iowa. The position is responsible for providing supervision, coordination, management, planning, oversight, and monitoring for activities related to development, enhancement and protection of trust forest resources. \$9 million was generated for tribes and individual tribal land owners through the harvest of 78 million board feet of timber in FY16. The position oversees the Fire Program, which ensures the protection of property and natural resources from Wildland fires as well as providing prevention education, supporting forest management through the use of prescribed fires. The position also oversees the distribution of over \$5 million in forestry program funds to three agency offices, and 18 tribal programs.</p>
<p>No</p>	<p>The Realty Specialist processes all Acquisition and Disposal requests and provides technical services and consultation to tribes and individuals, and their legal representatives, Bureau of Indian Affairs (BIA) management officials, federal, state, local officials, and tribal government in the process of such transactions dealing with fee to trust as well as trust and restricted lands in the transfer of title of trust and restricted property. The efficient and timely transfer of trust land assets is critical to the Indian beneficiaries we serve as well as to BIA trust programs: other areas of Real Estate Services, Forestry, Roads, and Land Buy Back Programs.</p>

<p>The impacts of not filling this position would affect the Tribes and the government's oversight over the land owner interests. Without a LTRO Manager there is no one to certify title. Without Certified Title Status Reports (TSRs), lending institutions may not give home loans to tribal individuals. The oversight of proper maintenance and recordation of Trust land records may not be maintained and the integrity of Trust title data information may be compromised. Tribes and tribal members as well as colleague's calls and questions will go unanswered and new deficiencies will be reported. There will be no one to handle special requests such as FOIA, IBIA appeals. Reports such as A-123, IAPMS measures, Budget, monthly LTRO reports from TAAMS would not be completed. The additional workload the staff would incur would be overwhelming and productivity would decrease. The quality of the employee's work may become very poor due to lack of attention to detail and would negatively impact Tribes as the Trust related work performed by the LTRO affects beneficiaries.</p>	<p>No</p>	<p>No</p>
<p>The ongoing vacancy of the Supervisory Forester position is negatively affecting the performance of the Region's Forestry Branch. This would result in the delay of funding being allocated to Tribal forestry programs, as well as, delays in work being completed with our direct service Tribes, such as project inspections, timber sale contract reviews, and PL-93-638 contract monitoring. This affect is currently being avoided by having Agency staff temporarily fill in, simply moving the gap and impacting the field-level services at the Agency. Non-supervisory Forester positions are in place to complete work in the field. Without the Supervisory position in place, Foresters would have to be reduce the amount of hours dedicated to fieldwork, and increase the hours dedicated to administrative work not only in employee supervision, but other administrative requirements such as budget, payroll, data calls, audits and reviews, and regular administrative reporting to next level supervisors.</p>	<p>No</p>	<p>No</p>
<p>The impacts of not filling this position is an increase in backlog of pending realty matters impacting tribal/individual opportunities dealing with jurisdiction, housing, economic development and self-determination/self-governance due to trust/restricted land title delays.</p>	<p>No</p>	<p>No</p>



No	No	No
No	No	No
No	No	No

BIA	4/27/2017	Forester	GS-12	Bloomington, MN	5/01/2016
BIA	4/20/2017	Legal Admin. Specialist (Probate)	GS 12	Billings, MT	3 1/2 years at the GS-13 lack of funding, changed to GS-12 December 2016 advertised Jan. 2017
BIA	4/24/2017	Highway Engineer( Right- of-Way)	GS 12	Phoenix, AZ	24-Jul-16
BIA	5/1/2017	Physical Scientist	GS 13	Portland, OR	17 months
BIA	4/28/2017	Indian Self Determination Specialist	GS 12	Gallup, NM	4 months

No	The position serves 36 tribes and tribal forestry programs, and oversees 1,046,935 acres of forest land in the States of Minnesota, Wisconsin, Michigan and Iowa. The position is critical for providing coordination, management, planning, oversight, and monitoring for activities related to forest development activities and enhancement, tree planting and protection of commercial trust forest resources. The position actively cooperates with tribes to address a backlog of over 88,000 acres needing to be planted or thinned to bring those forests into commercial production.
Yes	Acts as a senior specialist in the Probate functions performed within the Bureau at the Regional level to ensure the proper implementation and coordination of the Program. Provides substantial support and guidance to Regional Agency Probate Programs. Interprets and implements the decisions of the OHA deciding offices. Notifies all Federal, Tribal & State officials who have an official need to know. Serves as a federal representative at probate hearing when required testifies to present factual evidence.
No	Serves as the "Right of Way Engineer for the DOT whose primary duties are to develop highway right of way documents and process right of way encroachment permits. These documents are required before a roadway can be constructed.
Yes	Lead federal official who is responsible for all environmental programs for the northwest region.
Yes	The Indian Self Determination Specialist plays a critical role as the Awarding Official Level II approver of all Construction related "638 contracts within the Navajo Region. The position was offered and accepted by the candidate on January 19, 2017. However, the delay in the start date was issued.

<p>This position oversees the distribution of Forest Development project add-on funds, and ensures Forest Development projects are efficiently and cost effectively implemented on the ground. This is done by ensuring project dollars get into Tribal Self-Determination Contracts timely, and by monitoring projects as they are being carried out. Without this position, the project funding will not get incorporated into Tribal Self-determination contracts timely, projects will not be monitored as effectively as they should. The projects may not get completed, or completed as cost effectively as they could have been completed. If this position stays vacant for an extended period, the long term health, diversity, and growth of tribal forests would be negatively impacted.</p>	<p>No</p>	<p>No</p>
<p>Probate cases lacking for final decision, left in pending status. Has affect on families having no closure due to unsettled probate cases, resulting in family fueds and disputes over land use, income, homesite leases, ROW &amp; trespass issues, and money left in IIM accounts can create financial hardship to surviving heirs. along with a cost to government.</p>	<p>No</p>	<p>No</p>
<p>If this position is not filled, it could hinder in providing and maintaining a safe and adequate transportation system within Indian reservations and communities for Native Americans. This also could have an impact on the economic development and employment of Indian nations and Native Americans.</p>	<p>No</p>	<p>No</p>
<p>Mission critical priorities which ARE currently not being met are hazardous material cleanup (2 sites) as well as EMAP audit findings that are not being addressed. This position is critical. A selection was made/accepted in January but need the EOD decided.</p>	<p>No</p>	<p>No</p>
<p>Unable to fullfill our construction contracts due to the lack of a certified Level II Awarding Official. Currently, we are receiving assistance from the Pacific Regional Office to complete all contruction related tasks, requiring payment of travel, perdiem, salary.</p>	<p>No</p>	<p>No</p>

No	No	No
No	No	No
Yes	No	No
Yes	Yes	No
YES	YES	No

**To:** Oxyer, Michelle[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-14T17:31:52-04:00  
**Importance:** Normal  
**Subject:** Re: Revised Arrivals/Departures  
**Received:** 2017-06-14T17:31:58-04:00

This looks good.  
A couple comments:

Naming

- 1) Can we call Departures - SES Reassigned Out of the Organization (Departures)
- 2) Can we call Departures - SES Reassigned Into the Organization (Arrivals)
- 3) Can we call Internal Movement - Internal Reassignments

Can you double check ASLMM - looks like Bud Cribley was listed in arrivals?

Thanks,  
Mary

On Wed, Jun 14, 2017 at 10:16 AM, Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)> wrote:

How's this?

**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]; DOI\_Office\_of\_Human\_Resource OS[doi\_office\_of\_human\_resources@ios.doi.gov]  
**Cc:** Julie Wozniak[jwozniak@usgs.gov]; Judy Nowakowski[jnowakowski@usgs.gov]; Joanne Taylor[jctaylor@usgs.gov]; Janice Shay[jhshay@usgs.gov]; Sutherland, Melody[msutherl@usgs.gov]; Loretta Pope[lpope@usgs.gov]; Jose Aragon[jaragon@usgs.gov]; William Werkheiser[whwerkhe@usgs.gov]; Rae, Kerry[kerry\_rae@ios.doi.gov]; Melanie A Clark[melanie\_clark@usgs.gov]; Kimberly Ann Dueling[kdueling@usgs.gov]  
**From:** Applegate, David  
**Sent:** 2017-06-15T01:45:17-04:00  
**Importance:** Normal  
**Subject:** USGS Hiring Waiver Requests for June 15 Deadline  
**Received:** 2017-06-15T01:47:26-04:00  
[USGS Hiring Waiver Requests - 061517 Submission.xlsx](#)

Mary,

Attached is the USGS submission to meet the June 15 deadline to request Deputy Secretary approval to fill positions as required in the April 14 memo on Hiring Controls.

The attached spreadsheet has two tabs – the first is for GS-12-and-above hiring requests outside the DC/Denver metropolitan areas and the other is for DC/Denver-based positions. We are putting forward 10 waiver requests in the first category and 2 in the latter.

Both of the DC/Denver-based positions are located in Denver at field-based science centers that are not associated with either headquarters or regional office functions but represent front-line scientific activities. Both are key positions in support of the Secretary's energy priority.

Please note that there is one re-submission (DOI waiver request number 546) for a satellite-focused position based in Sioux Falls, SD. Based on the feedback you provided for our earlier submissions, we have added a statement that there are no other similar positions in USGS with this particular skillset and grade level in the Washington DC or Denver metro areas.

For each position located outside of DC and Denver, we have considered whether there are DC or Denver staff who could be reassigned to the field location to perform the work.

All the positions contained in the spreadsheets have been carefully reviewed by our senior executives and certified for mission criticality and funding sufficiency. All would be supportable under the President's FY 2018 budget request and most are largely funded through reimbursable sources that are not affected by the request.

The internal justification prepared for each waiver request required our senior executives to demonstrate that alternatives had been considered, including whether there might be opportunities to fill this need in the short or long term through reassigning existing staff and whether the requested action is the best approach to filling this need or whether it could be met via a different appointment type such as temp, term or student hire. What you see here reflects only those positions that adequately provided such justification.

Thank you for considering approval of waivers for these positions and please let me know if you have any questions. I will be away through Wednesday, June 22nd, but please do not hesitate to

contact our Deputy Associate Director for Human Capital, Julie Wozniak.

Thanks,

Dave Applegate

-----  
David Applegate, Ph.D.  
Acting Deputy Director  
U.S. Geological Survey  
12201 Sunrise Valley Drive MS 111, Reston VA 20192  
703 648 6600 voice, 703 648 7031 fax  
[applegate@usgs.gov](mailto:applegate@usgs.gov)



**Outside  
 Washington  
 DC & Denver  
 Hiring  
 Requests - GS-  
 12 and above**

Bureau Name	Date of Request	Position Title	Grade	Location of Position	How long has position been vacant?
USGS	06/15/17	Research Geophysicist	GS-13	Anchorage, Alaska	new
USGS	06/15/17	IT Specialist	GS-12	Bozeman, MT	5 months
USGS	06/05/17	IT Specialist (Network Engineer)/ Telecommunications Engineer	GS-13	Pasadena, CA	10 months

**Is this position a supervisory position (yes/no)**    **Brief Description of Position**

n                      Specializes in the use of satellite data to track volcanic activity including drifting ash clouds. Works closely with the National Weather Service to coordinate consistent messages to the public, especially the aviation industry.

n                      Serves as senior IT Specialist in managing the installation, upgrading, and maintenance of the operating environment. Responsible for the day-to-day security of the Center's computer system, including physical security, personnel security, incident handling, security awareness, training, and education.

n                      This position is the Networking Engineer for the Southern California Seismic Network (SCSN). The purpose of this position is to implement telemetry and telecommunications solutions to reduce data latency, improve data delivery rates, improve network resilience, implement redundant data paths, and assist software and monitoring development for real-time network operations and reporting. The incumbent is responsible for designing, implementing, and maintaining networking and routing protocols and equipment that keep data flowing in from remote field stations to the SCSN, and then forward the data and derived data products to SCSN's customers (early warning systems, government officials, media, scientists, and the public).

What is the mission impact if this position is not filled?	Is this a law enforcement position? (yes/no)	Is this a wildland fire position? (yes/no)	Does this position support public safety (yes/no)?
<p>This is a new position necessitated by increased demands for monitoring of remote Alaskan volcanoes from space. The current eruption of an un-monitored volcano (Bogoslof) has exposed the dependence that the Alaskan Volcano Observatory currently has on a single scientist who specializes in the use of satellite data to track volcanic activity including drifting ash clouds. This position would eliminate the current complete dependence on a single person and hence single point of failure for this critical part of its eruption response activities .</p>	n	n	y
<p>The IT position is critical to the Center meeting and completing its mission essential functions. This position is key in assisting with the strategic planning for the IT infrastructure as well as the day to day operational functions. Managing IT security, particularly in today's information structure, is critical to the integrity of both the Northern Rocky Mountain Science Center's network as well as the USGS and DOI networks.</p>	n	n	n
<p>If this position is not filled, the USGS could fail to collect and deliver critical data required for the near real-time location and analysis of earthquakes in southern California, thereby failing in our mission to deliver products used for earthquake hazard assessment, emergency response following major earthquakes, and early warning of earthquake occurrence and ground shaking. The accurate and timely dissemination of information on earthquake location, magnitude, ground motions, and aftershock forecasting enabled by this position are essential to emergency responders, governmental agencies, local businesses and the public in responding to a significant earthquake.</p>	n	n	y

Does this position support energy priority?	Does this position support border priority?	Waiver #	Science Center	Region	Date DOI Approval
n	n	3/14/17	VSC	AK	
n	n	5/22/17	NOROCK	NW	
n	n	1/24/17	ESC	PAC	

USGS	5/26/2017	Supervisory Hydrologist	13	Rapid City SD, or Bismarck ND, or Grand Forks ND	6 months
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USGS	06/15/17	Supervisory Information Technology Specialist	13	Seattle, WA	36 months
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USGS	06/15/17	Research Geophysicist	13	Pasadena, CA	32 months
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USGS	06/15/17	(2) Interdisciplinary: Research Geophysicist; Civil Engineer; Geologist	13/14/15	Menlo Park, CA Seattle, WA	7/31/16
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yes The Data Chief directs and supervises the collection, compilation, analysis, and publication of hydrologic data in the Center. Plans work and sets priorities for completion, provides instruction and guidance in methods of collection, analysis, and interpretation of hydrologic data in the preparation and review of technical reports. Plans and develops hydrologic-data programs in cooperation with Federal, State, Tribal, and local entities. Responds to requests for information from the public and private sector, including during extreme events such as floods and droughts. Represents the U.S. Geological Survey at scientific meetings. Conducts investigations and prepares scientific reports.

yes The incumbent serves as a Supervisory IT Specialist for a complex, sophisticated, multi-platform suite of USGS mission-critical computer systems. The incumbent manages the design, installation, integration and security of a fully integrated computer network in the Western Fisheries Science Center.

no The geophysicist will develop models to be used in an Operational Earthquake Forecasting (OEF) product. These models will use real-time data from seismic networks operated by the USGS and our partners to estimate probabilities of future earthquakes, including aftershocks. The maps of earthquake likelihood (including strength of anticipated ground shaking) generated by this OEF tool will be used by utility operators, building managers, emergency managers and the public when making decisions to reduce risks and speed recovery from earthquakes.

no This is an applied research position in the USGS Earthquake Science Center (ESC) in Menlo Park, California. The purpose of this position is to improve prediction and mapping of earthquake shaking and/or secondary effects, including ground failure, expected from future large earthquakes. Products from this research form the basis for seismic hazard assessments, earthquake-resistant engineering design (buildings and infrastructure), and earthquake preparedness and response planning.

<p>This role of Data Chief, contributes to all of the USGS Water Mission Area functions including minimizing loss of life and property as the result of water-related natural hazards, effectively managing groundwater and surface-water resources, and contribution to the wise physical and economic development of the Nation's resources. This position oversees the staff and activities that are at the root or base of those missions. The data collection network needs oversight to ensure consistency of data, ongoing and accurate reporting of the data, and the safety of the employees of this Agency. Without someone in this role, there is a strong risk that with time the mission objectives within our Center would degrade.</p>	No	No	Yes
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<p>Failure to fill this position will have a serious impact on the center's ability to support the bureau's scientific mission and for the center to be in compliance with DOI computer security requirements</p>	n	n	n
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<p>There will be serious consequences if this position is not filled. Most importantly, development of a state-of-the-art, scientifically based real-time operational earthquake forecasting capability at the USGS for the state of California and Nationally will be delayed. This will lead to a loss in public confidence in the USGS as an authoritative source for timely earthquake hazard information and open the door for non-reputable sources to release scientifically misleading earthquake probability information to the public. Thus, emergency responders, decision makers, and the public will not have access to the most timely and accurate information to optimally manage resources and mitigate hazard. Also, the Earthquake Science Center (ESC) may lose reimbursable funding for the international development of OEF capabilities from the Office of U.S. Foreign Disaster Assistance. Finally, ESC will not be able to fully utilize the recent hires in the software development and social science aspects of earthquake forecasting (both in the ESC and in other Centers) if this position is not filled.</p>	n	n	y
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<p>Failure to fill this position in a timely way would adversely impact our ability to continue to make major contributions to the development of ground-motion prediction equations used in the National Seismic Hazard Maps, soil response models used in the building codes, liquefaction and ground-failure hazard maps and development of detailed Urban Seismic Hazard Maps for major metropolitan areas in the western U.S.</p>	n	n	y
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No No 2017-05-26T07:02:46 Dakota WSC MWR

n n 6/6/17 WFRC NW

n n 6/7/17 ESC PAC

n n 6/7/17 ESC PAC



USGS	06/15/17	Supervisory Hydrologist	12	Troy, NY	2 years
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USGS	06/15/17	IT Specialist	13	Sioux Falls, SD	10 months
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Yes This position serves as the Associate Director for Data of the New York Science Center. The incumbent supervise technical and administrative staff of 15-20 employees engaged in a variety of environmental and hydrologic investigations, data collection, and analysis. This position is essential to effectively manage the Hydrologic Surveillance and Investigations Section (HSIS) in the manner expected by the stakeholders, public, and USGS. This position plays a key role in that management structure overseeing the basic data collection programs in HSIS.

No This position plays a critical role in the Center management team and is concerned with conceptualizing, designing, and building a secure IT enterprise architecture to ensure the availability, performance, and security of mission critical, enterprise IT systems and services in accordance with the Federal Information Technology Acquisition Reform Act (FITARA). The Data Center Optimization Initiative (DCOI) mandates agencies “implement strategies to consolidate inefficient infrastructure, optimize existing facilities, improve security posture, achieve cost savings and transition to more efficient infrastructure, such as cloud services and inter-agency shared services.” This position is the key position at EROS responsible for ensuring the Center meets DCOI and FITARA mandates on behalf of USGS and DOI. Failure to fill this position puts DOI/USGS and EROS at risk of failing to comply with FITARA and risks all EROS mission accomplishments as all projects and programs are dependent upon CITT to provide a secure IT environment. This position has been modified to emphasize cyber security based on increasing requirements in this area and the necessity of planning IT security strategies into enterprise architecture. This position requires a dedicated full-time leader who is fully cognizant of the technology involved, the unique operations of the Center, Bureau, Department, other Federal Agencies and how they relate. Given the highly visible and critical responsibilities of this position in supporting vast EROS programs and projects and working directly with USGS and DOI staff, filling this position as quickly as possible is absolutely necessary.

The role of the Supervisory Hydrologist position in HSIS is an integral part of the NYWSC that generates more than \$3,000,000 annually. Without the incumbent in place we potentially fail to meet deadlines, production requirements, and stakeholder's expectations that could jeopardize future opportunities for cooperative work. As part of that reorganization, the position was deemed to be an integral part of the restructuring and because it replaces a Supervisory Hydrologist, no additional financial burden is being taken on by the Center. All other alternatives have been considered, including reassigning staff within the Center. The need for the position was given full consideration as part of the Center reorganization and was deemed appropriate by Regional staff.

N N N

Failure to fill this position would result in lack of planning for critical IT security infrastructure maintenance and development, and not properly evaluating cost, benefit, and risks involved with IT labor, system, and equipment decisions and inadequate oversight of evolving Data Center Consolidation work, system architecture, and enterprise configuration control of IT activities that impact EROS, CLU, USGS, and DOI. Failure to fill this position puts EROS at risk of compromising the security of computer systems supporting EROS networks and computer systems supporting advanced data analysis capabilities, satellite command and control operations, state-of-the-art digital data storage and archive facilities, production data processing systems, and online data and information access and ordering capabilities. The EROS Cyber Security Architecture Manager ensures enterprise architectural needs are securely provisioned and designed through technology research and development; promoting software assurance and security engineering; system security architecture; system requirements planning; oversight into test and evaluation as well as overall system development. This is not a temporary need so neither term nor temporary would be appropriate. The duties of this position are inherently government so they cannot be contracted. Staff members with the right skill set to fill this position are fully engaged in other duties so a reassignment is not possible.

No No No

N N 2017-05-10T06 NYWSC NE

No No 2017-06-09T10

USGS	06/15/17	Science and Applications Branch Chief	15	Sioux Falls, SD	1 year
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No

The EROS Science and Applications Branch directly contributes to accomplishing USGS Mission Essential Functions; Observe the earth with remote sensing satellites, monitor and analyze changes on the land, and provide relevant science information to inform public decisions; Provide a national archive of remotely sensed images per legal mandate of the National Land Satellite Remote Sensing Data Archive (Land Remote Sensing Policy Act of 1992, Public Law 102-555, 15 U.S.C. 5601); and Provide current and accurate geospatial data for local, national and global hazard support to include support to wildland fire through Landfire, Monitoring Trends in Burn Severity and Burned Area Emergency Response. The EROS Science and Applications Branch is the largest and most complex branch at EROS consisting of more than 60 GS and RGEG scientists ranging from GS-9 to GS-15 in three different teams with three subordinate GS-14 supervisors. The SAB Chief is a key leadership role and a guiding force for all scientific research conducted by EROS. The SAB Chief leads the identification of major issues and opportunities in remote sensing and land change science, evaluating the need for new research; guiding the development of research and applications that deal with these issues; and directing changes in functions or program activities to resolve changing DOI, USGS and EROS Center science priorities.

No No No

Failure to fill this position will result in the loss of the ability to fully exploit the high priority/high visibility investment in the Landsat Satellite Program, the only space program managed and operated by the DOI and specifically identified as a priority mission in the President's budget priorities. This position provides a bookend capability to the actual DOI Landsat operational satellite mission. On the front end, the SAB Chief is responsible for defining the science requirements to be filled by the operational satellite. This position coordinates, communicates and collaborates on the behalf of DOI with the broad satellite remote sensing community, including NASA, DOC, USDA, and private sector providers in determining the actual science inputs to the engineering of the on-orbit satellites. On the back end, this is the single position within DOI which provides leadership and management to the scientific research and application of the Landsat system outputs. At the GS-15 level this vacancy requires a unique combination of expertise in remote sensing science, federal program management and critical understanding of responsiveness to stakeholders needing high end scientific assessments of the rates, causes and consequences of land change. There are no other similar positions with this particular skillset and grade level in the Washington DC or Denver metro areas. Located in Sioux Falls, SD, this position is already on the landscape and reflective of the efficiency of operating in that type of environment. We are asking for authority to make an offer to the final candidate after a long and exhaustive search which took more than a year to conduct to find the right match.

No	No	2017-05-05T12: previously submitted and given DOI waiver request number 546	EROS	CLU
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**Inside DC and  
Denver Hiring  
Requests - all  
grades**

<b>Bureau Name</b>	<b>Date of Request</b>	<b>Position Title</b>	<b>Grade</b>	<b>Location of Position (DC or Denver)</b>	<b>How long has position been vacant?</b>
USGS	5/26	Associate Center Director	13/14	Denver, CO	5 months

USGS	5/25	Geologist	12	Denver, CO	5 months
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Brief Description of Position	What is the mission impact if position is not filled? How does filling position support on-the-ground mission delivery?	Is this a law enforcement position? (yes/no)	Is this a wildland fire position? (yes/no)
Associate Director for the Central Energy Resources Science Center	This position has been vacant since the previous Assoc. Director was promoted to Center Director in January. The current CD is now under significant strain performing the duties of both positions in operating the Center. Some duties have been delegated to Center Scientists, but this is not a long term solution as it impacts their science productivity and hinders center operations.	No	No
Sedimentary Basin Modeler for the Energy MA National and Global Assessment (NAGA) Project. This is the primary USGS research effort to characterize and quantify undiscovered, technically recoverable oil and gas resources in the USGS and world-wide. This position provides essential support to that project, with expertise to interpret and model sedimentary basins in which these resources occur.	Failure to fill this position will significantly curtail ongoing and future oil and gas assessments, delaying project completion dates and severely limiting the precision and reliability of estimates.	No	No

Does this position support public safety (yes/no)?	Does this position support energy priority?	Does this position support border priority?	Waiver #	Science Center	Region	Date DOI Approval
No	Yes	No	2017-05-26T09:21:57	Central Energy	SW	

No	Yes	No	2017-05-25T13:47:07	Central Energy	SW	
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**To:** Edward Keable[edward.keable@sol.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-15T11:50:34-04:00  
**Importance:** Normal  
**Subject:** quick check-in  
**Received:** 2017-06-15T11:51:01-04:00

Ed,

I put a 1:30 meeting on your calendar. I wanted to see if you were okay with the draft email I sent yesterday regarding reassignments. I also wanted to show you what Assistant Secretary/bureau leadership will get this afternoon. It should be quick.

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Keable, Edward  
**Sent:** 2017-06-15T12:25:36-04:00  
**Importance:** Normal  
**Subject:** Re: quick check-in  
**Received:** 2017-06-15T12:27:01-04:00

OK. I just responded to your email from yesterday. See you at 1:30. Ed

On Thu, Jun 15, 2017 at 11:50 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Ed,

I put a 1:30 meeting on your calendar. I wanted to see if you were okay with the draft email I sent yesterday regarding reassignments. I also wanted to show you what Assistant Secretary/bureau leadership will get this afternoon. It should be quick.

Thanks,  
Mary

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

Edward T. Keable  
Deputy Solicitor-General Law  
Office of the Solicitor  
U.S. Department of the Interior  
Phone: 202-208-4423  
Fax: 202-208-5584  
[edward.keable@sol.doi.gov](mailto:edward.keable@sol.doi.gov)

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**To:** Keable, Edward[edward.keable@sol.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-15T12:31:07-04:00  
**Importance:** Normal  
**Subject:** Re: quick check-in  
**Received:** 2017-06-15T12:38:27-04:00

If you can come with specific language for the email at 1:30, that would be great. Michelle and Jonathan are coming too.

Thanks,  
Mary

On Thu, Jun 15, 2017 at 12:25 PM, Keable, Edward <[edward.keable@sol.doi.gov](mailto:edward.keable@sol.doi.gov)> wrote:

OK. I just responded to your email from yesterday. See you at 1:30. Ed

On Thu, Jun 15, 2017 at 11:50 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

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Thanks,  
Mary

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

Edward T. Keable  
Deputy Solicitor-General Law  
Office of the Solicitor  
U.S. Department of the Interior  
Phone: 202-208-4423  
Fax: 202-208-5584  
[edward.keable@sol.doi.gov](mailto:edward.keable@sol.doi.gov)

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--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** mary\_pletcher@ios.doi.gov[mary\_pletcher@ios.doi.gov]  
**From:** Michelle Oxyer (via Google Drive)  
**Sent:** 2017-06-15T14:08:33-04:00  
**Importance:** Normal  
**Subject:** Reassignments - Invitation to collaborate  
**Received:** 2017-06-15T14:08:51-04:00

Michelle Oxyer has invited you to **contribute to** the following shared folder:

## Reassignments

Open

Google Drive: Have all your files within reach from any device.

Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA



**To:** Katharine MacGregor[katharine\_macgregor@ios.doi.gov]  
**Cc:** James Cason[james\_cason@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-15T19:08:37-04:00  
**Importance:** Normal  
**Subject:** Montana/Dakotas State Director position  
**Received:** 2017-06-15T19:08:43-04:00

Hi Kate,

We had the meeting this afternoon with everyone regarding SES reassignments. Jim is going to talk to you about interviewing Mike Black for the Montana/Dakotas State Director position when you are back in town next week.

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** mary\_pletcher@ios.doi.gov[mary\_pletcher@ios.doi.gov]  
**From:** Pierre-Louis, Alesia  
**Sent:** 2017-06-15T19:15:11-04:00  
**Importance:** Normal  
**Subject:** I am out of the office Re: Pierre-Louis - Senior Executive Service Directed Reassignment  
**Received:** 2017-06-15T19:15:17-04:00

Hello,

I am on leave June 7 - 15, 2017, and Jessica Reed is acting. Jessica can be reached at [jessica\\_reed@ios.doi.gov](mailto:jessica_reed@ios.doi.gov) and (202) 208-4699.

Thank you!

**Alesia J. Pierre-Louis**  
Chief Learning Officer and Director, Office of Strategic  
Employee and Organization Development, DOI  
[alesia\\_pierre-louis@ios.doi.gov](mailto:alesia_pierre-louis@ios.doi.gov)  
(202) 513-7671

--

**Alesia J. Pierre-Louis**  
Chief Learning Officer and Director, Office of Strategic  
Employee and Organization Development, DOI  
[alesia\\_pierre-louis@ios.doi.gov](mailto:alesia_pierre-louis@ios.doi.gov)  
(202) 513-7671

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**To:** Michael D Nedd[mnedd@blm.gov]  
**From:** Cribley, Bud  
**Sent:** 2017-06-15T19:48:38-04:00  
**Importance:** Normal  
**Subject:** Fwd: Cribley - Proposed Senior Executive Service Directed Reassignment  
**Received:** 2017-06-15T19:49:25-04:00  
[Cribley Preference Form.docx](#)

I guess I didn't ask the right question. Do you have time to discuss this with me.  
Bud

**Bud C Cribley**  
**State Director BLM-Alaska**  
**Cell # 907-717-5141**  
**Office # 907-271-5080**  
**email: [bcribley@blm.gov](mailto:bcribley@blm.gov)**

----- Forwarded message -----

**From:** Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>  
**Date:** Thu, Jun 15, 2017 at 3:25 PM  
**Subject:** Cribley - Proposed Senior Executive Service Directed Reassignment  
**To:** Bud Cribley <[bcribley@blm.gov](mailto:bcribley@blm.gov)>  
**Cc:** Katharine MacGregor <[katharine\\_macgregor@ios.doi.gov](mailto:katharine_macgregor@ios.doi.gov)>, James Cason <[james\\_cason@ios.doi.gov](mailto:james_cason@ios.doi.gov)>, Michael Nedd <[mnedd@blm.gov](mailto:mnedd@blm.gov)>

Dear Bud Cribley,

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of members. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. The Executive Resources Board has proposed your reassignment from your current position to Senior Advisor for Energy with the U.S. Fish and Wildlife Service, located in Washington, DC.

During your career, you have served in leadership positions overseeing energy development, infrastructure permitting, and resource management planning. As the Alaska State Director for the Bureau of Land Management, you provide oversight of the Trans-Alaska Pipeline and the

National Petroleum Reserve in Alaska. You are well qualified to serve as the Senior Advisor for Energy in the U.S. Fish and Wildlife Service.

The attached form provides an opportunity for you to express your preferences with respect to the proposed reassignment. Please return the completed form electronically to me at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov) by **close of business on June 22, 2017**.

If you have any questions, please let me know. I can be reached at (202) 208-4505.

Best,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

To: Mary Pletcher

From: Bud Cribley

I prefer to:

\_\_\_\_\_ Accept this reassignment

\_\_\_\_\_ Not to accept this reassignment for the following reasons:

\_\_\_\_\_ Reject this reassignment. I expect to retire or resign from the Federal service.

I acknowledge that this form constitutes my expression of my preferences and does not constitute a final decision.

Please transmit this form via email to Mary Pletcher.

**To:** Katharine Macgregor[katharine\_macgregor@ios.doi.gov]  
**From:** Bud Cribley  
**Sent:** 2017-06-16T01:16:57-04:00  
**Importance:** Normal  
**Subject:** Fwd: Cribley - Proposed Senior Executive Service Directed Reassignment  
**Received:** 2017-06-16T01:17:03-04:00  
[ATT00001.htm](#)  
[Cribley Preference Form.docx](#)

Kate,

Would you have some time to talk about this opportunity??

Bud

Sent from my iPad  
Bud C Cribley  
State Director, BLM-Alaska  
Cell # 907-717-5141  
Office # 907-271-5080  
Email: [bcribley@blm.gov](mailto:bcribley@blm.gov)

Begin forwarded message:

**From:** "Pletcher, Mary" <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>  
**Date:** June 15, 2017 at 3:25:03 PM AKDT  
**To:** Bud Cribley <[bcribley@blm.gov](mailto:bcribley@blm.gov)>  
**Cc:** Katharine MacGregor <[katharine\\_macgregor@ios.doi.gov](mailto:katharine_macgregor@ios.doi.gov)>, James Cason <[james\\_cason@ios.doi.gov](mailto:james_cason@ios.doi.gov)>, Michael Nedd <[mnedd@blm.gov](mailto:mnedd@blm.gov)>  
**Subject:** Cribley - Proposed Senior Executive Service Directed Reassignment

Dear Bud Cribley,

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of members. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. The Executive Resources Board has proposed your reassignment from your current position to Senior Advisor for Energy with the

U.S. Fish and Wildlife Service, located in Washington, DC.

During your career, you have served in leadership positions overseeing energy development, infrastructure permitting, and resource management planning. As the Alaska State Director for the Bureau of Land Management, you provide oversight of the Trans-Alaska Pipeline and the National Petroleum Reserve in Alaska. You are well qualified to serve as the Senior Advisor for Energy in the U.S. Fish and Wildlife Service.

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If you have any questions, please let me know. I can be reached at (202) 208-4505.

Best,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

To: Mary Pletcher

From: Bud Cribley

I prefer to:

\_\_\_\_\_ Accept this reassignment

\_\_\_\_\_ Not to accept this reassignment for the following reasons:

\_\_\_\_\_ Reject this reassignment. I expect to retire or resign from the Federal service.

I acknowledge that this form constitutes my expression of my preferences and does not constitute a final decision.

Please transmit this form via email to Mary Pletcher.





**To:** Katharine Macgregor[katharine\_macgregor@ios.doi.gov]  
**From:** Cardinale, Richard  
**Sent:** 2017-06-16T10:27:05-04:00  
**Importance:** Normal  
**Subject:** Follow Up  
**Received:** 2017-06-16T10:27:52-04:00

Kate,

FYI...Mike Nedd and I just spoke and I will be participating in a 12:15 PM Eastern Time conference call today with Mike Nedd and the members of the BLM ELT. Also, one correction to the information I gave you this morning. Mary Pletcher just sent me the emails that went out with the notifications to the affected BLM employees. Four of the five do not involve geographic reassignments. However, the proposal for Bud Cribley involves relocation from Alaska to Washington, DC. As a result, the process for Bud will be different. He has until June 22nd to express his preference for the proposed reassignment. The proposed reassignment is to the position of Senior Advisor for Energy with the U.S. Fish and Wildlife Service.

Rich

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Hildebrandt, Betsy  
**Sent:** 2017-06-16T11:11:53-04:00  
**Importance:** Normal  
**Subject:** Fwd: B.Hildebrandt SES Directed Reassignment 6-15-17  
**Received:** 2017-06-16T11:12:04-04:00  
[B.Hildebrandt SES Directed Reassignment 6-15-17.pdf](#)

Let me know if this doesn't work again ... I'm such a luddite when it comes to scanning! Thank you!



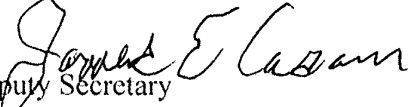
# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

**JUN 15 2017**

## Memorandum

To: Betsy Hildebrandt

From: James Cason   
Associate Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Assistant Director – External Communications with the U.S. Fish and Wildlife Service, duty station Washington, DC to Associate Director for Communications and Publishing with the U. S. Geological Survey, duty station Reston, Virginia. You will retain your career appointment and your pay level will remain the same. During your federal and private sector career, you have developed deep expertise in legislative affairs, external affairs and communications. You have served as a director of public affairs at Fannie Mae and now serve as the Assistant Director for External Affairs at the U.S. Fish and Wildlife Service. You are well qualified to serve as the Associate Director, Office of Communications and Publishing at the U.S. Geological Survey.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: June 16 2017

Signature: Betsy Hildebrandt  
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable, but not before June 29, 2017.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment. The reassignment will not be effective before June 29, 2017.

Betsy Hildebrandt  
Name

June 16 2017  
Date

**To:** Amy Holley[amy\_holley@ios.doi.gov]  
**From:** Moody, Joan  
**Sent:** 2017-06-16T12:53:21-04:00  
**Importance:** Normal  
**Subject:** Fwd: Google Alert - Zinke  
**Received:** 2017-06-16T12:53:29-04:00

----- Forwarded message -----

From: **Google Alerts** <[googlealerts-noreply@google.com](mailto:googlealerts-noreply@google.com)>  
Date: Fri, Jun 16, 2017 at 12:40 PM  
Subject: Google Alert - Zinke  
To: [joan\\_moody@ios.doi.gov](mailto:joan_moody@ios.doi.gov)

## Zinke

As-it-happens update · June 16, 2017

NEWS

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**Zinke** moving dozens of senior Interior officials in shake-up  
Washington Post

Interior Secretary Ryan **Zinke** is reassigning top career officials within his ranks, a shake-up that appears to be the start of a broad reorganization of a ...

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--  
*Joan Moody*  
*Senior Public Affairs Specialist*  
*Office of the Secretary MIB 6226*  
*U.S. Department of the Interior*  
*1849 C Street, N.W.*  
*Washington, D.C. 20240*  
*202-208-3280*

*Joan Moody@ios.doi.gov*

**To:** Mark Davis[mark\_davis@ios.doi.gov]  
**Cc:** Amy Holley[Amy\_Holley@ios.doi.gov]; Burns, Sylvia[sylvia\_burns@ios.doi.gov]  
**From:** Gonzalez, Elena  
**Sent:** 2017-06-16T15:23:47-04:00  
**Importance:** Normal  
**Subject:** Re: Davis - Senior Executive Service Directed Reassignment  
**Received:** 2017-06-16T15:24:34-04:00

Hi Mark. I just heard that you told some of your colleagues in OCIO about this reassignment because they were reading the Washington Post article. In addition to Mary being available by phone as the letter states, Amy and I are also available to talk with you if you want to talk. I learned of this late yesterday and was a cc on the email, but did not want to presume you would want to talk with me about it this morning.

Elena

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
Washington, DC 20240  
(o) 202-208-7966

On Thu, Jun 15, 2017 at 7:17 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Dear Mark Davis,

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of members. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. The Executive Resources Board has approved your reassignment from your current position. You are being reassigned to Budget Officer with the Assistant Secretary – Indian Affairs, located in Washington, DC. The attached memorandum provides formal notice of your reassignment. You may scan and email your acknowledgement of receipt and decision electronically or send via mail.

If you have any questions about the memorandum, please let me know. I can be reached at (202) 208-4505.

Best,  
Mary



--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** 'Mary Pletcher'[mary\_pletcher@ios.doi.gov]  
**From:** Crutchfield, Craig C. EOP/OMB  
**Sent:** 2017-06-16T15:56:57-04:00  
**Importance:** Normal  
**Subject:** FW: Interior SES directed reassignments  
**Received:** 2017-06-16T15:57:07-04:00

Mary,

Can you call me about this? I know you are busy, but I'd like to get some idea of what's going on.

Thanks, Craig  
395-3715

[https://www.washingtonpost.com/politics/zinke-moving-dozens-of-senior-interior-officials-in-shake-up/2017/06/16/11801d3a-5295-11e7-b064-828ba60fbb98\\_story.html?hpid=hp\\_hp-more-top-stories\\_interiorstaff-1218pm%3Ahomepage%2Fstory&utm\\_term=.5c5b0bdf6703](https://www.washingtonpost.com/politics/zinke-moving-dozens-of-senior-interior-officials-in-shake-up/2017/06/16/11801d3a-5295-11e7-b064-828ba60fbb98_story.html?hpid=hp_hp-more-top-stories_interiorstaff-1218pm%3Ahomepage%2Fstory&utm_term=.5c5b0bdf6703)

**To:** Gonzalez, Elena[[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)]  
**Cc:** Amy Holley[[Amy\\_Holley@ios.doi.gov](mailto:Amy_Holley@ios.doi.gov)]; Burns, Sylvia[[sylvia\\_burns@ios.doi.gov](mailto:sylvia_burns@ios.doi.gov)]  
**From:** Davis, Mark  
**Sent:** 2017-06-16T16:14:07-04:00  
**Importance:** Normal  
**Subject:** Re: Davis - Senior Executive Service Directed Reassignment  
**Received:** 2017-06-16T16:14:54-04:00

E - Appreciate the email. I have a phone call into Mary to talk about reporting dates. I guess my only other question at this time is - was a replacement for me included in the shuffle?

Thanks, Mark

Mark H. Davis  
Chief, Business Operations Division - Room 7112 MIB  
Office of the Chief Information Officer  
202.208.7402 (office)  
703.862.6275 (cell)

On Fri, Jun 16, 2017 at 3:23 PM, Gonzalez, Elena <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)> wrote:

Hi Mark. I just heard that you told some of your colleagues in OCIO about this reassignment because they were reading the Washington Post article. In addition to Mary being available by phone as the letter states, Amy and I are also available to talk with you if you want to talk. I learned of this late yesterday and was a cc on the email, but did not want to presume you would want to talk with me about it this morning.  
Elena

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
Washington, DC 20240  
(o) 202-208-7966

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Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. The Executive Resources Board has approved your reassignment from your current position. You are being reassigned to **Budget Officer with the Assistant Secretary – Indian Affairs, located in Washington, DC**. The attached memorandum provides formal notice of your reassignment. You may scan and email your acknowledgement of receipt and decision electronically or send via mail.

If you have any questions about the memorandum, please let me know. I can be reached at (202) 208-4505.

Best,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Gidner, Jerold  
**Sent:** 2017-06-16T16:54:27-04:00  
**Importance:** Normal  
**Subject:** Reassignment  
**Received:** 2017-06-16T16:55:32-04:00

Hi Mary - I emailed you my signed form and left a hard copy in a blue envelope just inside your door. Just let me know the next steps. I am ready to start as soon as possible. I will be in Albuquerque next week attending the OST Fiduciary Trust Officers meeting, but am available by email or phone.

Jerry Gidner  
Senior Policy Advisor  
Office of Natural Resources Revenue

and

Tribal Liaison Officer  
Office of Policy, Management, and Budget  
5136 MIB  
703-508-2655

Be sure to visit <http://onrresource/> for employee news, resources, and events.  
And visit <https://useiti.doi.gov/> for the US Extractive Industries Transparency Initiative data portal

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Cason, James  
**Sent:** 2017-06-17T17:46:50-04:00  
**Importance:** Normal  
**Subject:** Re: Update from yesterday  
**Received:** 2017-06-17T17:47:21-04:00

Thanks. Who do you think leaked information to the Washington Post? So much for personnel actions being confidential.

On Sat, Jun 17, 2017 at 5:36 PM, Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Jim,

Just a quick update from yesterday. I talked to many of the SES that had received the notices as well as three of the Bureau Directors. The conversations were all cordial. I expect some of the SES that received the proposed notices of reassignments to indicate in their preference forms reasons for not reassigning them or alternate positions that they would be preferred to be reassigned to. For example, I expect Virginia Burkett to indicate she wants to take a voluntary downgrade to a GS 15. I expect Bruce Loudermilk to propose he be reassigned to Alaska RD since he and his wife have not fully completed their move from Anchorage. (b)(6) has very serious health issues and so that may impact timing. I think what to do will become more clear once Stan Speak's intentions are known.

I have already received several of the forms back and some SES are excited about their moves. I have several more phone calls scheduled for Monday.

Let me know if you have any questions.

Thanks,  
Mary  
(b)(2) (cell)

Sent from my iPhone

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Burckman, James  
**Sent:** 2017-06-19T06:25:38-04:00  
**Importance:** Normal  
**Subject:** Directed Reassignment Letter  
**Received:** 2017-06-19T06:25:41-04:00  
[Direct Reassignment Signed.pdf](#)

Mary,  
Attached is the signed directed reassignment letter.

Jim

James N. Burckman  
Director, Human Capital Management  
Assistant Secretary-Indian Affairs  
202-208-2643



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

JUN 15 2017

## Memorandum

To: James Burckman

From: James Cason *James E Cason*  
Associate Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Director of Human Capital Management with the Assistant Secretary – Indian Affairs, duty station Washington, DC to Director, Business Services with the Office of the Secretary, Office of the Chief Information Officer, duty station Washington, DC. You will retain your career appointment and your pay level will remain the same. Throughout your career, you have served in a variety of leadership positions overseeing administrative operations and programs. While serving as Acting Deputy Assistant Secretary – Indian Affairs (Management), you have overseen financial management, strategic planning and performance management, workforce planning, facilities and property management, safety management, real property leasing, development and control of administrative policies and procedures, audits and program reviews. As the Human Resources Officer for the former Minerals Management Service you delivered human resources on a fee for service basis. Prior to joining Interior, you served as the Executive Assistant to the Deputy Chief Information Officer for Management at the Internal Revenue Service where you served as principal advisor to the Associate CIO for planning, direction, and delivery of financial services, workforce restructuring, IT capital planning and investment control, strategic planning and governance, for the Modernization and Information Technology and Services organization. Your diversity of administrative operations experience, experience in leading service delivery in a fee for service environment, and experience supporting transformation of a Chief Information Officer organization makes you well qualified to serve as the Director of Business Services, Office of the Chief Information Officer.



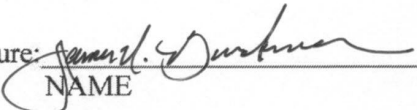
This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: JUN 19 2017

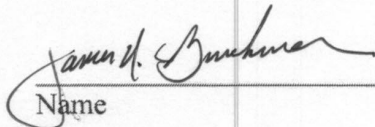
Signature:   
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable, but not before June 29, 2017.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment. The reassignment will not be effective before June 29, 2017.

  
Name

JUN 19 2017  
Date

**To:** 'Mary Pletcher'[mary\_pletcher@ios.doi.gov]  
**From:** Crutchfield, Craig C. EOP/OMB  
**Sent:** 2017-06-19T09:54:11-04:00  
**Importance:** Normal  
**Subject:** List of SES reassignments  
**Received:** 2017-06-19T09:54:37-04:00

As we discussed on Friday, I would appreciate a list of the latest SES re-assignments as soon as possible. Please also indicate which ones involve a relocation.

Thanks, Craig

**To:** Crutchfield, Craig C. EOP/OMB[Craig\_Crutchfield@omb.eop.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-19T10:38:49-04:00  
**Importance:** Normal  
**Subject:** Re: List of SES reassignments  
**Received:** 2017-06-19T10:38:55-04:00

Craig,  
A couple of questions:

1) Who would be seeing this list? Is it just you? We have the list very tightly controlled. The Washington Post article for example is not entirely accurate.

2) The geographic moves have only received a proposed notice of reassignment and have an opportunity to express their preferences. It's possible things could change. The expression of preferences is due back to me later this week.

Thanks,  
Mary

On Mon, Jun 19, 2017 at 9:54 AM, Crutchfield, Craig C. EOP/OMB  
<[Craig\\_Crutchfield@omb.eop.gov](mailto:Craig_Crutchfield@omb.eop.gov)> wrote:

As we discussed on Friday, I would appreciate a list of the latest SES re-assignments as soon as possible. Please also indicate which ones involve a relocation.

Thanks, Craig

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Mundt, JoAn  
**Sent:** 2017-06-19T10:45:23-04:00  
**Importance:** Normal  
**Subject:** What is your room number?  
**Received:** 2017-06-19T10:45:32-04:00

I need to deliver Woody's signed SES reassignment memo.

--

JoAn Mundt  
Executive Assistant to  
Chief of Law Enforcement  
U.S. Fish & Wildlife Service  
1849 C Street, NW, Room 3043  
Washington, DC 20240  
202-208-3809 (Office)  
202-208-3143 (Fax)  
[joan\\_mundt@fws.gov](mailto:joan_mundt@fws.gov)

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Crutchfield, Craig C. EOP/OMB  
**Sent:** 2017-06-19T10:48:48-04:00  
**Importance:** Normal  
**Subject:** RE: List of SES reassignments  
**Received:** 2017-06-19T10:49:01-04:00

I can keep it as close-hold as needed, but I would want to share it with Janet (DAD) and Jim Herz (PAD). I need to provide them an update, but they are quite used to handling sensitive information.

OMB staff are good about not leaking, but if you ask that I not share it with examiners, I would honor that request.

**From:** Pletcher, Mary [mailto:mary\_pletcher@ios.doi.gov]  
**Sent:** Monday, June 19, 2017 10:39 AM  
**To:** Crutchfield, Craig C. EOP/OMB <Craig\_Crutchfield@omb.eop.gov>  
**Subject:** Re: List of SES reassignments

Craig,

A couple of questions:

- 1) Who would be seeing this list? Is it just you? We have the list very tightly controlled. The Washington Post article for example is not entirely accurate.
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Thanks,  
Mary

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**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



**To:** Crutchfield, Craig C. EOP/OMB[Craig\_Crutchfield@omb.eop.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-19T10:51:34-04:00  
**Importance:** Normal  
**Subject:** Re: List of SES reassignments  
**Received:** 2017-06-19T10:51:41-04:00

I would rather it didn't go to the examiners. Also, because we are in this window where SES with geographic moves still get an opportunity to express their preferences and things could change, we need to be very cautious.  
I'll get the list pulled together and send it over to you.

Mary

On Mon, Jun 19, 2017 at 10:48 AM, Crutchfield, Craig C. EOP/OMB  
<[Craig\\_Crutchfield@omb.eop.gov](mailto:Craig_Crutchfield@omb.eop.gov)> wrote:

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**Sent:** Monday, June 19, 2017 10:39 AM  
**To:** Crutchfield, Craig C. EOP/OMB <[Craig\\_Crutchfield@omb.eop.gov](mailto:Craig_Crutchfield@omb.eop.gov)>  
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**Mary Pletcher**

Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer

(202) 208-4505

--

**Mary Pletcher**

Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer

(202) 208-4505



**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Crutchfield, Craig C. EOP/OMB  
**Sent:** 2017-06-19T10:52:31-04:00  
**Importance:** Normal  
**Subject:** RE: List of SES reassignments  
**Received:** 2017-06-19T10:52:40-04:00

Understood. I'll keep it close hold. Thanks

**From:** Pletcher, Mary [mailto:mary\_pletcher@ios.doi.gov]  
**Sent:** Monday, June 19, 2017 10:52 AM  
**To:** Crutchfield, Craig C. EOP/OMB <Craig\_Crutchfield@omb.eop.gov>  
**Subject:** Re: List of SES reassignments

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OMB staff are good about not leaking, but if you ask that I not share it with examiners, I would honor that request.

**From:** Pletcher, Mary [mailto:mary\_pletcher@ios.doi.gov]  
**Sent:** Monday, June 19, 2017 10:39 AM  
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On Mon, Jun 19, 2017 at 9:54 AM, Crutchfield, Craig C. EOP/OMB  
<[Craig\\_Crutchfield@omb.eop.gov](mailto:Craig_Crutchfield@omb.eop.gov)> wrote:

As we discussed on Friday, I would appreciate a list of the latest SES re-assignments as soon as possible. Please also indicate which ones involve a relocation.

Thanks, Craig

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Romanik, Peg[peg.romanik@sol.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-19T10:53:39-04:00  
**Importance:** Normal  
**Subject:** Re: SES reassignment  
**Received:** 2017-06-19T10:53:45-04:00

Peg,

We are not doing any transfers before the end of the moratorium (June 28) - that's why the bullet reads the way it does.

Mary

On Mon, Jun 19, 2017 at 10:41 AM, Romanik, Peg <[peg.romanik@sol.doi.gov](mailto:peg.romanik@sol.doi.gov)> wrote:

Mary,

Attached is my signed form. Please note that my intention was to waive the 15 day time period (and I signed the first bullet indicating so) but that bullet still states I cannot be transferred before June 29th. Is that so? Peg

**Peg Romanik**  
**Regional Solicitor/Northeast**  
**Counselor to the Solicitor**  
**Office of the Solicitor**  
**U.S. Department of the Interior**  
**Office: (202)208-5578**  
**Cell: (202)957-7483**

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Mundt, JoAn  
**Sent:** 2017-06-19T12:09:49-04:00  
**Importance:** Normal  
**Subject:** Re: What is your room number?  
**Received:** 2017-06-19T12:09:58-04:00

Thanks, I'll drop it off.

On Mon, Jun 19, 2017 at 11:44 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

5120

On Mon, Jun 19, 2017 at 10:45 AM, Mundt, JoAn <[joan\\_mundt@fws.gov](mailto:joan_mundt@fws.gov)> wrote:

I need to deliver Woody's signed SES reassignment memo.

--

JoAn Mundt  
Executive Assistant to  
Chief of Law Enforcement  
U.S. Fish & Wildlife Service  
1849 C Street, NW, Room 3043  
Washington, DC 20240  
202-208-3809 (Office)  
202-208-3143 (Fax)  
[joan\\_mundt@fws.gov](mailto:joan_mundt@fws.gov)

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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JoAn Mundt  
Executive Assistant to  
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1849 C Street, NW, Room 3043

Washington, DC 20240  
202-208-3809 (Office)  
202-208-3143 (Fax)  
[joan\\_mundt@fws.gov](mailto:joan_mundt@fws.gov)

**To:** Bob Krumenaker[bob\_krumenaker@nps.gov]  
**Cc:** Welch, Ruth[rwelch@blm.gov]; Jamie Connell[jconnell@blm.gov]; Swain, Donald[Donald.Swain@hq.dhs.gov]; Burns, Sylvia[sylvia\_burns@ios.doi.gov]; Birdwell, Stephanie Elaine[StephanieElaine.Birdwell@va.gov]; Rawlins, Alisa[alisa\_rawlins@fws.gov]; Karla Smiley[ksmiley@usbr.gov]; Horst, Esther[esther.horst@onrr.gov]; Joy Nicholopoulos[joy\_nicholopoulos@fws.gov]; Wenger, Lance[lance.wenger@sol.doi.gov]; sethsmom94@gmail.com[sethsmom94@gmail.com]; kevin.bearquiver@bia.gov[kevin.bearquiver@bia.gov]; john\_burden@ios.doi.gov[john\_burden@ios.doi.gov]; mike\_caldwell@nps.gov[mike\_caldwell@nps.gov]; brent.gohring@bia.gov[brent.gohring@bia.gov]; Mary\_Pletcher@ios.doi.gov[Mary\_Pletcher@ios.doi.gov]; stern.allyn@epa.gov[stern.allyn@epa.gov]; stephanie\_toothman@nps.gov[stephanie\_toothman@nps.gov]; john\_white@ost.doi.gov[john\_white@ost.doi.gov]; dickinson.tamara@yahoo.com[dickinson.tamara@yahoo.com]  
**From:** Andrew, Jonathan  
**Sent:** 2017-06-19T13:25:23-04:00  
**Importance:** Normal  
**Subject:** Re: Lynn McPheeters Gift from SES CDP #16  
**Received:** 2017-06-19T13:25:33-04:00

Nothing to report here - retirement ahead for me in the not too distant future so not likely to have much impact on me.

Good luck Ruth - quite a change!

On Mon, Jun 19, 2017 at 1:08 PM, Bob Krumenaker <[bob\\_krumenaker@nps.gov](mailto:bob_krumenaker@nps.gov)> wrote:

Thanks for sharing that news, Ruth. Best wishes on the change.

Did anyone else in this group get reassignment news you're willing to share?

**Bob Krumenaker**

[bob\\_krumenaker@nps.gov](mailto:bob_krumenaker@nps.gov)

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*April 16 - August 12, 2017*  
Associate Regional Director (A)  
Resource Stewardship & Science  
NPS Northeast Region  
(O) 215/597-7985  
(M) 715/307-4717

---

Superintendent  
NPS  
Apostle Islands Nat'l Lakeshore

---

On Jun 19, 2017, at 11:56 AM, Welch, Ruth <[rwelch@blm.gov](mailto:rwelch@blm.gov)> wrote:

Thank you, Don. You're awesome and this is an awesome gift. Really

appreciate all you've done to recognize Lynn.  
I wanted to let you all know that I received one of the Secretary's directed reassignments. I am leaving my BLM post on June 28 to be the Director of Policy and Administration at the Bureau of Reclamation. I'll send my new contact information as soon as I have it.

Thanks.

Ruth

Ruth Welch  
State Director, Colorado  
Bureau of Land Management  
Office - 303-239-3700  
Cell - 703-946-5814

On Sun, Jun 18, 2017 at 2:10 PM, Jamie Connell <[jconnell@blm.gov](mailto:jconnell@blm.gov)> wrote:

What a perfect gift. Thanks for your thoughtfulness Don.

We owe you one!

Wish I could be there for the celebration.

Jamie

Jamie Connell  
BLM Oregon-Washington State Director

Sent from my iPhone  
Please excuse poor grammar. Blame Siri!

On Jun 16, 2017, at 2:23 PM, Swain, Donald <[Donald.Swain@hq.dhs.gov](mailto:Donald.Swain@hq.dhs.gov)> wrote:

My pleasure everyone....Lynn meant a lot to all of us. We owe her our career in some cases I'd suppose. All these emails make me miss you all more ☺ !! Most welcome really!

All the best/

Don

**From:** Burns, Sylvia [[mailto:sylvia\\_burns@ios.doi.gov](mailto:sylvia_burns@ios.doi.gov)]  
**Sent:** Friday, June 16, 2017 4:18 PM  
**To:** Swain, Donald <[Donald.Swain@HQ.DHS.GOV](mailto:Donald.Swain@HQ.DHS.GOV)>  
**Cc:** Birdwell, Stephanie Elaine <[StephanieElaine.Birdwell@va.gov](mailto:StephanieElaine.Birdwell@va.gov)>; Jamie Connell <[jconnell@blm.gov](mailto:jconnell@blm.gov)>; Rawlins, Alisa <[alisa\\_rawlins@fws.gov](mailto:alisa_rawlins@fws.gov)>; Karla Smiley <[ksmiley@usbr.gov](mailto:ksmiley@usbr.gov)>; Horst, Esther <[esther.horst@onrr.gov](mailto:esther.horst@onrr.gov)>; Joy Nicholopoulos <[joy\\_nicholopoulos@fws.gov](mailto:joy_nicholopoulos@fws.gov)>; Wenger, Lance <[lance.wenger@sol.doi.gov](mailto:lance.wenger@sol.doi.gov)>; Krumenaker, Bob <[bob\\_krumenaker@nps.gov](mailto:bob_krumenaker@nps.gov)>; [sethsmom94@gmail.com](mailto:sethsmom94@gmail.com); Jonathan Andrew <[Jonathan\\_Andrew@ios.doi.gov](mailto:Jonathan_Andrew@ios.doi.gov)>; [kevin.bearquiver@bia.gov](mailto:kevin.bearquiver@bia.gov); [john\\_burden@ios.doi.gov](mailto:john_burden@ios.doi.gov); [mike\\_caldwell@nps.gov](mailto:mike_caldwell@nps.gov); [brent.gohring@bia.gov](mailto:brent.gohring@bia.gov); [Mary\\_Pletcher@ios.doi.gov](mailto:Mary_Pletcher@ios.doi.gov); [stern.allyn@epa.gov](mailto:stern.allyn@epa.gov); [stephanie\\_toothman@nps.gov](mailto:stephanie_toothman@nps.gov); [rwelch@blm.gov](mailto:rwelch@blm.gov); [john\\_white@ost.doi.gov](mailto:john_white@ost.doi.gov); [dickinson.tamara@yahoo.com](mailto:dickinson.tamara@yahoo.com)  
**Subject:** Re: Lynn McPheeters Gift from SES CDP #16

Beautiful, Don! Really appreciate you taking the lead on this!

On Fri, Jun 16, 2017 at 4:09 PM, Swain, Donald <[Donald.Swain@hq.dhs.gov](mailto:Donald.Swain@hq.dhs.gov)> wrote:

All:

Attached is a picture of the Throw that we will present to Lynn at her retirement (Sylvia and me?). Let me know what you think....well I bought it already LOL

Understand there is a big shake up of the SES Cadre at DOI any of you affected?

Donald

***“ESEC: Excellent Service Endless Commitment”***

Donald R. Swain



Deputy Executive Secretary  
Office of the Executive Secretary  
Office of the Secretary  
U.S. Department of Homeland Security  
(202) 282-8221

**[donald.swain@dhs.gov](mailto:donald.swain@dhs.gov)**

<image001.jpg>

<image002.jpg>

*This communication, along with any attachments, is covered by federal and state law governing electronic communications and may contain confidential and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this in error, please reply immediately to the sender and delete this message. Thank you.*

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**Sylvia Burns**, CIO  
Office of the Chief Information Officer | US Department of the Interior  
sylvia\_burns@ios.doi.gov | Office: 202.208.6194 | Fax: 202-501-2360  
www.doi.gov/ocio

*Our mission is your mission*

--

**Jon Andrew**  
Interagency Borderlands Coordinator  
Office of the Secretary  
Department of the Interior

202-320-0718 (cell)

**To:** Mashburn, John K. EOP/WHO (b)(6); Flynn,  
Matthew (b)(6); Parkinson, Andrew Z.  
EOP/WHO (b)(6); Uli, Gabriella M.  
EOP/WHO (b)(6) Murphy, Christine M.  
EOP/WHO (b)(6)  
**From:** Domenech, Douglas  
**Sent:** 2017-06-19T14:43:34-04:00  
**Importance:** Normal  
**Subject:** Interior Cabinet Affairs Report for 6/19/17  
**Received:** 2017-06-19T14:44:02-04:00  
[DOI DAILY UPDATE FOR CABINET AFFAIRS 6-19-17.docx](#)

Attached and copied below.

**DOI DAILY UPDATE FOR CABINET AFFAIRS – 6/19/17**

Doug Domenech, Senior Advisor  
Lori Mashburn, White House Liaison

-  
**Status of the Secretary**

The Secretary is in Washington, DC this week.

TODAY: Meetings and briefings in the office.

THIS WEEK:

6/20: Senate Energy and Natural Resources Committee Hearing, Speak at the US Chamber of Commerce, meeting with Packard and Hewlett Foundations.

6/21: Senate Interior Appropriations Hearing, Emergency Management Training Exercise.

6/22: House Natural Resources Committee Hearing

6/23: FEMA Hurricane Preparedness Exercise

**CONGRESSIONAL MATTERS**

-  
**APPROPRIATIONS HEARINGS:**

June 20: Senate Energy and Natural Resources Committee Hearing

June 21: Senate Interior Appropriations Hearing

June 22: House Natural Resources Committee Hearing

-  
**OTHER HEARINGS**

Tuesday, June 20

2:30pm: Senate Energy and Natural Resources Committee

Subcommittee oversight hearing to examine collaborative initiatives on restoring watersheds and large landscapes across boundaries through state and federal partnerships

Witness: Kristin Bail, AD for Resources and Planning, BLM

Wednesday, June 21

10:00am: House Natural Resources Committee

Legislative Hearing on Discussion Draft of H.R. \_\_\_\_ "Helium Extraction Act of 2017"

Witness: Tim Spisak, AD for Energy, Minerals, and Realty Management, BLM

**Interior Media Today**

## **Conservation Efforts Lead to Recovery of the Yellowstone Grizzly Bear**

Partners celebrate Endangered Species Act delisting following decades of collaboration (WASHINGTON) Due to conservation efforts and collaboration among a variety of stakeholders, U.S. Secretary of the Interior Ryan Zinke announced today that the Yellowstone population of the Grizzly Bear has been recovered to the point where federal protections can be removed and overall management can be returned to the states and tribes. The population has rebounded from as few as 136 bears in 1975 to an estimated 700 today and meets all the criteria for delisting.

### **Speaking Invitations**

#### **Accepted**

None

-

#### **Regretted**

6/20 Conservation Fund's National Summit on Infrastructure and the Environment (DC)  
6/21 Independent Petroleum Association of America (Laguna Niguel, CA)  
6/21 Energy Exposition (Loveland, CO)  
6/21 Congressional Travel & Tourism Summit (DC)  
6/23 US Conference of Mayors (Miami, FL)  
6/24 Outdoor Writers Association of America Annual Conference (Duluth, MN)  
6/24 Huntley Project Museum of Irrigated Agriculture Anniversary (Huntley, MT)  
6/26 Rocky Mountain Coal Mining Institute Conference and Annual Meeting (Colorado Springs, CO)  
6/28 Aspen Ideas Festival for Climate (Aspen, CO)  
6/28 Intertribal Timber Council's 41st Annual National Indian Timber Symposium (Yakima, WA)

-

#### **Outstanding Invitations in Process**

6/26 American Indian Higher Education Coalition Board of Directors Meeting (DC)  
6/27 6th Annual Bipartisan Tribute to Veterans and Veterans in Congress (DC)  
6/27 National American Housing Council (Nashville, TN)  
7/5 Crans Montana Forum Annual Session (Barcelona, Spain)  
7/11 Blue Dog Coalition Dinner (DC)

-

#### **Emergency Management**

In Arizona, the Lizard Fire, having burned 15,230 (+16) acres to date, is 80 (+10) percent contained. Full containment is expected on June 30.

The Dead Dog Fire in Rio Blanco County, Colorado (BLM) reached full containment yesterday.

#### **Interior Media Plan Week Ahead**

WEEK AHEAD June 14 thru June 22, 2017

#### **U.S. Fish and Wildlife Service**

June 19: National FWS Release: FWS will make a final determination on their March 11, 2016, proposal to designate the Greater Yellowstone Ecosystem (GYE) grizzly bear population of

Montana, Idaho and Wyoming as a distinct population segment (DPS) and remove this DPS from the List of Endangered and Threatened Wildlife due to recovery. This action is controversial.

Week of June 19: FWS Local Release: FWS plans a final rule to remove the Hualapai Mexican vole, located in Arizona, from the list of endangered and threatened species due to the fact that the original taxonomic classification is no longer appropriate. This action is not controversial.

Week of June 19: FWS Local Release: FWS plans to announce the notice of availability of the revised draft recovery plan for the giant garter snake in California. There may be some controversy with cost estimates associated with this plan. FWS notes the cost of certain actions pertaining to habitat acquisition, restoration, and management as “To be decided” which reflects the considerable uncertainty around what the actual cost of those actions will be once completed.

#### Bureau of Land Management

June 19: BLM Local Release: BLM plans to publish a Notice of Intent to Prepare a Supplemental EIS for the Mount Hope Project, a new molybdenum mine, in Eureka County, NV. The project encompasses approximately 8,355 acres of new surface disturbance, 8,092 of which are on public lands administered by the BLM. The Supplemental EIS is being prepared following a decision by the Ninth Circuit that found the justification for the air quality analysis insufficient. The SEIS will also supplement the analysis of public water reserves.

#### U.S. Geological Survey

June 20: NOAA National Release: NOAA will release prediction of hypoxic zone in Gulf of Mexico using USGS data and modeling.

#### Bureau of Ocean Energy Management

June 20: BOEM Local Media Advisory: BOEM announces Alaska Cook Inlet Lease Sale.

June 21: BOEM Local Release: BOEM announces results of Alaska Cook Inlet Lease Sale.

June 21: BOEM Note to Stakeholders: BOEM announces Royalty Rate Change from 18.75% to 12.5% for the Gulf of Mexico Outer Continental Shelf Oil and Gas Region-wide Lease Sale 249 (scheduled for August 16, 2017).

#### Outside Media of Interest

##### **Zinke Moving Dozens Of Senior Interior Officials In Shake-Up.**

The Washington Post (6/16, Eilperin, Rein) reports Interior Secretary Ryan Zinke has begun “reassigning top career officials within his ranks, a shake-up that appears to be the start of a broad reorganization of a department that manages one-fifth of all land within the United States.” According to the Post, “The decision to move members of the Senior Executive Service (SES) is only legally permitted after a political appointee has been in office for 120 days; Zinke won’t reach that mark until June 28. But the letters that three dozen or more Interior officials got Thursday night – one of which was obtained by The Washington Post – provides them with 15 days notice of their job change.” Joel Clement, the director of the Office of Policy Analysis and “Interior’s top climate policy official,” and “at least five senior Fish and Wildlife Service

officials” have received the notice, including “the assistant director for international affairs, Bryan Arroyo; the southwest regional director, Benjamin Tuggle; and the southeast regional director, Cindy Dohner.”

#### **Interior Secretary Visits Mass. To Review Marine Monument.**

The Boston Globe (6/16, Parker) reports that “capping off a four-day New England tour,” Interior Secretary Ryan Zinke “visited Boston Friday to meet with local scientists and fishermen in his review” of the Northeast Canyons and Seamounts Marine National Monument. Zinke “met with scientists from the New England Aquarium and the Massachusetts marine monument’s superintendent from the US Fish and Wildlife Service in the morning, before heading to a roundtable with local fishermen.” He said, “Right now, I’m in the information collection stage, so everything is on the table.”

#### **Zinke Wants Oil Revenue To Fund NPS Backlog.**

E&E Publishing (6/16, Patterson) reports that Interior Secretary Ryan Zinke, has “called for additional offshore oil drilling to raise money” for projects to fix park infrastructure. But the proposal is “raising eyebrows” from advocates who “say a lack of revenues is not the problem.” The article notes that “even if the new administration makes good on its promises to boost fossil fuel development on public lands, the onus would be on Congress to make changes to how the money is spent.”

#### **Group Sues To Access Details Of President Donald Trump’s Border Wall.**

The Arizona Republic (6/16, Santistevan) reports that “a non-partisan ethics watchdog group” has filed “a lawsuit against multiple federal agencies seeking details about the proposed border wall.” American Oversight’s lawsuit, “filed Friday in U.S. District Court for the District of Columbia, accuses the Department of Homeland Security, Customs and Border Protections, the Department of Interior and Office of Management and Budget of not responding to a dozen of its requests for information under the federal Freedom of Information Act.” Austin Evers, executive director of American Oversight, said, “Two years after Donald Trump first announced that he was going to build a big, beautiful wall on the southern border from sea to shining sea, we still know next to nothing about that project, even though the administration is barreling ahead and making it a reality.”

#### **Our View: Monument Review Offers Rational Approach To Federal Costs.**

The Havasu (AZ) News-Herald (6/19) editorializes that the Interior Department’s “review of national monuments appears likely to lead to some resizing but not the elimination of the monuments.” According to the paper, “this reflects a rational approach to federal land management in the West as opposed to the political approach used in the recent past.” It concludes that “good portions of all the monuments are worthy of the designation but the review offers a chance to scale some back to appropriate levels that don’t kill local economies and that are so huge that the monument designation’s premise of protection is too expensive to deliver on.”

#### **Judge Won’t Allow Trump To Be Added To Pipeline Lawsuit.**

The AP (6/16, Nicholson) reports that US District Judge James Boasberg said he would not allow a group of Native Americans to join a Dakota Access pipeline lawsuit if they will seek to add President Trump as a defendant. The judge ruled that the group would have to sue Trump separately, a decision “the group’s attorney says that’s being considered.”

### **Federal Duck Stamp To Be Unveiled Friday.**

The Arkansas Democrat Gazette (6/18) reports that “officials from the U.S. Fish and Wildlife Service and Bass Pro Shops will unveil the 2017-2018 federal duck stamp and junior duck stamp artwork at the Little Rock outlet Friday at 11 a.m.” According to the article, “attending from the U.S. Fish and Wildlife Service will be Assistant Director Jerome Ford; Sarah P. Mott, chief of the Division of Bird Habitat Conservation; and Cindy Dohner, southeast regional director.” The article says that “the first duck stamp of the year will also be sold at the event.”

### **Federal Register Listings**

Items was cleared for the FR on Friday.

REG0007101 BLM Agency Information Collection Activities: OMB Control No. 1004-0103; Mineral Materials Disposal. This Notice, under the Paperwork Reduction Act of 1995, announces that the Bureau of Land Management (BLM) will ask the Office of Management and Budget (OMB) to renew its approval of an information collection pertaining to mineral sales contracts under 43 CFR part 3600. The BLM is requesting public comments on the proposed information collection for 60 days. Notice 06/16/2017.

REG0007065 FWS Threatened Species; Exemption from Threatened Species Permits for a Qualifying Beluga Sturgeon Aquaculture Facility. This information notice informs the public that the FWS granted an exemption to permit requirements for beluga sturgeon reared in an aquaculture facility, Sturgeon AquaFarms, in Bascom. Notice 06/16/2017.

REG0007079 FWS Endangered and Threatened Wildlife and Plants; Removal of the Hualapai Mexican Vole From the Federal List of Endangered and Threatened Wildlife. The US Fish and Wildlife Service is removing the Hualapai Mexican vole from the Federal List of Endangered and Threatened Wildlife. Final Rule 06/16/2017.

REG0007099 FWS Marine Mammal Protection Act; Stock Assessment Reports. As required by the Marine Mammal Protection Act (MMPA), the U.S. Fish and Wildlife Service is publishing a Federal Register Notice of Availability for our draft Stock Assessment Reports (SARs) for the Southern Beaufort Sea and Chukchi-Bering Seas stocks of the polar bear. Notice 06/16/2017.

REG0007114 FWS Announcement of Public Meeting via Teleconference; North American Wetlands Conservation Council. The North American Wetlands Conservation Council will meet via teleconference to select North American Wetlands Conservation Act U.S. Standard grant proposals for recommendation to the Migratory Bird Conservation Commission. The teleconference is scheduled for July 12, 2017. Notice 06/16/2017.

REG0007092 NPS National Register of Historic Places, May 20, 2017. The NPS is soliciting comments on the significance of properties nominated before May 20, 2017, for listing in the National Register of Historic Places or related actions. Notice 06/16/2017.

REG0007112 NPS National Register of Historic Places, June 3, 2017. The NPS is soliciting comments on the significance of properties nominated before June 3, 2017, for listing in the National Register of Historic Places or related actions. Notice 06/16/2017.

REG0007113 NPS National Register of Historic Places, May 27, 2017. The NPS is soliciting comments on the significance of properties nominated before May 27, 2017, for listing in the National Register of Historic Places or related actions. Notice 06/16/2017.

REG0007104 OS Regulatory Reform. This notice requests public input on how the Department of the Interior can improve implementation of regulatory reform initiatives and policies and identify regulations for repeal, replacement, or modification. This notice also provides an overview of Interior's approach for implementing the regulatory reform initiative to alleviate unnecessary burdens placed on the American people, which was established by President Trump in Executive Order (E.O.) 13777, "Enforcing the Regulatory Reform Agenda." Notice 06/16/2017.

Doug Domenech  
Senior Advisor  
US Department of the Interior

*NOTE: Every email I send or receive is subject to release under the Freedom of Information Act.*



## **DOI DAILY UPDATE FOR CABINET AFFAIRS – 6/19/17**

Doug Domenech, Senior Advisor

Lori Mashburn, White House Liaison

### **Status of the Secretary**

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Secretary of the Interior Ryan Zinke announced today that the Yellowstone population of the Grizzly

Bear has been recovered to the point where federal protections can be removed and overall

management can be returned to the states and tribes. The population has rebounded from as few as 136 bears in 1975 to an estimated 700 today and meets all the criteria for delisting.

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6/24 Outdoor Writers Association of America Annual Conference (Duluth, MN)  
6/24 Huntley Project Museum of Irrigated Agriculture Anniversary (Huntley, MT)  
6/26 Rocky Mountain Coal Mining Institute Conference and Annual Meeting (Colorado Springs, CO)  
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**To:** Scott Hommel[scott\_hommel@ios.doi.gov]; Magallanes, Downey[downey\_magallanes@ios.doi.gov]; Laura Rigas[laura\_rigas@ios.doi.gov]; Swift, Heather[heather\_swift@ios.doi.gov]; James Cason[james\_cason@ios.doi.gov]; Daniel Jorjani[daniel\_jorjani@ios.doi.gov]; Micah Chambers[micah\_chambers@ios.doi.gov]; Mashburn, Lori[lori\_mashburn@ios.doi.gov]; Bauserman, Christine[christine\_bauserman@ios.doi.gov]; Caroline Boulton[caroline\_boulton@ios.doi.gov]; Thiele, Aaron[aaron\_thiele@ios.doi.gov]  
**From:** Domenech, Douglas  
**Sent:** 2017-06-19T14:44:39-04:00  
**Importance:** Normal  
**Subject:** Interior Cabinet Affairs Report for 6/19/17  
**Received:** 2017-06-19T14:45:03-04:00  
[DOI DAILY UPDATE FOR CABINET AFFAIRS 6-19-17.docx](#)

Attached and copied below.

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-  
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**To:** Paranzino, Anthony M. EOP/WHO (b)(6)  
**From:** Domenech, Douglas  
**Sent:** 2017-06-19T15:52:41-04:00  
**Importance:** Normal  
**Subject:** Fwd: Interior Cabinet Affairs Report for 6/19/17  
**Received:** 2017-06-19T15:53:08-04:00  
[DOI DAILY UPDATE FOR CABINET AFFAIRS 6-19-17.docx](#)

Oops...wrong person. Who is Andrew Parkinson?

Doug Domenech  
Senior Advisor  
US Department of the Interior

NOTE: Every email I send or receive is subject to release under the Freedom of Information Act.

----- Forwarded message -----

**From:** Domenech, Douglas <douglas\_domenech@ios.doi.gov>  
**Date:** Mon, Jun 19, 2017 at 2:43 PM  
**Subject:** Interior Cabinet Affairs Report for 6/19/17  
**To:** "Mashburn, John K. EOP/WHO" <(b)(6)>, "Flynn, Matthew"  
(b)(6) "Parkinson, Andrew Z. EOP/WHO"  
(b)(6) "Uli, Gabriella M. EOP/WHO"  
(b)(6) "Murphy, Christine M. EOP/WHO"  
(b)(6)

Attached and copied below.

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Doug Domenech, Senior Advisor  
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**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**Cc:** Gidner, Jerold[jerold.gidner@onrr.gov]  
**From:** Dumontier, Deb  
**Sent:** 2017-06-19T19:03:30-04:00  
**Importance:** Normal  
**Subject:** All Hands Update  
**Received:** 2017-06-19T19:03:56-04:00

Hi Mary

At the All-Hands meeting this afternoon, Jerry and I stuck to what we know (I am acting ST and he is incoming PDST). I admitted upfront that we did not know all the details, and some of the information was not ours to share. It was a great opportunity to introduce Jerry to staff and he did a great job of introducing himself and answering questions. I received positive feedback from some staff watching via webex (140 participants) that we did a good job of quelling fear(s) of change and reassuring staff that if we stay course and get the job done we will manage transition smoothly. Reassignments did not come up and we did not discuss Doug or Jim. Thank you for the heads up. I appreciate the support! Deb

Deb DuMontier  
Acting Special Trustee (SO 3345)  
U.S. Department of the Interior  
Office of the Special Trustee for American Indians  
[debra\\_dumontier@ost.doi.gov](mailto:debra_dumontier@ost.doi.gov)  
(406) 396-4289 (cell)

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**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Oxyer, Michelle  
**Sent:** 2017-06-20T14:54:32-04:00  
**Importance:** Normal  
**Subject:** Dohner  
**Received:** 2017-06-20T14:54:33-04:00

I have been working with Rachael Crespo on a number of questions about eligibility for DSR (OPM has the final approval) and the process. We contacted Alan Sizemore as well. Alan is meeting with OPM later today while he is at the OPM Benefits Conference so he can get some clarifications on the process and get a good idea if she will be approved by OPM. I have to give Alan the full details of the reassignment to share with OPM so they can tell us if they think she will be approved. Are you ok with this? I want to be 100% comfortable that the information we give to Cindy is complete and accurate so she can make her decisions. Once I hear back from Alan, which will probably be early tomorrow, I will have a draft email to send to you that you can forward to Cindy.

**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

**To:** Oxyer, Michelle[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-20T15:09:46-04:00  
**Importance:** Normal  
**Subject:** Re: Dohner  
**Received:** 2017-06-20T15:09:52-04:00

I'm okay with you sharing the information with Alan to get a read on it from OPM.

Thanks,  
Mary

On Tue, Jun 20, 2017 at 2:54 PM, Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)> wrote:

I have been working with Rachael Crespo on a number of questions about eligibility for DSR (OPM has the final approval) and the process. We contacted Alan Sizemore as well. Alan is meeting with OPM later today while he is at the OPM Benefits Conference so he can get some clarifications on the process and get a good idea if she will be approved by OPM. I have to give Alan the full details of the reassignment to share with OPM so they can tell us if they think she will be approved. Are you ok with this? I want to be 100% comfortable that the information we give to Cindy is complete and accurate so she can make her decisions. Once I hear back from Alan, which will probably be early tomorrow, I will have a draft email to send to you that you can forward to Cindy.

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Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Burckman, James[james.burckman@bia.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-20T15:35:05-04:00  
**Importance:** Normal  
**Subject:** Re: Directed Reassignment Letter  
**Received:** 2017-06-20T15:35:21-04:00

Thank you Jim. I'll follow up with you - most likely mid to late next week regarding the most likely effective date.

Thanks,  
Mary

On Mon, Jun 19, 2017 at 6:25 AM, Burckman, James <[james.burckman@bia.gov](mailto:james.burckman@bia.gov)> wrote:

Mary,  
Attached is the signed directed reassignment letter.

Jim

James N. Burckman  
Director, Human Capital Management  
Assistant Secretary-Indian Affairs  
202-208-2643

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Wainman, Barbara[bwainman@usgs.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-20T15:39:07-04:00  
**Importance:** Normal  
**Subject:** Re: Scan Doc.  
**Received:** 2017-06-20T15:39:16-04:00

Barbara,  
Thank you for returning the acknowledgment. Is there a time that's convenient for you to discuss some of the questions you raised?

Best,  
Mary

On Fri, Jun 16, 2017 at 11:42 AM, Wainman, Barbara <[bwainman@usgs.gov](mailto:bwainman@usgs.gov)> wrote:

H  
ere is your letter. Questions? Yes I have a few some I have thought of some I can't even comprehend and lots of thoughts about how this was handled but I will spare you that. So Washington that's a big place is my office in the Main Interior Building or in Bailey's Cross Roads? Who do I report to? When am I supposed to report to FWS? Is there any appeal process I thought directed reassignments or other adverse actions came with the details about what my rights were or do I have none in this case? I guess that's my first set of questions but here is your signed document.

Barbara W. Wainman  
Associate Director  
Office of Communications and Publishing  
US Geological Survey  
(703) 648-5750

---

**I FEVSed! Have you?**

Let your voice be heard—complete the **Federal Employee Viewpoint Survey (FEVS)** now through June 14th. Look for the invite: "Federal Employee Viewpoint Survey-IN" ([evin@opm.gov](mailto:evin@opm.gov)). **Hear from the ELT on @theCore.**

---

----- Forwarded message -----

From: **HP9250** <[hp9250@usgs.gov](mailto:hp9250@usgs.gov)>  
Date: Fri, Jun 16, 2017 at 11:10 AM  
Subject: Scan Doc.  
To: "[BWAINMAN@USGS.GOV](mailto:BWAINMAN@USGS.GOV)" <[bwainman@usgs.gov](mailto:bwainman@usgs.gov)>



Please open the attached document. This document was digitally sent to you using an HP Digital Sending device.

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Burckman, James  
**Sent:** 2017-06-21T08:58:38-04:00  
**Importance:** Normal  
**Subject:** Re: Directed Reassignment Letter  
**Received:** 2017-06-21T08:58:45-04:00

Mary,  
If at all possible I would prefer August 6th as the reassignment date.

This will allow an orderly close out.

thanks

Jim

On Tue, Jun 20, 2017 at 3:35 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Thank you Jim. I'll follow up with you - most likely mid to late next week regarding the most likely effective date.

Thanks,  
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Attached is the signed directed reassignment letter.

Jim

James N. Burckman  
Director, Human Capital Management  
Assistant Secretary-Indian Affairs  
202-208-2643

--  
Mary Pletcher

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Chief Human Capital Officer  
(202) 208-4505

--

James N. Burckman  
Director, Human Capital Management  
Assistant Secretary-Indian Affairs  
202-208-2643

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Oxyer, Michelle  
**Sent:** 2017-06-21T11:32:32-04:00  
**Importance:** Normal  
**Subject:** Discontinued Service Retirement  
**Received:** 2017-06-21T11:32:39-04:00

Mary, Here is the message for Cindy. I talked to Alan this morning, and based on his conversation with OPM and my research, we both feel that her request would likely get approved at OPM. We are checking a couple of final things to be sure no stone is left unturned.

Eligibility for and the process for Discontinued Service Retirement (DSR) is outlined in the CSRS/FERS Handbook, Chapter 44. <https://www.opm.gov/retirement-services/publications-forms/csrsfers-handbook/c044.pdf>  
According to FPPS, you have been eligible for since 02/16/13.

To be eligible for DSR, you must meet age and service requirements, decline the management directed reassignment outside the geographic area, and have not received a reasonable offer of another position once you decline the management directed reassignment. You also must not have a written mobility agreement, which it appears you do not.

The process would be as follows:

1. You are provided a written notice of management directed reassignment and you decline.
2. Once you decline, you can submit your application for DSR.
3. The following documentation is submitted to OPM through your HR Office: 1. Copy of the written notice where you declined the management directed reassignment; 2. The forms necessary to apply for optional retirement; 3. and OPM Form 1510 in which the agency certifies that a reasonable offer of another position was NOT made to you (this will be prepared by us provided to FWS HR to include in your retirement application package).

DSR is not automatic; OPM has the final approval of DSR. Their decision will take approximately 30 days from the date of receipt.

I have discussed this situation with the Departmental retirement counselor, who in turn has discussed with his contacts at OPM to get a read from them. We feel confident that there is a high probability that your request would get approved by OPM. I am checking with one last source at OPM to be sure there are no additional considerations because you are an SES (we believe there is not) that would impact your application for DSR. Also, the Department's retirement counselor will be reviewing your Official Personnel File when he returns to the office to ensure there is nothing in your history that would raise a red flag in terms of an application for DSR. Please let me know if there are any additional questions or concerns.

**Michelle Oxyer**  
Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Oxyer, Michelle  
**Sent:** 2017-06-21T13:43:49-04:00  
**Importance:** Normal  
**Subject:** Discontinued Service Retirement  
**Received:** 2017-06-21T13:43:56-04:00

Cindy, Here is the information we have put together regarding Discontinued Service Retirement (DSR) and your specific situation.

Eligibility for and the process for DSR is outlined in the CSRS/FERS Handbook, Chapter 44.  
<https://www.opm.gov/retirement-services/publications-forms/csrsfers-handbook/c044.pdf>  
According to FPPS, you have been eligible for since 02/16/13.

To be eligible for DSR, you must meet age and service requirements, decline the management directed reassignment outside the geographic area, and have not received a reasonable offer of another position once you decline the management directed reassignment. You also must not have a written mobility agreement, which it appears you do not.

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Best,  
Mary

**To:** amanda\_kaster@ios.doi.gov[amanda\_kaster@ios.doi.gov];  
micah\_chambers@ios.doi.gov[micah\_chambers@ios.doi.gov];  
katharine\_macgregor@ios.doi.gov[katharine\_macgregor@ios.doi.gov]  
**Cc:** Small, Jeff[Jeff.Small@mail.house.gov]  
**From:** Pearson, Trevor  
**Sent:** 2017-06-21T19:10:22-04:00  
**Importance:** Normal  
**Subject:** RE: Article Zinke shaking up senior staff and potential ?'s for tomorrow  
**Received:** 2017-06-21T19:12:28-04:00  
[Zinke NEPA Questions 06222017.docx](#)

Here is the line of questions Rep Gosar would like to ask the Secretary at the hearing. We think they are pretty straight forward and will allow the Secretary to speak about his priorities and the priorities of the Administration. As you know, NEPA reform is important to the congressman, committee and industry.

We appreciate your work on this hearing and Mr. Zinke's time in front of the committee tomorrow.

Let me know if you have any questions.

Best,

-Trevor

Trevor Pearson  
Legislative Director  
Office of Congressman Paul A. Gosar, D.D.S.

---

**From:** Small, Jeff  
**Sent:** Wednesday, June 21, 2017 6:23 PM  
**To:** amanda\_kaster@ios.doi.gov; micah\_chambers@ios.doi.gov; katharine\_macgregor@ios.doi.gov  
**Cc:** Pearson, Trevor <Trevor.Pearson@mail.house.gov>  
**Subject:** Article Zinke shaking up senior staff and potential ?'s for tomorrow

Hey guys,

Trevor and I are finalizing questions for your boss as we speak. We will send over as soon as we can. Apologies for the short notice.

We had one potential ? though in relation to the below two articles.

Would it be possible for one of you to call me and discuss?

202-226-8272 is my direct.

Thank you!

**Jeff Small**

Executive Director | Congressional Western Caucus  
Senior Advisor | Congressman Paul A. Gosar, D.D.S.  
2057 Rayburn HOB | Washington, DC 20515  
(202) 225-2315 main  
[jeff.small@mail.house.gov](mailto:jeff.small@mail.house.gov)



**Zinke shaking up senior staff — report**

Jennifer Yachnin and Corbin Hiar, E&E News reporters

Published: Friday, June 16, 2017

Interior Secretary Ryan Zinke is said to be shaking up the agency's leadership. *Gage Skidmore/Flickr*

In a step toward the planned reorganization of the Interior Department, Secretary Ryan Zinke notified dozens of career officials that they will be reassigned at the end of this month, *The Washington Post* reported this morning.

Dozens of Senior Executive Service employees — career officials within the federal government — received letters yesterday informing them that they may be reassigned as early as June 28, the newspaper said.

"Personnel moves are being conducted to better serve the taxpayer and the Department's operations through matching Senior Executive skill sets with mission and operational requirements," said Interior spokeswoman Heather Swift in an email. She noted that Zinke mentioned the "Department-wide, front lines-focused reorganization on his first day address to all employees."

Last week, Zinke outlined his plans for reorganizing the agency under a "joint system" that would shift federal employees from Washington to the field (*E&E News PM*, June 8).

The plan would include 13 "joint management areas," rather than have each agency report to its respective regional office.

According to the *Post*, the letters sent to as many 50 SES employees provided a 15-day notice of their looming job changes, as required by law. Zinke and all political appointees must wait at least 120 days following their confirmations to relocate any SES members. The Senate confirmed Zinke on March 1.

The newspaper reported that Interior Office of Policy Analysis Director Joel Clement, the top climate policy official, was among those to receive the notice and that he will be transferred to the Office of Natural Resources Revenue.

In addition, the *Post* said, several Fish and Wildlife Service officials received the notices, including Assistant Director for International Affairs Bryan Arroyo, Southwest Regional Director Benjamin Tuggle, Southeast Regional Director Cindy Dohner and Office of Law Enforcement Chief Bill Woody, who will move to the Bureau of Land Management.

Tuggle and Dohner have both been involved in high-profile fights over how to recover gray wolf subspecies in their regions. Arroyo, who has been leading Fish and Wildlife's fight against wildlife trafficking, last year was found by Interior's inspector general to have potentially violated federal regulations by pressuring his staff into awarding a noncompetitive contract worth more than \$256,000 (*Greenwire*, Oct. 14, 2016).

Woody's reported move to BLM could make for a relatively easy transition. Before taking his current post in 2011, he was the director of Interior's Office of Law Enforcement and Security, where he oversaw the efforts of about 270 rangers and special agents on more than 245 million acres of BLM-managed public lands.

Prior to that, Woody worked at the Utah Division of Wildlife Resources for 15 years, a decade of which he spent leading the state agency's law enforcement unit (*Greenwire*, Dec. 16, 2014).

**Our View: Lean on administration to deal with Fish and Wildlife** (*Havasu News*, 6/12)

“It has been a long time since we have had a president who declared himself a messenger of the people and meant it. The importance of his being president is probably best gauged by the smut and degradation that his totally unloyal obstructionist opposition is hitting him with. They had their chance and left a miserable mess. Now in an effort to hide their own inadequacies and failures, their corruption and inability to reconcile their own inadequacies, simply barrage us with fear tactics and lies and innuendos that time will divulge and the truth will win out. [...] We’re glad to hear the issue is still on Congressman Paul Gosar’s radar. Gosar recently told a News-Herald reporter that he’d like to get Ben Tuggle, director of USFW’s southwestern regional office, reassigned. Specifically, to a desert island in the Bahamas.”

[Link](#)



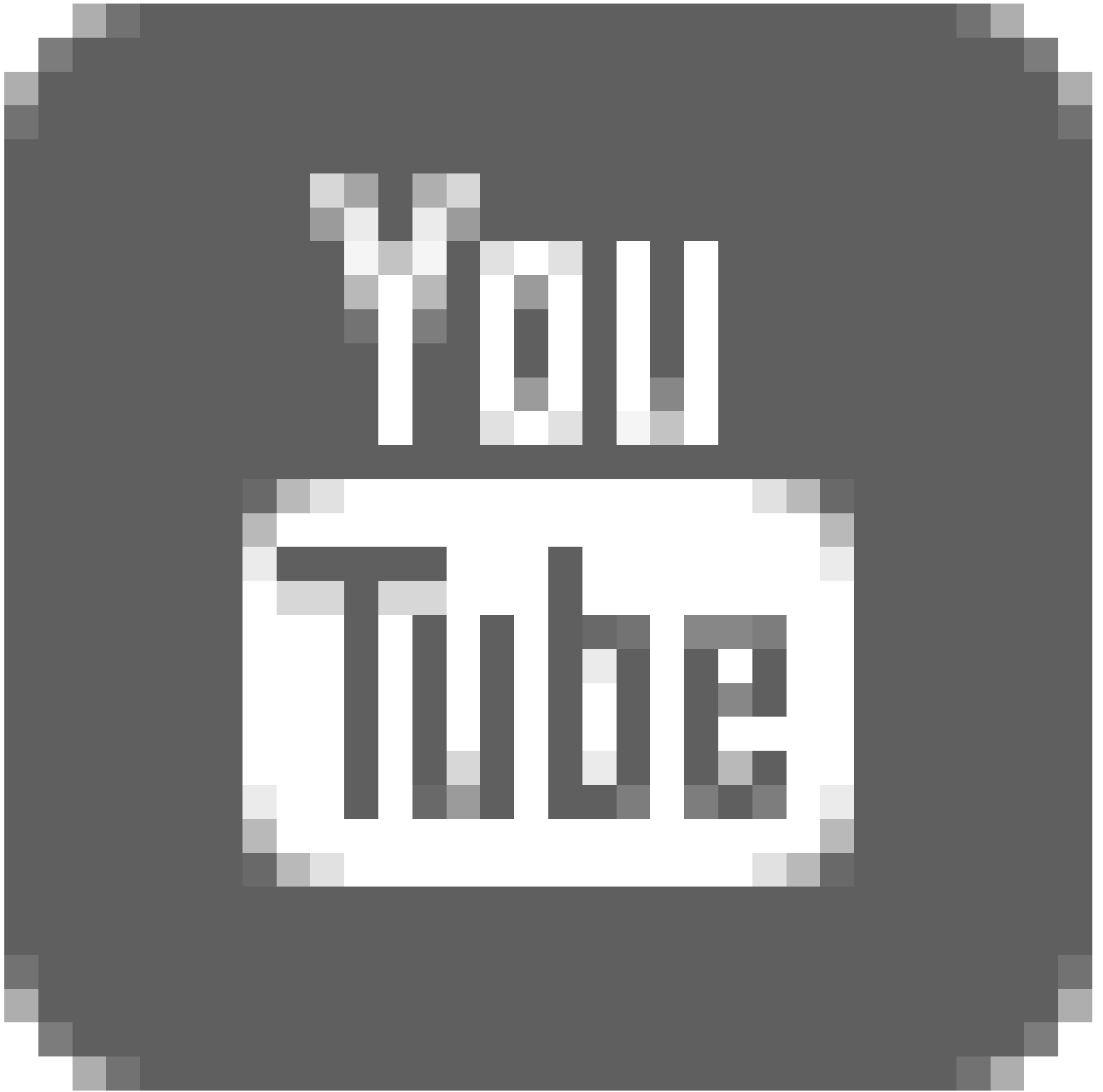
**Legislator fights with officials over boating-wake rules** (*The Log*, 6/21)

“A wildly unpopular effort to impose wake restrictions on Lake Havasu boaters has a federal legislator ready to do battle with the U.S. Fish and Wildlife Service, including getting the agency’s regional director taken off his job. Rep. Paul Gosar, R-Arizona, wants to see Benjamin Tuggle removed or relocated, *Today’s News-Herald* reported. Gosar said Tuggle did not follow proper protocol during the boating restriction proposal and failed to collect public opinion on the action. ‘(Tuggle) did not follow the law, and there need to be consequences. I’m not done with Fish and Wildlife. I probably can’t get Tuggle fired, but I can get him relocated. I’m looking for a deserted island that he can have jurisdiction over – maybe someplace out near the Bahamas,’ said Gosar.”

Link

<https://www.eenews.net/stories/1059985432>

<http://www.hcn.org/articles/u-s-fish-and-wildlife-whistleblower-retaliation-case-raises-questions>



## **National Environmental Policy Act**

According to a 2014 “Ranking of Countries for Mining Investment” analysis, “Permitting delays are the most significant risk to mining projects in the United States.”

Permitting delays discourage investment, kill jobs and harm downstream industries that depend on reliable mineral supply chains.

Currently, the average timeline from discovery to production is 20 years for large copper deposits due to an arduous and uncertain regulatory scheme.

In comparison, mining projects in Canada and Australia can obtain the necessary permits in two to three years without limiting environmental protections.

If we are serious about improving our nation's infrastructure, we must improve the permitting process.

### **Questions:**

I understand that in response to such concerns, you have directed the Bureau of Land Management to identify redundancies and inefficiencies in land-use planning and environmental review processes...

1. **Secretary Zinke**, can you discuss some of the concerns you have been made aware of regarding BLM's planning and environmental review processes?
2. **Secretary Zinke**, how can we establish greater transparency in the NEPA process and do you anticipate any changes in how the Department records review timeframes to better facilitate that transparency?
3. **Secretary Zinke**, how much do we currently work with the states when conducting NEPA reviews to avoid duplicative and disproportionate analysis?
4. **Secretary Zinke**, how does litigation, or even the concern of litigation, cause delays in the NEPA review process?

Oversight Hearing:  
Examining the Department of the Interior's Spending Priorities and the President's Fiscal Year  
2018 Budget Proposal  
GOSAR Witness Questions

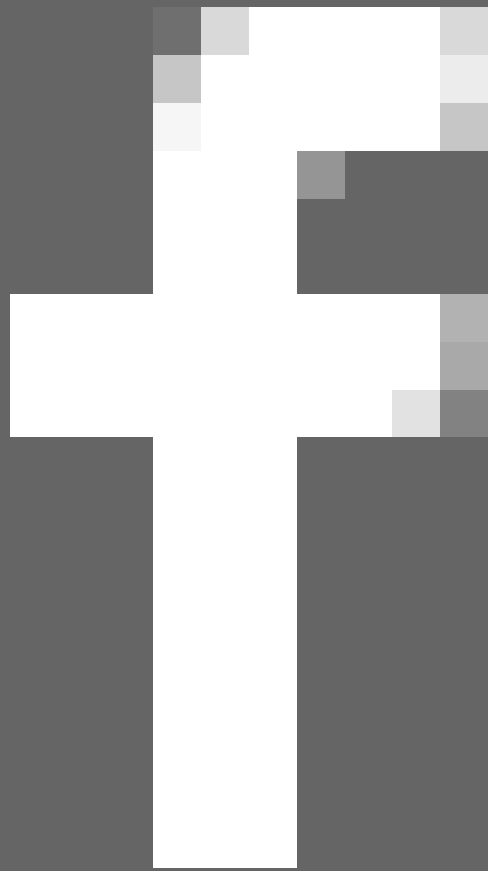
5. **Secretary Zinke**, can you discuss what you envision when it comes to “right siz[ing]” environmental documents and how utilizing alternatives to a full Environmental Impact Statement may assist in improving the review process?
  - a. Length of time wise, how do Environmental Assessments compare to an Environmental Impact Statement?
  
6. **Secretary Zinke**, when the Department initiates a NEPA review involving coordination with offices outside the Department of Interior, who serves as the lead office coordinating that review?
  - a. Does that lead office have authority over employees in other agencies participating in that particular NEPA review?
  - b. Are offices and agencies outside the Department of Interior bound by the NEPA regulations of the lead office or does each office abide by their own agency's NEPA regulations?
  - c. What kind of challenges can that patchwork of regulations, timelines, and reporting requirements pose when trying to increase transparency in the NEPA review process?
  
7. **Secretary Zinke**, you actually have experience with the NEPA review process. Specifically, from your time in Congress when you questioned the NEPA review of the Gateway Pacific Terminal project based in Whatcom County, Washington. Can you discuss some of the issues you observed with that NEPA review?
  - a. Does the Department have any policies or regulations in place to prevent that same kind of incident from occurring with a NEPA review overseen by your Department?

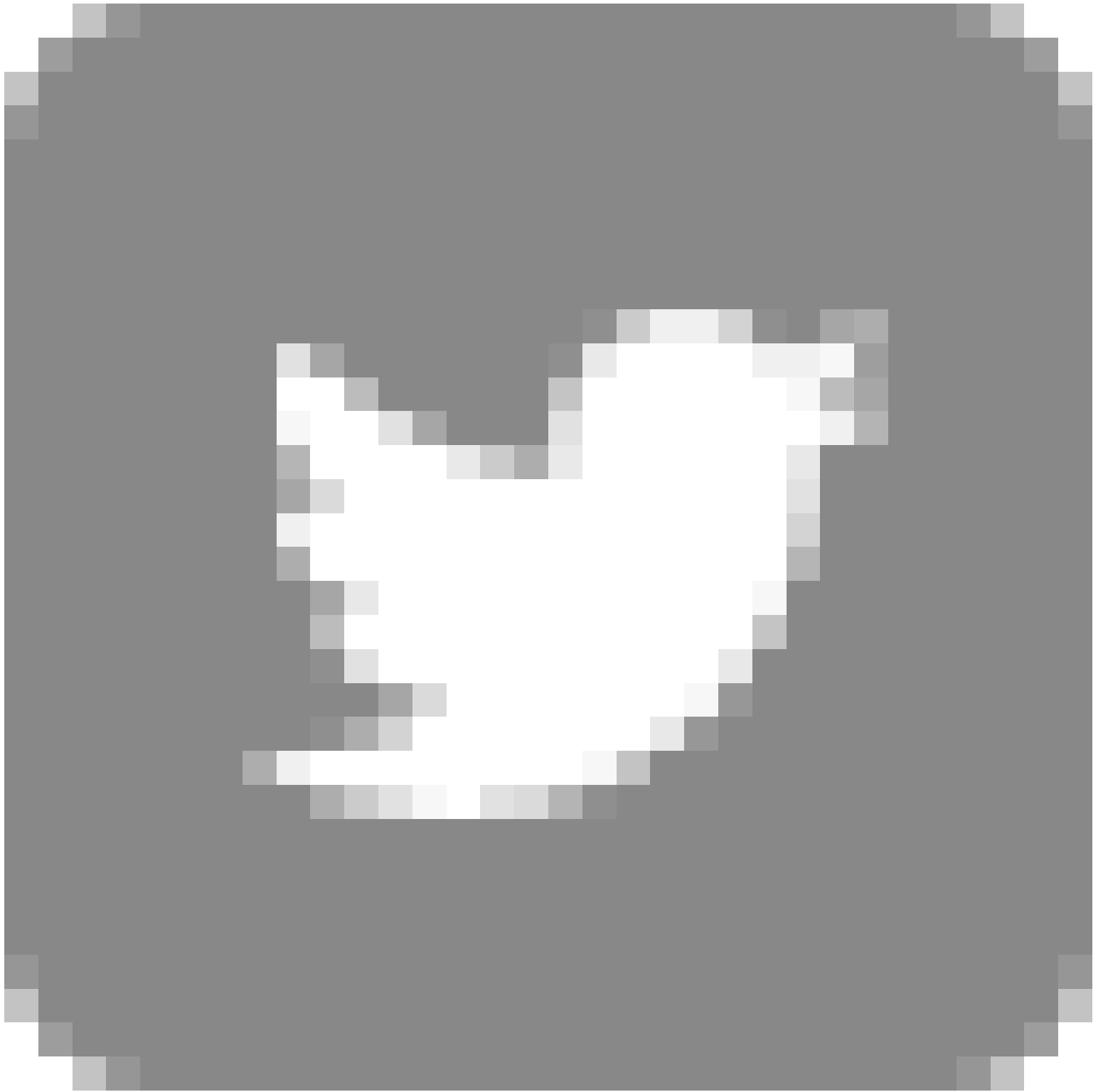
Oversight Hearing:  
Examining the Department of the Interior's Spending Priorities and the President's Fiscal Year  
2018 Budget Proposal  
GOSAR Witness Questions

**Closing Statement:**

Mining and mineral resources are literally the foundation of America's infrastructure and economy. Fortunately, President Trump has made clear his administration is focused on helping, not hurting America's mining operators.

For any bipartisan plan to succeed in delivering infrastructure projects that are on time and under budget, Congress and the Administration must deliver long-lasting permitting reforms to make it easier to access raw materials in a responsible way. I look forward to working with you make sure these reforms happen.





**To:** Pearson, Trevor[Trevor.Pearson@mail.house.gov]  
**Cc:** micah\_chambers@ios.doi.gov[micah\_chambers@ios.doi.gov];  
katharine\_macgregor@ios.doi.gov[katharine\_macgregor@ios.doi.gov]; Small,  
Jeff[Jeff.Small@mail.house.gov]  
**From:** Kaster, Amanda  
**Sent:** 2017-06-21T19:19:52-04:00  
**Importance:** Normal  
**Subject:** Re: Article Zinke shaking up senior staff and potential ?'s for tomorrow  
**Received:** 2017-06-21T19:20:19-04:00

Thanks, Trevor.

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Trevor Pearson

Legislative Director

Office of Congressman Paul A. Gosar, D.D.S.



---

**From:** Small, Jeff  
**Sent:** Wednesday, June 21, 2017 6:23 PM  
**To:** [amanda\\_kaster@ios.doi.gov](mailto:amanda_kaster@ios.doi.gov); [micah\\_chambers@ios.doi.gov](mailto:micah_chambers@ios.doi.gov); [katharine\\_macgregor@ios.doi.gov](mailto:katharine_macgregor@ios.doi.gov)  
**Cc:** Pearson, Trevor <[Trevor.Pearson@mail.house.gov](mailto:Trevor.Pearson@mail.house.gov)>  
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*Executive Director | Congressional Western Caucus  
Senior Advisor | Congressman Paul A. Gosar, D.D.S.*

2057 Rayburn HOB | Washington, DC 20515  
(202) 225-2315 main  
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## **Zinke shaking up senior staff — report**

Jennifer Yachnin and Corbin Hiar, E&E News reporters

Published: Friday, June 16, 2017

Interior Secretary Ryan Zinke is said to be shaking up the agency's leadership. Gage Skidmore/Flickr

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Dozens of Senior Executive Service employees — career officials within the federal government — received letters yesterday informing them that they may be reassigned as early as June 28, the newspaper said.

"Personnel moves are being conducted to better serve the taxpayer and the Department's operations through matching Senior Executive skill sets with mission and operational requirements," said Interior spokeswoman Heather Swift in an email. She noted that Zinke mentioned the "Department-wide, front lines-focused reorganization on his first day address to all employees."

Last week, Zinke outlined his plans for reorganizing the agency under a "joint system" that would shift federal employees from Washington to the field (*E&E News PM*, June 8).

The plan would include 13 "joint management areas," rather than have each agency report to its respective regional office.

According to the *Post*, the letters sent to as many 50 SES employees provided a 15-day notice of their looming job changes, as required by law. Zinke and all political appointees must wait at least 120 days following their confirmations to relocate any SES members. The Senate confirmed Zinke on March 1.

The newspaper reported that Interior Office of Policy Analysis Director Joel Clement, the top climate policy official, was among those to receive the notice and that he will be transferred to the Office of Natural Resources Revenue.

In addition, the *Post* said, several Fish and Wildlife Service officials received the notices, including Assistant Director for International Affairs Bryan Arroyo, Southwest Regional Director Benjamin Tuggle, Southeast Regional Director Cindy Dohner and Office of Law Enforcement Chief Bill Woody, who will move to the Bureau of Land Management.

Tuggle and Dohner have both been involved in high-profile fights over how to recover gray wolf subspecies in their regions. Arroyo, who has been leading Fish and Wildlife's fight against wildlife trafficking, last year was found by Interior's inspector general to have potentially violated federal regulations by

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Prior to that, Woody worked at the Utah Division of Wildlife Resources for 15 years, a decade of which he spent leading the state agency's law enforcement unit (*Greenwire*, Dec. 16, 2014).

**Our View: Lean on administration to deal with Fish and Wildlife** (*Havasus News*, 6/12)

“It has been a long time since we have had a president who declared himself a messenger of the people and meant it. The importance of his being president is probably best gauged by the smut and degradation that his totally unloyal obstructionist opposition is hitting him with. They had their chance and left a miserable mess. Now in an effort to hide their own inadequacies and failures, their corruption and inability to reconcile their own inadequacies, simply barrage us with fear tactics and lies and innuendos that time will divulge and the truth will win out. [...] We're glad to hear the issue is still on Congressman Paul Gosar's radar. Gosar recently told a News-Herald reporter that he'd like to get Ben Tuggle, director of USFW's southwestern regional office, reassigned. Specifically, to a desert island in the Bahamas.”

[Link](#)

**Legislator fights with officials over boating-wake rules** (*The Log*, 6/21)

“A wildly unpopular effort to impose wake restrictions on Lake Havasu boaters has a federal legislator ready to do battle with the U.S. Fish and Wildlife

Service, including getting the agency's regional director taken off his job. Rep. Paul Gosar, R-Arizona, wants to see Benjamin Tuggle removed or relocated, *Today's News-Herald* reported. Gosar said Tuggle did not follow proper protocol during the boating restriction proposal and failed to collect public opinion on the action. '(Tuggle) did not follow the law, and there need to be consequences. I'm not done with Fish and Wildlife. I probably can't get Tuggle fired, but I can get him relocated. I'm looking for a deserted island that he can have jurisdiction over – maybe someplace out near the Bahamas,' said Gosar."

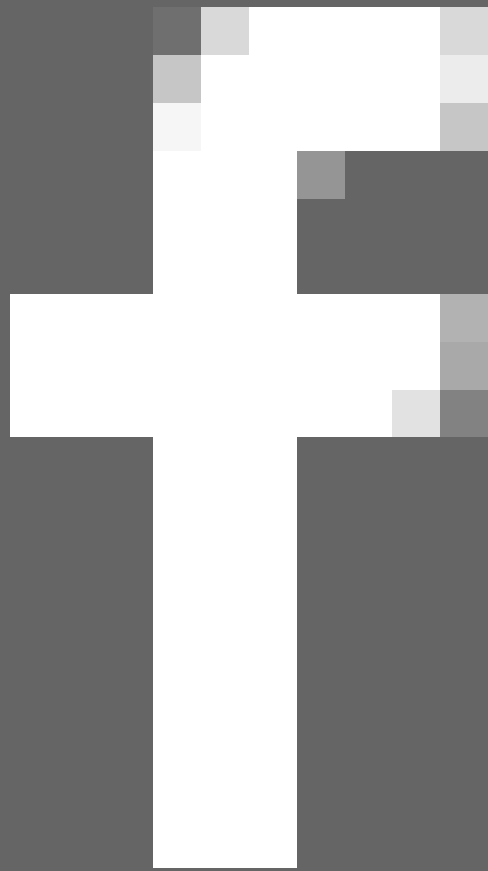
[Link](#)

<https://www.eenews.net/stories/1059985432>

<http://www.hcn.org/articles/u-s-fish-and-wildlife-whistleblower-retaliation-case-raises-questions>

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Amanda Kaster-Averill  
Advisor to the Secretary  
Office of Congressional and Legislative Affairs  
U.S. Department of the Interior  
(202) 208-3337  
[amanda\\_kaster@ios.doi.gov](mailto:amanda_kaster@ios.doi.gov)





1011

Time

**To:** Cynthia Dohner[cynthia\_dohner@fws.gov]  
**Cc:** Michelle Oxyer[michelle\_oxyer@ios.doi.gov]; Giddings Rebekah[rebekah\_giddings@fws.gov]; Foster Maureen[maureen\_foster@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-22T10:52:36-04:00  
**Importance:** Normal  
**Subject:** Re: PD and other information  
**Received:** 2017-06-22T11:01:43-04:00

Cindy,

Here is the information we have put together regarding Discontinued Service Retirement (DSR) and your specific situation.

Eligibility for and the process for DSR is outlined in the CSRS/FERS Handbook, Chapter 44. <https://www.opm.gov/retirement-services/publications-forms/csrsfers-handbook/c044.pdf>  
According to FPPS, you have been eligible for since 02/16/13.

To be eligible for DSR, you must meet age and service requirements, decline the management directed reassignment outside the geographic area, and have not received a reasonable offer of another position once you decline the management directed reassignment. You also must not have a written mobility agreement, which it appears you do not.

The process would be as follows:

1. You are provided a written notice of management directed reassignment and you decline.
2. Once you decline, you can submit your application for DSR.
3. The following documentation is submitted to OPM through your HR Office: 1. Copy of the written notice where you declined the management directed reassignment; 2. The forms necessary to apply for optional retirement; 3. and OPM Form 1510 in which the agency certifies that a reasonable offer of another position was NOT made to you (this will be prepared by us provided to FWS HR to include in your retirement application package).

DSR is not automatic; OPM has the final approval of DSR. Their decision will take approximately 30 days from the date of receipt.

We have discussed this situation with the Departmental retirement counselor, who in turn has discussed with his contacts at OPM to get a read from them. We feel confident that there is a high probability that your request would get approved by OPM. We are checking with one last source at OPM to be sure there are no additional considerations because you are an SES (we believe there are none) that would impact your application for DSR. Also, the Department's retirement counselor will be reviewing your Official Personnel File when he returns to the office to ensure there is nothing in your history that would raise a red flag in terms of an application for DSR. Please let me know if there are any additional questions or concerns.

Best,  
Mary

On Wed, Jun 21, 2017 at 9:45 PM, Cynthia Dohner <[cynthia\\_dohner@fws.gov](mailto:cynthia_dohner@fws.gov)> wrote:

Mary,

Thank you so much for the help, the PD and the call the other day. You, Michelle and Rebekah have helped quite a bit and made my life a bit less stressful, which helps me think clearer as I work through the process and the next steps - there sure is a lot to think about now. If you, or Michele, can provide me the last piece of information we discussed it would be appreciated. Thanks again and I hope you have a great day tomorrow.



Best-  
cindy

On Jun 20, 2017, at 2:30 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Cindy,  
Per one of your requests from Friday, attached is the PD for the AD for International Affairs. I'll be following up with you separately on the question we discussed today.

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

<DIES1336 Asst Dir. International Affairs.pdf>

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**Mary Pletcher**  
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Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Jason Briefel[briefel@seniorexecs.org]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-22T11:56:09-04:00  
**Importance:** Normal  
**Subject:** Re: Interior Reorganization, Reassignments  
**Received:** 2017-06-22T14:54:41-04:00

Hi Jason,

Thank you for your email. I really appreciate you forwarding what you sent out to the SEA members. I'm happy to sit down with you. When would you like to talk?

Thanks,  
Mary

On Wed, Jun 21, 2017 at 8:50 AM, Jason Briefel <[briefel@seniorexecs.org](mailto:briefel@seniorexecs.org)> wrote:

Good Morning Mary,

I hope this note finds you well. You may recall we were on a few working groups together for the SES EO.

I wanted to touch base regarding the executive personnel actions Interior is undertaking. By our understanding, it appears the agency is properly utilizing its management prerogative to reassign/relocate its executives as provided for in the law and regulation. We did have several members ask us about their rights and obligations in this situation, and yesterday sent all of SEA's members information about 120 day rules and reassignments/relocations, copied below for your reference. I wanted to personally let you know that SEA will be supportive of such actions so long as appropriate protocols are followed.

Related, I wanted to draw your attention to an article that SEA President Bill Valdez has in GovExec about the use of data analytics and mobility programs as part of an agency's talent management toolkit [http://www.govexec.com/excellence/promising-practices/2017/06/beyond-buyouts-and-rifs-more-effective-approach-workforce-management/138834/?oref=govexec\\_today\\_nl](http://www.govexec.com/excellence/promising-practices/2017/06/beyond-buyouts-and-rifs-more-effective-approach-workforce-management/138834/?oref=govexec_today_nl). I am not sure if Interior is using a managed relocation program, or suboptimal options such as lump sum payments, and we'd welcome an opportunity to further discuss that and the broader issues at play with you to learn more about how Interior is approaching reorganization and its workforce strategy as we seek to educate and assist our members and the government in implementing the Administration's much needed workforce modernization and reorganization agenda.

Thanks and have a great day!

Jason

Know the law that governs the rights of career SESers in connection with reassignments within and outside of your commuting area.

Trouble viewing? [Click here.](#)

## 120 Day Rule, Your Rights and Obligations

Although the Trump Administration has been in office for five months, the presidential transition remains an ongoing process. Nominees are starting to move through the Senate confirmation process and appointees are settling into other agency positions. With political leaders now starting to pass 120 days in office, and the administration in the midst of implementing M-17-22 on government reorganization and workforce reduction, SEA has prepared a primer on the law that governs the rights of career SESers in connection with reassignments within and outside of your commuting area.

### **Reassignment Inside the Commuting Area, 5 U.S.C. § 3395(a)**

A career appointee may be reassigned to any SES position in the same agency (or to another agency with the approval of the receiving agency) for which the appointee is qualified if the appointee receives notice of the reassignment at least fifteen (15) days before the effective date.

### **Reassignment Outside the Commuting Area, 5 U.S.C. § 3395(a)(2)(B)**

A career appointee may *NOT* be reassigned to a SES position outside the appointee's commuting area:

- **UNLESS:** the agency consults with the appointee on the reasons for the reassignment and the appointee's preferences with respect to the proposed reassignment *prior* to providing written notice of the reassignment, including a statement of reasons for it, at least sixty (60) days before the effective date of reassignment.
- Consultation need not be an actual dialogue; the notice need not explain why your

preferences were rejected; and failure to consult and obtain preferences is usually easily cured by the agency by rescinding the initial notice, consulting, and reissuing a new notice.

- Notice of reassignment may be waived with written consent of the appointee

**Involuntary Reassignment, 5 U.S.C. § 3395(e)** - Additional prohibition on all involuntary reassignments

A career appointee in an agency may not be involuntarily reassigned:

- Within 120 days after an appointment of the head of the agency; or
- Within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to make an initial appraisal of the career appointee's performance.
  - UNLESS: any senior executive receiving an unsatisfactory rating in a performance appraisal shall be reassigned or transferred within the SES, or removed from the SES
  - UNLESS: disciplinary action is initiated before the appointment of the head of the agency, or the appointment of the appointee's most immediate supervisor referenced above.
- Any days (up to 60) spent serving pursuant to a detail or other temporary assignment apart from a regular position shall not be counted in determining the number of days that have elapsed since the appointment.

**Involuntary Removal Limitations, 5 U.S.C. § 3592(b)**

Career appointees may not be involuntarily removed from the SES:

- Within 120 days after an appointment of the head of an agency
- Within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to remove the career appointee
  - UNLESS: a senior executive received an unsatisfactory rating before an appointment, referenced to above
  - UNLESS: the disciplinary action was initiated before an appointment referred to above

**5 C.F.R. § 359.406(c) adds two additional exceptions:**

1. For a disciplinary action when there is reasonable cause to believe that the career appointee has committed a crime for which a sentence of imprisonment can be imposed; or
2. For a disciplinary action when the circumstances are such that retention of the career appointee
  - a. May pose a threat to the appointee or others;
  - b. May result in loss of or damage to Government property;
  - c. May otherwise jeopardize legitimate Government interests.

### **Rights Upon Use of Exception, 5 C.F.R. § 359.406(d)**

When an agency invokes an exception to the 120-day restriction:

1. The agency must include in the notice the reasons for invoking the exception.
2. The appointee must be granted a reasonable time, but no less than seven days, to respond regarding the propriety of the use of the exception.
3. The agency shall give the appointee a notice of decision on the propriety of the use of the exception at or before the time the action will be effective.
4. When circumstances require immediate action, the agency may place the appointee in a nonduty status with pay for such time as necessary to effect the action.

In sum, by accepting a career appointment into the Senior Executive Service (SES), you agreed to be subject to involuntary reassignments. Thus, SES reassignments are not subject to agency grievance procedures, and refusal to accept the reassignment is a legal basis for removal from federal service.

If you believe a reassignment was because of a Title VII protected category, such as race, color, gender, national origin, age, or disability, you may have a claim that your reassignment was based on unlawful EEO discrimination. However, filing an EEO claim will not likely stay the reassignment effective date.

If you believe a reassignment constitutes a prohibited personnel practice (PPP) you may consider filing a complaint with the Office of Special Counsel (OSC). Usually, however, the filing of a PPP complaint will not stay the reassignment effective date.

Looking for more detailed information about the rules, rights and obligations governing personnel actions during a transition?

- Access a webinar produced as part of SEA's transition series: **SES Personnel Rules During Presidential Transition**
- View **SEA's Handbook on Presidential Transition for Federal Career Executives**
- View **SEA's Handbook for Political Appointees – How to Effectively Engage Career Executives to Enable Success**



## Jason Briefel

Executive Director

Senior Executives Association

Suite 2600

77 K St. N.E.

Washington, DC 20002

202.971.3300

301.807.1263 (cell)

[www.seniorexecs.org](http://www.seniorexecs.org)

--

**Mary Pletcher**

Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer

(202) 208-4505

**To:** Mashburn, John K. EOP/WHO [REDACTED] (b)(6) Paranzino, Anthony M.  
EOP/WHO [REDACTED] (b)(6) Murphy, Christine M.  
EOP/WHO [REDACTED] (b)(6); Uli, Gabriella M.  
EOP/WHO [REDACTED] (b)(6)  
**From:** Domenech, Douglas  
**Sent:** 2017-06-22T13:44:19-04:00  
**Importance:** Normal  
**Subject:** Interior Cabinet Affairs Report for 6/22/17  
**Received:** 2017-06-22T13:45:41-04:00  
[DOI DAILY UPDATE FOR CABINET AFFAIRS 6-22-17.docx](#)

Attached and copied below.

**DOI DAILY UPDATE FOR CABINET AFFAIRS – 6/22/17**

Doug Domenech, Senior Advisor  
Lori Mashburn, White House Liaison

-  
**Status of the Secretary**

The Secretary is in Washington, DC this week.

**YESTERDAY:**

The Secretary testified at the Senate Interior Appropriations Hearing.  
Participated in DOI's offsite Emergency Management Training Exercise.

**TODAY:**

The Secretary will testify at the House Natural Resources Committee Hearing.  
Call with Senator Flake  
Meeting with Rep. Amodei

**THIS WEEK**

6/23: FEMA Hurricane Preparedness Exercise

**CONGRESSIONAL MATTERS**

-  
**APPROPRIATIONS HEARINGS:**

June 22: House Natural Resources Committee Hearing

-  
**Interior Media Today**

(Yesterday) **Interior Announces Regulatory Reform Initiative to Make Government Work for America**

Interior seeks public comment on efforts to reduce regulatory burdens on American public

WASHINGTON - The Department of the Interior today announced an initiative to alleviate unnecessary regulatory burdens placed on the American people. This initiative implements the vision set out by President Trump in Executive Order (E.O.) 13777, "Enforcing the Regulatory Reform Agenda."

A notice will be published in the Federal Register providing instructions for commenting through [www.regulations.gov](http://www.regulations.gov). Interior is seeking input from the public, and specifically from

entities significantly affected by Federal regulations, on what Interior regulations may be appropriate for repeal, replacement, or modification because they:

Eliminate jobs, or inhibit job creation;

Are outdated, unnecessary, or ineffective;

Impose costs that exceed benefits;

Create a serious inconsistency or otherwise interfere with regulatory reform initiatives and policies;

Rely, in part or in whole, on data or methods that are not publicly available or insufficiently transparent to meet the standard for reproducibility; or

Derive from or implement E.O.s or other Presidential directives that have been subsequently rescinded or substantially modified.

Interior encourages all sectors of the public, including state, local, and tribal governments, small businesses, consumers, non-governmental organizations, and trade associations to provide input to improve Interior's regulations.

### **Cook Inlet Federal Lease Sale Yields more than \$3 Million in High Bids**

Lease Sale First in Alaska's Federal Waters Since 2008; Reflects Growing Industry Interest in Federal Offshore Oil and Gas Resources Under Trump Administration

Cook Inlet Lease Sale 244 -- the first lease sale held in Alaska's federal waters since 2008 -- today garnered \$3,034,815 in high bids for 14 tracts covering roughly 76,615 acres in Cook Inlet, off Southcentral Alaska. All bids were submitted by Hilcorp Alaska LLC.

### **TODAY: Secretary Zinke Announces Recovery and Delisting of Yellowstone Grizzly Bear**

WASHINGTON – Due to the success of conservation efforts and collaboration among a variety of stakeholders, U.S. Secretary of the Interior Ryan Zinke announced today that the Yellowstone population of the grizzly bear has been recovered to the point where federal protections can be removed and overall management can be returned to the states and tribes. The population has rebounded from as few as 136 bears in 1975 to an estimated 700 today and meets all the criteria for delisting.

"As a kid who grew up in Montana, I can tell you that this is a long time coming and very good news for many communities and advocates in the Yellowstone region," said Secretary Zinke.

"This achievement stands as one of America's great conservation successes; the culmination of decades of hard work and dedication on the part of the state, tribal, federal and private partners. As a Montanan, I'm proud of what we've achieved together."

### **TOMORROW: New Federal Duck Stamp Flies Into Stores**

One of the Most Successful Conservation Programs Continues to Raise Millions of Dollars for Birds and Habitat.

Canada geese are flying to new heights as the stars of the 2017-2018 Federal Migratory Bird Hunting and Conservation Stamp, which went on sale today. The 84th Federal Duck Stamp debuted at a special event hosted by the U.S. Fish and Wildlife Service at Bass Pro Shops Outdoor World in Little Rock, Ark. Painted by five-time Federal Duck Stamp Contest artist James Hautman of Chaska, Minn., the new stamp will raise millions of dollars for habitat



conservation to benefit wildlife and the American people. The Federal Duck Stamp plays an important role in wildlife conservation. Since 1934, sales of this iconic stamp have raised more than \$950 million to conserve nearly six million acres of wetlands habitat on national wildlife refuges around the nation.

- **Speaking Invitations**

Accepted

6/27 Western Governors Association in Whitefish, MT

- Regretted

6/23 US Conference of Mayors (Miami, FL)

6/24 Outdoor Writers Association of America Annual Conference (Duluth, MN)

6/24 Huntley Project Museum of Irrigated Agriculture Anniversary (Huntley, MT)

6/26 Rocky Mountain Coal Mining Institute Conference and Annual Meeting (Colorado Springs, CO)

6/26 American Indian Higher Education Coalition Board of Directors Meeting (DC)

6/27 6th Annual Bipartisan Tribute to Veterans and Veterans in Congress (DC)

6/27 National American Housing Council (Nashville, TN)

6/28 Aspen Ideas Festival for Climate (Aspen, CO)

6/28 Intertribal Timber Council's 41st Annual National Indian Timber Symposium (Yakima, WA)

- Outstanding Invitations in Process

7/5 Crans Montana Forum Annual Session (Barcelona, Spain)

7/11 Blue Dog Coalition Dinner (DC)

- **Emergency Management**

Tropical Storm Cindy made landfall in southwestern Louisiana this morning. As of 5:00 a.m. EDT, the storm center was located approximately 30 miles south of Lake Charles, Louisiana. The storm made landfall with winds decreasing to 40 miles per hour and extending outward approximately 70 miles from the storm's center. On the current forecast track, the storm is projected to impact Arkansas and Tennessee by Friday. Heavy rain and coastal inundation continue to be the most prominent threats associated with this storm.

The Bureau of Safety and Environmental Enforcement (BSEE) Hurricane Response Team has activated and is monitoring operator activities.

As of June 21, personnel have been evacuated from a total of 40 production platforms, 5.43-percent of the 737 manned platforms in the Gulf of Mexico. Personnel have been evacuated from one non-dynamically positioned rig, equivalent to 6.67-percent of the 15 rigs of this type currently operating in the Gulf. The team will continue to work with offshore operators and other State and Federal agencies until operations return to normal.

The Brianhead Fire in Utah, a predominantly state fire with some BLM parcel involvement, has burned 5,000 acres and is 15-percent contained. The fire is being managed by a Type-2 Incident Management Team with 486 personnel assigned, 100 of which are DOI personnel. There are currently 755 evacuees, and there have been 5 responder injuries reported to date. Several

popular recreational areas are at risk. Air assets have been assigned to assist in suppression efforts.

### **Outside Media of Interest**

#### **Worried About Cuts, Federal Employees To Protest In Philly.**

Philly (PA) (6/21, Von Bergen) reports that “federal employees will rally Thursday at noon at Independence Mall to protest proposed cuts in federal funding that will likely eliminate jobs in the Environmental Protection Agency, Social Security Administration, Veterans Administration, and the National Park Service.” Leaders of the American Federation of Government Employees expect “hundreds” to attend.

#### **Interior Chief Wants To Shed 4,000 Employees In Department Shake-Up.**

The Washington Post (6/21, Rein) reports Interior Secretary Ryan Zinke told a Senate panel on Wednesday that he plans to reduce his department’s workforce by 4,000 employees, about eight percent of its full-time staff. The budget-cutting measure would be achieved through attrition, reassignments, buyouts, and potentially layoffs if necessary. The Post says Zinke defended President Trump’s proposal to reduce his department’s budget by 13.4 percent, though he didn’t specify whether the cuts would be concentrated in some offices or spread throughout, nor whether they would occur in the next year or over a longer period of time. According to an email sent from the Bureau of Land Management’s acting director to employees last Friday, 1,000 jobs would be cut from the bureau. The Post says Zinke’s proposal aligns with a larger push by Trump to downsize the federal bureaucracy.

*Zinke Hits Dems For Delaying Interior Nominees....*

*Interior Secretary May Not Reduce Size Of NM Monuments....*

*US: Canyons Of The Ancients Not A Priority For Review....*

*Sen. Alexander Demands Answers About Delay In Smokies Wildfire Report....*

*NM Interior Officials Undergoing Shuffle....*

*Zinke’s Answer About Temperature Is Called ‘Stupid’....*

*Trump’s Cabinet Takes Beating Over Budget Plan....*

#### **Department Seeks Input On Which Rules To Kill.**

E&E Publishing (6/21) reports that the Interior Department on Wednesday “kicked off its regulatory reform initiative, seeking public comment on which policies it should work to eliminate or amend.” The department “revealed in a press release that it will begin accepting comments at [regulations.gov](http://regulations.gov) for policies implemented by the Bureau of Land Management, Bureau of Ocean Energy Management, Bureau of Safety and Environmental Enforcement, Bureau of Indian Affairs, Bureau of Indian Education, National Park Service, Office of Surface Mining Reclamation and Enforcement, Bureau of Reclamation, Fish and Wildlife Service and U.S. Geological Survey, among others.” The statement said, “Interior is seeking input from the public, and specifically from entities significantly affected by Federal regulations, on what Interior regulations may be appropriate for repeal, replacement, or modification. This initiative is part of a government-wide initiative to alleviate unnecessary regulatory burdens on the American public.”

#### **Trump’s Interior Secretary Calls Obama-Backed Solar Project A ‘Sphere Of Death’ For Birds.**

The Daily Caller (6/21, Bastasch) reports that Interior Secretary Ryan Zinke “said he’s not

against any one form of energy, but still took the time during a recent speech to highlight how green energy from solar panels and wind turbines comes with an environmental cost.” At an event hosted by the U.S. Chamber of Commerce on Tuesday, Zinke said, “You know wind chops up around 650- or 750,000 birds a year. Wind comes at a cost. If you’re a fisherman, offshore wind isn’t particularly enamored with because it prevents you from fishing which is an important part of our economy.” Zinke also “said a massive government-funded solar thermal plant in the Southern California desert was a ‘sphere of death’ for insects and birds and looked like something out of the movie ‘Mad Max.’”

#### **Western Governors Want A Say As Sage Grouse Plans Are Reviewed.**

The Casper (WY) Star-Tribune (6/21, Richards) reports that Interior Secretary Ryan Zinke has “yet to announce the experts who will lead a two-month examination of Obama-era plans to protect the imperiled sage grouse.” Gov. Matt Mead “along with the leaders of Colorado, Idaho, Montana, Utah and Nevada want to be directly involved in the recently announced 60-day review of federal strategies to protect the sage grouse.” In a letter to Zinke on Tuesday, the governors “asked that the feds initiate their promised partnership with the states at a meeting next week in Whitefish, Montana.”

#### **FBI Charges 12 With Marriage Fraud.**

The Waynesville (NC) Smoky Mountain News (6/21, Kays) reports that “the deputy superintendent of the Cherokee’s Bureau of Indian Affairs office will face federal charges following her arrest...for allegedly making money off of marriage fraud.” Ruth McCoy is “one of 12 defendants named in a Grand Jury indictment filed June 7.” The indictment claims “that McCoy worked with Golan Perez and Ofir Marsiano to connect U.S. citizens with non-citizens who hoped that marriage to a U.S. citizen would improve their immigration status.”

#### **MGM’s Connecticut Casino Wrangle Crashes On Appeal.**

Courthouse News (6/21, Stuart) reports that “plans for a new Connecticut casino operated by the state’s two federally recognized Indian tribes received a boost Wednesday as the Second Circuit rejected a challenge by MGM Resorts International.” The New York-based federal appeals court held that “just as Special Act 15-7 allows the Mohegan and Mashantucket Pequot tribal nations to enter into development agreements with municipalities, so too does the Connecticut law allow MGM to make a similar deal.” U.S. Circuit Judge John Walker Jr. wrote in the decision, “MGM and any other developers are permitted to negotiate with municipalities for contingent future gaming contracts.”

#### **City’s Vote Against Offshore Drilling Is A Message To Trump.**

The AP (6/21) reports the Virginia Beach city council voted to oppose any offshore drilling operations in the Atlantic Ocean. The city has been under pressure from the tourism sector, hotel associations, civic and environmental groups who oppose offshore projects.

#### **Federal Register Listings**

Item was cleared for the FR on Tuesday and Wednesday.

REG0007105 OS Waiving Departmental Review of Appraisals and Valuations of Indian Property (43 CFR 100)This rule implements authority provided by the Indian Trust Asset

Reform Act (ITARA) to allow Indian landowners to waive Departmental review of their appraisals. This rule must publish by June 22, 2017 (one year after ITARA's enactment on June 22, 2016). Final Rule 06/20/2017.

**WOLF TRAP**

Tickets in the Secretary's box available.

6-23-17	The Beatles	8:00 PM
6-24-17	Diana Krall	8:00 PM

Doug Domenech  
Senior Advisor  
US Department of the Interior

NOTE: *Every email I send or receive is subject to release under the Freedom of Information Act.*

## **DOI DAILY UPDATE FOR CABINET AFFAIRS – 6/22/17**

Doug Domenech, Senior Advisor  
Lori Mashburn, White House Liaison

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Call with Senator Flake  
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Eliminate jobs, or inhibit job creation;  
Are outdated, unnecessary, or ineffective;  
Impose costs that exceed benefits;  
Create a serious inconsistency or otherwise interfere with regulatory reform initiatives and policies;  
Rely, in part or in whole, on data or methods that are not publicly available or insufficiently transparent to meet the standard for reproducibility; or  
Derive from or implement E.O.s or other Presidential directives that have been subsequently rescinded or substantially modified.  
Interior encourages all sectors of the public, including state, local, and tribal governments, small businesses, consumers, non-governmental organizations, and trade associations to provide input to improve Interior's regulations.

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**To:** Scott Hommel[scott\_hommel@ios.doi.gov]; Magallanes, Downey[downey\_magallanes@ios.doi.gov]; Laura Rigas[laura\_rigas@ios.doi.gov]; Swift, Heather[heather\_swift@ios.doi.gov]; James Cason[james\_cason@ios.doi.gov]; Daniel Jorjani[daniel\_jorjani@ios.doi.gov]; Micah Chambers[micah\_chambers@ios.doi.gov]; Mashburn, Lori[lori\_mashburn@ios.doi.gov]; Bauserman, Christine[christine\_bauserman@ios.doi.gov]; Caroline Boulton[caroline\_boulton@ios.doi.gov]; Thiele, Aaron[aaron\_thiele@ios.doi.gov]  
**From:** Domenech, Douglas  
**Sent:** 2017-06-22T13:45:44-04:00  
**Importance:** Normal  
**Subject:** Interior Cabinet Affairs Report for 6/22/17  
**Received:** 2017-06-22T14:10:37-04:00  
[DOI DAILY UPDATE FOR CABINET AFFAIRS 6-22-17.docx](#)

Attached and copied below.

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Derive from or implement E.O.s or other Presidential directives that have been subsequently rescinded or substantially modified.  
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Trump's Cabinet Takes Beating Over Budget Plan....*

**Department Seeks Input On Which Rules To Kill.**

E&E Publishing (6/21) reports that the Interior Department on Wednesday “kicked off its regulatory reform initiative, seeking public comment on which policies it should work to eliminate or amend.” The department “revealed in a press release that it will begin accepting comments at regulations.gov for policies implemented by the Bureau of Land Management, Bureau of Ocean Energy Management, Bureau of Safety and Environmental Enforcement, Bureau of Indian Affairs, Bureau of Indian Education, National Park Service, Office of Surface Mining Reclamation and Enforcement, Bureau of Reclamation, Fish and Wildlife Service and U.S. Geological Survey, among others.” The statement said, “Interior is seeking input from the public, and specifically from entities significantly affected by Federal regulations, on what Interior regulations may be appropriate for repeal, replacement, or modification. This initiative is part of a government-wide initiative to alleviate unnecessary regulatory burdens on the American public.”

**Trump's Interior Secretary Calls Obama-Backed Solar Project A 'Sphere Of Death' For Birds.**

The Daily Caller (6/21, Bastasch) reports that Interior Secretary Ryan Zinke “said he’s not against any one form of energy, but still took the time during a recent speech to highlight how green energy from solar panels and wind turbines comes with an environmental cost.” At an event hosted by the U.S. Chamber of Commerce on Tuesday, Zinke said, “You know wind chops up around 650- or 750,000 birds a year. Wind comes at a cost. If you’re a fisherman, offshore wind isn’t particularly enamored with because it prevents you from fishing which is an important part of our economy.” Zinke also “said a massive government-funded solar thermal plant in the Southern California desert was a ‘sphere of death’ for insects and birds and looked like something out of the movie ‘Mad Max.’”

**Western Governors Want A Say As Sage Grouse Plans Are Reviewed.**

The Casper (WY) Star-Tribune (6/21, Richards) reports that Interior Secretary Ryan Zinke has “yet to announce the experts who will lead a two-month examination of Obama-era plans to protect the imperiled sage grouse.” Gov. Matt Mead “along with the leaders of Colorado, Idaho, Montana, Utah and Nevada want to be directly involved in the recently announced 60-day review of federal strategies to protect the sage grouse.” In a letter to Zinke on Tuesday, the governors “asked that the feds initiate their promised partnership with the states at a meeting next week in Whitefish, Montana.”

**FBI Charges 12 With Marriage Fraud.**

The Waynesville (NC) Smoky Mountain News (6/21, Kays) reports that “the deputy superintendent of the Cherokee’s Bureau of Indian Affairs office will face federal charges following her arrest...for allegedly making money off of marriage fraud.” Ruth McCoy is “one of 12 defendants named in a Grand Jury indictment filed June 7.” The indictment claims “that McCoy worked with Golan Perez and Ofir Marsiano to connect U.S. citizens with non-citizens who hoped that marriage to a U.S. citizen would improve their immigration status.”

**MGM's Connecticut Casino Wrangle Crashes On Appeal.**

Courthouse News (6/21, Stuart) reports that “plans for a new Connecticut casino operated by the state’s two federally recognized Indian tribes received a boost Wednesday as the Second Circuit rejected a

challenge by MGM Resorts International.” The New York-based federal appeals court held that “just as Special Act 15-7 allows the Mohegan and Mashantucket Pequot tribal nations to enter into development agreements with municipalities, so too does the Connecticut law allow MGM to make a similar deal.” U.S. Circuit Judge John Walker Jr. wrote in the decision, “MGM and any other developers are permitted to negotiate with municipalities for contingent future gaming contracts.”

**City’s Vote Against Offshore Drilling Is A Message To Trump.**

The AP (6/21) reports the Virginia Beach city council voted to oppose any offshore drilling operations in the Atlantic Ocean. The city has been under pressure from the tourism sector, hotel associations, civic and environmental groups who oppose offshore projects.

**Federal Register Listings**

Item was cleared for the FR on Tuesday and Wednesday.

REG0007105 OS Waiving Departmental Review of Appraisals and Valuations of Indian Property (43 CFR 100) This rule implements authority provided by the Indian Trust Asset Reform Act (ITARA) to allow Indian landowners to waive Departmental review of their appraisals. This rule must publish by June 22, 2017 (one year after ITARA's enactment on June 22, 2016). Final Rule 06/20/2017.

**WOLF TRAP**

Tickets in the Secretary’s box available.

6-23-17	The Beatles	8:00 PM
6-24-17	Diana Krall	8:00 PM

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-06-22T15:04:46-04:00  
**Importance:** Normal  
**Subject:** Fwd: reassignments  
**Received:** 2017-06-22T15:05:48-04:00

Mary, we are getting lots of inquiries similar to the one below.

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

----- Forwarded message -----

**From:** Benitez, Sharon <[sbenitez@usgs.gov](mailto:sbenitez@usgs.gov)>  
**Date:** Thu, Jun 22, 2017 at 2:50 PM  
**Subject:** reassignments  
**To:** Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>

Hi Jonathan. I will be on leave next week so I wanted to check in to see if there is any more communication from DOI about the reassignments. I wanted to wrap things up as much as possible before I go away.

Two of our reassignees are already in motion, they have contacted IT, badging, closing out ratings, etc. Would it be ok to reach out to Rosann Gonzales to welcome her? USGS has not contacted her yet because we were waiting for further guidance but it seems like everyone else is pushing the process along. I assume Rosann signed the agreement and it will be effective 7/9 like the others, correct?

**To:** Roseann Gonzales-Schreiner[rgonzales@usbr.gov]  
**Cc:** David Palumbo[dpalumbo@usbr.gov]; Grayford Payne[gfpayne@usbr.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-22T15:59:31-04:00  
**Importance:** Normal  
**Subject:** effective date  
**Received:** 2017-06-22T16:07:31-04:00

Roseann,

At the 6/15 meeting that the Acting Bureau Directors and Assistant Secretaries attended where the reassignments were shared, the bureau directors were told that although the moves could be put into effect on 6/30 (15 days after the reassignment notices were sent for within geographic areas), the actual effective dates would be July 9. July 9 is the start of the next pay period so your start date would July 10.

Please let me know if you have any questions.

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Burckman, James[james.burckman@bia.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-22T16:21:51-04:00  
**Importance:** Normal  
**Subject:** Re: Directed Reassignment Letter  
**Received:** 2017-06-22T17:12:17-04:00

Jim,  
I'll get back to you on the effective date. Some of the moves are interconnected and I'll know more next week. I don't expect the effective date to be July 10.

Thanks,  
Mary

On Wed, Jun 21, 2017 at 8:58 AM, Burckman, James <[james.burckman@bia.gov](mailto:james.burckman@bia.gov)> wrote:

Mary,  
If at all possible I would prefer August 6th as the reassignment date.

This will allow an orderly close out.

thanks

Jim

On Tue, Jun 20, 2017 at 3:35 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Thank you Jim. I'll follow up with you - most likely mid to late next week regarding the most likely effective date.

Thanks,  
Mary

On Mon, Jun 19, 2017 at 6:25 AM, Burckman, James <[james.burckman@bia.gov](mailto:james.burckman@bia.gov)> wrote:

Mary,  
Attached is the signed directed reassignment letter.

Jim

James N. Burckman  
Director, Human Capital Management  
Assistant Secretary-Indian Affairs  
202-208-2643

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

James N. Burckman  
Director, Human Capital Management  
Assistant Secretary-Indian Affairs  
202-208-2643

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



**To:** William Werkheiser[whwerkhe@usgs.gov]  
**Cc:** Jonathan Mack[jonathan\_mack@ios.doi.gov]; Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-22T16:28:19-04:00  
**Importance:** Normal  
**Subject:** Fwd: effective date  
**Received:** 2017-06-22T16:35:19-04:00

Bill,

Please see the note I provided to Roseann below. I think it's fine for you to reach out to Roseann at this point (if you haven't done so already) to welcome her to USGS.

Thanks,  
Mary

----- Forwarded message -----

**From:** Pletcher, Mary <mary\_pletcher@ios.doi.gov>  
**Date:** Thu, Jun 22, 2017 at 3:59 PM  
**Subject:** effective date  
**To:** Roseann Gonzales-Schreiner <rgonzales@usbr.gov>  
**Cc:** David Palumbo <dpalumbo@usbr.gov>, Grayford Payne <gfpayne@usbr.gov>

Roseann,

At the 6/15 meeting that the Acting Bureau Directors and Assistant Secretaries attended where the reassignments were shared, the bureau directors were told that although the moves could be put into effect on 6/30 (15 days after the reassignment notices were sent for within geographic areas), the actual effective dates would be July 9. July 9 is the start of the next pay period so your start date would July 10.

Please let me know if you have any questions.

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer  
(202) 208-4505

**To:** Jim James[jim\_james@ost.doi.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-22T16:41:25-04:00  
**Importance:** Normal  
**Subject:** Fwd: Jim James - Reassignment documentation  
**Received:** 2017-06-22T17:39:36-04:00  
[20170616111803703.pdf](#)

I found the form.

Mary

----- Forwarded message -----

**From:** **Wilson-Hight, Evonne** <[evonne\\_wilson-hight@ost.doi.gov](mailto:evonne_wilson-hight@ost.doi.gov)>  
**Date:** Fri, Jun 16, 2017 at 1:50 PM  
**Subject:** Jim James - Reassignment documentation  
**To:** Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>

Good Morning Ms. Pletcher,  
I have attached the signed documents for Mr. James reassignment. Please let me know if you have any questions. Thank you.

Evonne

--

**Evonne Wilson-Hight**  
*Staff Assistant - Field Operations*

*U.S. Department of the Interior  
Office of the Special Trustee for American Indians  
4400 Masthead St. NE  
Albuquerque, NM 87109  
(505) 816-1277 - Direct  
(505) 220-9948 - Work Cell*

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--

**Mary Pletcher**  
Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

JUN 15 2017

## Memorandum

To: James James

From: James Cason *James E. Cason*  
Associate Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Deputy Special Trustee – Field Operations with the Office of the Special Trustee for American Indians, duty station Albuquerque, New Mexico to Deputy Bureau Director – Field Operations, ES-0340, with the Bureau of Indian Affairs, duty station Albuquerque, New Mexico. You will retain your career appointment and your pay level will remain the same. Throughout your career, you have held a variety of leadership positions serving Indian Country. You have served as a Regional Trust Administrator in the Office of the Special Trustee. You have supported the transformation and restructuring of the Bureau of Indian Education. You currently serve as the Deputy Special Trustee for Field Operations in the Office of the Special Trustee where you oversee SES Regional Fiduciary Trust Administrators and all Indian asset field operations and management activities. Your experience makes you well qualified to serve as the Deputy Director, Field Operations for the Bureau of Indian Affairs.

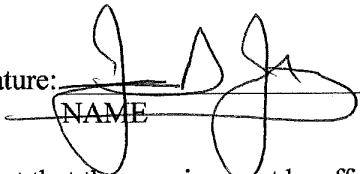
This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

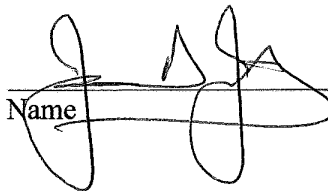
Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: 6/16/2017

Signature:  \_\_\_\_\_  
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable, but not before June 29, 2017.

 \_\_\_\_\_  
Name

6/16/2017  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment. The reassignment will not be effective before June 29, 2017.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Blanchard, Mary Josie  
**Sent:** 2017-06-22T17:43:58-04:00  
**Importance:** Normal  
**Subject:** Reassignment  
**Received:** 2017-06-22T18:43:54-04:00  
[Pletcher response.pdf](#)

I am on call for jury service through June 30, so I need to select the option to not waive the 15 day period.

--

Mary Josie Blanchard  
Deputy Director  
Office of Environmental Policy and Compliance  
(202) 208-3891



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

JUN 15 2017

Memorandum

To: Mary Josie Blanchard

From: James Cason *James E Cason*  
Associate Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Deputy Director, Office of Environmental Policy and Compliance with the Office of the Secretary, Assistant Secretary – Policy, Management and Budget, duty station Washington, DC to Director, Gulf of Mexico Restoration with the Office of the Secretary, Assistant Secretary – Fish and Wildlife and Parks, duty station Washington, DC. You will retain your career appointment and your pay level will remain the same. As the Deputy Director of the Office of Environmental Policy and Compliance, you manage Office operations and coordinate the work of eight regional offices and four headquarters team. You help ensure the Department is in compliance with the National Environmental Policy Act (NEPA), executive orders, and regulations; review environmental and natural resource aspects of non-Interior projects; manage the Department's funding program of long-term cleanups of hazardous materials and oversee the Department's activities to protect and recover natural and cultural resources and historic properties during response and recovery actions. In all of these efforts, you work collaboratively across Departmental and Agency lines. You are well qualified to serve as Director, Gulf of Mexico Restoration in the Office of the Assistant Secretary for Fish, Wildlife and Parks.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning




this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: 6/16/17

Signature:   
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable, but not before June 29, 2017.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment. The reassignment will not be effective before June 29, 2017.

  
Name

6/21/17  
Date

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]; Michelle Oxyer[michelle\_oxyer@ios.doi.gov]  
**From:** Mack, Jonathan  
**Sent:** 2017-06-23T10:38:38-04:00  
**Importance:** Normal  
**Subject:** Re: effective date  
**Received:** 2017-06-23T10:38:45-04:00

Mary, can you send a similar message to Ruth Welch is you have not done so already as I understand she is confused about her start date.

Thanks!

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Thu, Jun 22, 2017 at 4:28 PM, Pletcher, Mary <mary\_pletcher@ios.doi.gov> wrote:

Bill,

Please see the note I provided to Roseann below. I think it's fine for you to reach out to Roseann at this point (if you haven't done so already) to welcome her to USGS.

Thanks,  
Mary

----- Forwarded message -----

**From:** Pletcher, Mary <mary\_pletcher@ios.doi.gov>  
**Date:** Thu, Jun 22, 2017 at 3:59 PM  
**Subject:** effective date  
**To:** Roseann Gonzales-Schreiner <rgonzales@usbr.gov>  
**Cc:** David Palumbo <dpalumbo@usbr.gov>, Grayford Payne <gfpayne@usbr.gov>

Roseann,

At the 6/15 meeting that the Acting Bureau Directors and Assistant Secretaries attended where the reassignments were shared, the bureau directors were told that although the moves could be put into effect on 6/30 (15 days after the reassignment notices were sent for within geographic areas), the actual effective dates would be July 9. July 9 is the start of the next pay period so your start date would July 10.

Please let me know if you have any questions.

Thanks,  
Mary

--

**Mary Pletcher**

Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

**Mary Pletcher**

Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**From:** Frost, Eileen  
**Sent:** 2017-06-23T15:27:51-04:00  
**Importance:** Normal  
**Subject:** Request to Schedule Telephone Call with Mr. Bud Cribley  
**Received:** 2017-06-23T15:28:01-04:00

Dear Ms. Pletcher,

I am reaching out to schedule a telephone call with you on Monday, June 26th, with Mr. Cribley, regarding his reassignment.

If you would like to provide me the name of your executive assistant, I will make direct contact to coordinate scheduling the call, or if you prefer to provide times you are available, I will coordinate Mr. Cribley's calendar to accommodate your schedule. Thank you for your time and attention to this matter.

--

Best Regards,

Eileen A. Frost

Executive Assistant  
Bureau of Land Management  
Office of the State Director  
222 W 7th Ave  
Anchorage, AK 99513  
907-271-5080

**To:** Jason Briefel[briefel@seniorexecs.org]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-26T11:53:09-04:00  
**Importance:** Normal  
**Subject:** Re: Interior Reorganization, Reassignments  
**Received:** 2017-06-26T12:00:07-04:00

Hi Jason,  
Is Wednesday morning still good for you? Maybe 9:30 or 10am. If not, is your Friday still open?

Best,  
Mary

On Thu, Jun 22, 2017 at 12:17 PM, Jason Briefel <[briefel@seniorexecs.org](mailto:briefel@seniorexecs.org)> wrote:

Mary,

Thanks for your response. Just a brief note to clarify on our member alert, it went to ALL of our members, not just those at Interior.

I've got availability next week during the following:

- Monday the 26: 9-10:30am; 12:30-5:30pm
- Tuesday the 27: 1-5pm
- Wednesday the 28: 9am-1pm
- Friday the 30: open at the moment

If mornings are best for you, I can also try and make it in as early as 8am. Hopefully one of these slots can fit your schedule.

Look forward to getting together!

Jason

**Jason Briefel**

Executive Director  
Senior Executives Association  
Suite 2600  
77 K St. N.E.  
Washington, DC 20002  
202.971.3300  
301.807.1263 (cell)  
[www.seniorexecs.org](http://www.seniorexecs.org)

**From:** Pletcher, Mary [mailto:[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)]  
**Sent:** Thursday, June 22, 2017 11:56 AM  
**To:** Jason Briefel <[briefel@seniorexecs.org](mailto:briefel@seniorexecs.org)>  
**Subject:** Re: Interior Reorganization, Reassignments

Hi Jason,

Thank you for your email. I really appreciate you forwarding what you sent out to the SEA members. I'm happy to sit down with you. When would you like to talk?

Thanks,

Mary

On Wed, Jun 21, 2017 at 8:50 AM, Jason Briefel <[briefel@seniorexecs.org](mailto:briefel@seniorexecs.org)> wrote:

Good Morning Mary,

I hope this note finds you well. You may recall we were on a few working groups together for the SES EO.

I wanted to touch base regarding the executive personnel actions Interior is undertaking. By our understanding, it appears the agency is properly utilizing its management prerogative to reassign/relocate its executives as provided for in the law and regulation. We did have several members ask us about their rights and obligations in this situation, and yesterday sent all of SEA's members information about 120 day rules and reassignments/relocations, copied below for your reference. I wanted to personally let you know that SEA will be supportive of such actions so long as appropriate protocols are followed.

Related, I wanted to draw your attention to an article that SEA President Bill Valdez has in GovExec about the use of data analytics and mobility programs as part of an agency's talent management toolkit [http://www.govexec.com/excellence/promising-practices/2017/06/beyond-buyouts-and-rifs-more-effective-approach-workforce-management/138834/?oref=govexec\\_today\\_nl](http://www.govexec.com/excellence/promising-practices/2017/06/beyond-buyouts-and-rifs-more-effective-approach-workforce-management/138834/?oref=govexec_today_nl). I am not sure if Interior is using a managed relocation program, or suboptimal options such as lump sum payments, and we'd welcome an opportunity to further discuss that and the broader issues at play with you to learn more about how Interior is approaching reorganization and its workforce strategy as we seek to educate and assist our members and the government in implementing the Administration's much needed workforce modernization and reorganization agenda.

Thanks and have a great day!

Jason

Know the law that governs the rights of career SESers in connection with reassignments within and outside of your commuting area.

Trouble viewing? [Click here.](#)

# 120 Day Rule, Your Rights and Obligations

Although the Trump Administration has been in office for five months, the presidential transition remains an ongoing process. Nominees are starting to move through the Senate confirmation process and appointees are settling into other agency positions. With political leaders now starting to pass 120 days in office, and the administration in the midst of implementing M-17-22 on government reorganization and workforce reduction, SEA has prepared a primer on the law that governs the rights of career SESers in connection with reassignments within and outside of your commuting area.

## **Reassignment Inside the Commuting Area, 5 U.S.C. § 3395(a)**

A career appointee may be reassigned to any SES position in the same agency (or to another agency with the approval of the receiving agency) for which the appointee is qualified if the appointee receives notice of the reassignment at least fifteen (15) days before the effective date.

## **Reassignment Outside the Commuting Area, 5 U.S.C. § 3395(a)(2)(B)**

A career appointee may *NOT* be reassigned to a SES position outside the appointee's commuting area:

- **UNLESS:** the agency consults with the appointee on the reasons for the reassignment and the appointee's preferences with respect to the proposed reassignment *prior* to providing written notice of the reassignment, including a statement of reasons for it, at least sixty (60) days before the effective date of reassignment.
- Consultation need not be an actual dialogue; the notice need not explain why your preferences were rejected; and failure to consult and obtain preferences is usually easily cured by the agency by rescinding the initial notice, consulting, and reissuing a new notice.
- Notice of reassignment may be waived with written consent of the appointee

## **Involuntary Reassignment, 5 U.S.C. § 3395(e) - Additional prohibition on all involuntary reassignments**

A career appointee in an agency may not be involuntarily reassigned:

- Within 120 days after an appointment of the head of the agency; or
- Within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to make an initial appraisal of the career appointee's performance.
  - **UNLESS:** any senior executive receiving an unsatisfactory rating in a performance appraisal shall be reassigned or transferred within the SES, or removed from the SES
  - **UNLESS:** disciplinary action is initiated before the appointment of the head of the agency, or the appointment of the appointee's most immediate supervisor referenced above.
- Any days (up to 60) spent serving pursuant to a detail or other temporary assignment apart from a regular position shall not be counted in determining the



number of days that have elapsed since the appointment.

**Involuntary Removal Limitations, 5 U.S.C. § 3592(b)**

Career appointees may not be involuntarily removed from the SES:

- Within 120 days after an appointment of the head of an agency
- Within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to remove the career appointee
  - UNLESS: a senior executive received an unsatisfactory rating before an appointment, referenced to above
  - UNLESS: the disciplinary action was initiated before an appointment referred to above

**5 C.F.R. § 359.406(c) adds two additional exceptions:**

1. For a disciplinary action when there is reasonable cause to believe that the career appointee has committed a crime for which a sentence of imprisonment can be imposed; or
2. For a disciplinary action when the circumstances are such that retention of the career appointee
  - a. May pose a threat to the appointee or others;
  - b. May result in loss of or damage to Government property;
  - c. May otherwise jeopardize legitimate Government interests.

**Rights Upon Use of Exception, 5 C.F.R. § 359.406(d)**

When an agency invokes an exception to the 120-day restriction:

1. The agency must include in the notice the reasons for invoking the exception.
2. The appointee must be granted a reasonable time, but no less than seven days, to respond regarding the propriety of the use of the exception.
3. The agency shall give the appointee a notice of decision on the propriety of the use of the exception at or before the time the action will be effective.
4. When circumstances require immediate action, the agency may place the appointee in a nonduty status with pay for such time as necessary to effect the action.

In sum, by accepting a career appointment into the Senior Executive Service (SES), you agreed to be subject to involuntary reassignments. Thus, SES reassignments are not subject to agency grievance procedures, and refusal to accept the reassignment is a legal basis for removal from federal service.

If you believe a reassignment was because of a Title VII protected category, such as race, color, gender, national origin, age, or disability, you may have a claim that your reassignment was based on unlawful EEO discrimination. However, filing an EEO claim

will not likely stay the reassignment effective date.

If you believe a reassignment constitutes a prohibited personnel practice (PPP) you may consider filing a complaint with the Office of Special Counsel (OSC). Usually, however, the filing of a PPP complaint will not stay the reassignment effective date.

Looking for more detailed information about the rules, rights and obligations governing personnel actions during a transition?

- Access a webinar produced as part of SEA's transition series: **SES Personnel Rules During Presidential Transition**
- View **SEA's Handbook on Presidential Transition for Federal Career Executives**
- View **SEA's Handbook for Political Appointees – How to Effectively Engage Career Executives to Enable Success**

## Jason Briefel

Executive Director

Senior Executives Association

Suite 2600

77 K St. N.E.

Washington, DC 20002

202.971.3300

301.807.1263 (cell)

[www.seniorexecs.org](http://www.seniorexecs.org)

--

**Mary Pletcher**

Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer

(202) 208-4505

--

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**To:** Frost, Eileen[efrost@blm.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-26T13:46:38-04:00  
**Importance:** Normal  
**Subject:** Re: Request to Schedule Telephone Call with Mr. Bud Cribley  
**Received:** 2017-06-26T13:47:42-04:00

Hi Eileen,  
What does Bud's schedule look like later today? Is he free at 4pm EST time or noon Alaska time? Otherwise, I could talk to Bud later when I'm in the car or at home.

Thanks,  
Mary

On Fri, Jun 23, 2017 at 3:27 PM, Frost, Eileen <[efrost@blm.gov](mailto:efrost@blm.gov)> wrote:

Dear Ms. Pletcher,  
I am reaching out to schedule a telephone call with you on Monday, June 26th, with Mr. Cribley, regarding his reassignment.

If you would like to provide me the name of your executive assistant, I will make direct contact to coordinate scheduling the call, or if you prefer to provide times you are available, I will coordinate Mr. Cribley's calendar to accommodate your schedule. Thank you for your time and attention to this matter.

--  
Best Regards,

Eileen A. Frost

Executive Assistant  
Bureau of Land Management  
Office of the State Director  
222 W 7th Ave  
Anchorage, AK 99513  
907-271-5080

--  
**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Frost, Eileen  
**Sent:** 2017-06-26T14:42:10-04:00  
**Importance:** Normal  
**Subject:** Re: Request to Schedule Telephone Call with Mr. Bud Cribley  
**Received:** 2017-06-26T14:43:15-04:00

Hello Ms. Pletcher,  
Bud is available at noon Alaska time today (4pm EST). I will send you a calendar invitation.  
Please call 907-271-5080 or 907-271-5078.

Thank you, ~Eileen

On Mon, Jun 26, 2017 at 9:46 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

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907-271-5080

**To:** Mashburn, John K. EOP/WHO [REDACTED] (b)(6); Paranzino, Anthony M.  
EOP/WHO [REDACTED] (b)(6); Uli, Gabriella M.  
EOP/WHO [REDACTED] (b)(6) Murphy, Christine M.  
EOP/WHO [REDACTED] (b)(6)  
**From:** Domenech, Douglas  
**Sent:** 2017-06-26T14:49:53-04:00  
**Importance:** Normal  
**Subject:** Interior Cabinet Affairs Report for 6/26/17  
**Received:** 2017-06-26T14:51:16-04:00  
[DOI DAILY UPDATE FOR CABINET AFFAIRS 6-26-17.docx](#)

Attached and copied below.

**DOI DAILY UPDATE FOR CABINET AFFAIRS – 6/26/17**

Doug Domenech, Senior Advisor  
Lori Mashburn, White House Liaison

-  
**ENERGY WEEK!**

-  
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The Secretary is on travel to NV and MT, then in Washington, DC this week.

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Participate in a Roundtable with County Commissioners.  
Announce PILT Grants to the states.  
Speak Vegas Golden Knights Development Camp Dinner.  
Travel to Whitefish, MT.

TOMORROW, 6/27: WGA meeting. Meeting with GOP Governors. Remarks at Western Governors Association Annual Meeting. Meetings with Democratic Governors. Photoshoot with GQ. Interview with Outdoor Magazine. Sign Secretarial Order on onshore energy.

THIS WEEK:

6/28: Travel to Washington, DC.  
6/29: HOLD: Independent Petroleum Association of America; Call with Mexican Energy Secretary Joaquin; American Energy Dominance Panel

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**Key Messages**

PILT payments represent a part of the Trump Administration's on-going commitment to rural

communities. This year, a record payment of \$464.6 million is being released to approximately 1,900 counties and local governments across the Nation.

The law recognizes the inability of local governments to collect property taxes on federally-owned land. PILT payments to counties and local governments compensate rural communities for non-taxable Federal land in return for the significant support these communities provide for national parks, wildlife refuges and recreation areas within their jurisdictions throughout the year.

PILT payments represent the Federal government's way of being a good neighbor. Locally, the payments help communities pay for emergency response and public safety, public schools, housing, social services, as well as roads and transportation.

Since the program's inception in 1976, counties and local governments have received nearly \$8 billion in PILT payments.

### **CONGRESSIONAL MATTERS**

Wednesday, June 28: House Natural Resources Committee, Oversight Subcommittee  
Oversight Hearing: Examining Policy Impacts of Excessive Litigation Against the Department of the Interior. Witness: TBD - someone from the Solicitor's Office.

Thursday, June 29: 10:00am: House Natural Resources Committee, Energy and Mineral Resources Subcommittee. Oversight Hearing: Examining Access to Oil and Gas Development on Federal Lands  
Witness: Katharine MacGregor, Acting Assistant Secretary, Lands and Minerals.

### **Interior Media Today**

#### **Secretary Zinke to Visit Nevada for Major Announcement**

WASHINGTON - Today, June 26, 2017, U.S. Secretary of the Interior Ryan Zinke will be in Nevada to make a major announcement for rural America. The Secretary will be joined by local, state, and federal officials for a roundtable discussion followed by a press conference. Members of the media may RSVP to the press conference by emailing Alex at [Interior\\_Press@ios.doi.gov](mailto:Interior_Press@ios.doi.gov).

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Distributes over \$464 million as Payment in Lieu of Taxes...

#### **Secretary Zinke Announces Initiatives to Protect Western Ecosystems and Hydroelectric Facilities from Invasive Mussels: Praises Collaboration with Western Governors, Increases Investments**

Today, Secretary of the Interior Ryan Zinke praised a package of actions and initiatives developed through collaboration with Western governors to protect areas in the West from the economic and ecological threats posed by invasive mussels.

A team of more than 70 federal, state, and tribal government officials has been working on the package, which presently includes 41 measures, for the past three months. Invasive quagga and zebra mussels clog hydroelectric facilities and irrigation systems, as well as damage aquatic



ecosystems. In the Great Lakes region, invasive mussels cause more than half a billion dollars of damage a year, and have dramatically changed the ecosystem. They pose a similar threat across the West—particularly in the Columbia River Basin—and in others including the Colorado River Basin.

## **ENERGY WEEK MEDIA PLAN**

Roll-Out Plan for Energy Week (June 25-30)

Key Messages

- The Department of the Interior is in charge of most energy development on federal lands, including oil, gas, coal, wind, geothermal, and other sources, as well as oil, gas and wind on the Outer Continental Shelf.
- Energy is important for 3 reasons:
  1. it's better for the environment that the U.S. produces energy.
  2. energy production is a boon to the economy, supporting more than 9 million jobs.
  3. achieving American energy independence will strengthen our national security (including geo-political security)
- The War on American Energy is over. President Trump and the administration are committed to energy dominance.
- President Trump's America First Offshore Energy Executive Order directed the Department to conduct a review of the current five year offshore development plan for the Outer Continental Shelf, streamline permitting for seismic research and reconsider a host regulations hampering development. The announcement on Thursday will be the response to that EO.
- The Secretary recently signed a series of Secretarial Orders to ensure that our regulations provide clarity and certainty to the industry and organizations who wish to invest in our public lands and local communities.
- Offshore leasing revenues have been the third highest source of revenue to the Treasury behind personal income taxes paid. In 2008 the U.S. Treasury collected nearly \$18 billion in federal OCS leasing revenues. Yet by contrast, last year in 2016, leasing revenues collected fell to only \$2.8 billion. That's a drop of more than \$15 billion that would otherwise partially go toward funding important conservation programs like the Land and Water Conservation Fund, Infrastructure, and our parks.
- This is the 40th Anniversary of TAPS and we are thrilled to have announced last week that after almost a decade of inaction in the OCS waters off Alaska, a bidder has come forward for the Cook Inlet (\$3m). This reflects growing industry interest in federal offshore oil and gas resources under the Trump Administration.
- Contrary to what some believe, being a good steward of our land and resources does not mean locking it up and banning responsible resource development. During the trip to Alaska, we witnessed first-hand how the Federal Government, State of Alaska, Alaska Native

Corporations and the oil and gas industry can safely develop oil and gas while protecting the environment. The hard-working oil and gas workers and our regulators at BSEE are world-class and dedicated to safety. We are working hard every day to ensure the right balance is struck and safety is ensured.

Fast Facts (will be expanded)

- Generation from the 53 hydro-electric powerplants in the 17 Western states ranks Reclamation as the second largest producer of hydroelectric power in the U.S., accounting for 15 percent of the Nation's annual hydropower output. Annually, Reclamation-operated plants generate over 40 billion kilowatt hours of electricity (enough to meet the demand of 3.5 million U.S. homes), produce nearly one billion dollars in power revenues, and offset approximately 23 million tons of carbon dioxide.

### **Secretary's Order on Onshore Energy**

ORDER NO. 3354 Subject: Supporting and Improving the Federal Onshore Oil and Gas Leasing Program and Federal Solid Mineral Leasing Program.

Sec. 1 Purpose. This Order is intended to ensure that quarterly lease sales are consistently held and to identify other ways the Department of the Interior (Department) may promote the exploration and development of both Federal onshore oil and gas resources and Federal solid mineral resources.

In administering 700 million acres of the Federal mineral resources, the Bureau of Land Management (BLM) has a responsibility to make both Federal oil and gas resources and Federal solid mineral resources available for the benefit of citizens of the United States. Multiple quarterly Federal onshore oil and gas lease sales have been postponed or cancelled since 2009. The Mineral Leasing Act of 1920 requires that oil and gas lease sales "be held for each State where eligible lands are available at least quarterly and more frequently if the Secretary of the Interior determines such sales are necessary," 30 U.S.C. § 226. In issuing this Order, I am taking corrective action as a responsible public steward to strengthen American energy security and create American jobs.

### **Speaking Invitations**

#### Accepted

6/27 Western Governors Association in Whitefish, MT

#### - Regretted

6/26 Rocky Mountain Coal Mining Institute Conference and Annual Meeting (Colorado Springs, CO)

6/26 American Indian Higher Education Coalition Board of Directors Meeting (DC)

6/27 6th Annual Bipartisan Tribute to Veterans and Veterans in Congress (DC)

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6/28 Aspen Ideas Festival for Climate (Aspen, CO)

6/28 Intertribal Timber Council's 41st Annual National Indian Timber Symposium (Yakima, WA)

#### - Outstanding Invitations in Process

7/5 Crans Montana Forum Annual Session (Barcelona, Spain)

7/11 Blue Dog Coalition Dinner (DC)

### **Emergency Management**

The Brianhead Fire in Utah, a predominantly state fire with some BLM parcel involvement, has burned 42,800 (+25,506) acres and is 10 (+5)-percent contained. The fire is being managed by a Type-2 Incident Management Team with 1,140 (+331) personnel assigned, 225 (+77) of which are DOI personnel. There are currently 1,555 (no change) evacuees and 1,108 (no change) residential structures threatened. There have been 13 (+8) responder injuries reported to date. Full containment is expected on July 15.

### **Outside Media of Interest**

#### **Whitefish Hosts Western Governor's Meeting.**

The Daily Inter Lake (MT) (6/24, Wilson) reports that "for the second time this decade, Whitefish will play host to the annual summer meeting of the Western Governor's Association next week as the top elected officials from 10 states join other dignitaries to discuss issues facing the American West." Among the headliners for event, which begins Monday afternoon, is Interior Secretary Ryan Zinke.

#### **Trump To Call For U.S. 'Dominance' In Global Energy Production.**

Bloomberg News (6/25, Dlouhy) reports that during what is being called "Energy Week," President Trump "will tout surging U.S. exports of oil and natural gas during a week of events aimed at highlighting the country's growing energy dominance." In addition, Trump "plans to emphasize that after decades of relying on foreign energy supplies, the U.S. is on the brink of becoming a net exporter of oil, gas, coal and other energy resources." The aim of the week "to draw attention to Trump's domestic priorities and away from more politically treacherous matters such as multiple investigations into Russian interference in the 2016 election."

#### **Left-wing Environmentalists Working To Undermine Trump's 'Swamp' Clean Up.**

The Blaze (6/25, Haskins) reports that "as part of his efforts to clean up corruption and improve government services," Interior Secretary Ryan Zinke "informed in June several key senior staff members in Department of the Interior agencies that they would be reassigned." Now, "left-wing environmentalists" are "actively fighting the moves, which they say 'are sowing chaos in the ranks of the agency's leadership.'" The Center for Biological Diversity has "filed a Freedom of Information Act request to determine the motives behind the staff reassignments."

#### **Massachusetts Tribe Awaits Federal Decision On Casino Land.**

The AP (6/24) reports that Mashpee Wampanoag tribe is "anticipating a decision from the federal government on 321 acres it wants designated as sovereign tribal land." The Interior Department has notified the tribe "that it will announce whether it will grant land in trust status to 170 acres in Mashpee and 151 acres in Taunton by Tuesday."

#### **Seismic Tests As A Steppingstone To Virginia Offshore Drilling Raises Excitement And Concern.**

The Hampton Roads (VA) Virginian-Pilot (6/25, Mayfield) reports that "there's excitement in

the oil industry and worry among environmentalists and many coastal tourism leaders about the Trump administration restarting a process this month that could lead to seismic tests off Virginia and other Atlantic states.” President Trump “made clear in an executive order in April...that he wants to put the coast back in play for potential drilling, and that starting seismic surveys is key.” Meanwhile, “more than 125 local governments along the Atlantic – including the Virginia Beach City Council last week – have adopted resolutions opposing offshore oil and gas activity.”

### **Invasive Carp Found Near Lake Michigan.**

The Hill (6/23, Cama) reports that “a fisherman has found a live Asian carp in a Chicago waterway about 9 miles from Lake Michigan, officials said.” The AP (6/23, Flesher) reports that it was found “well beyond an electric barrier network designed to prevent the invasive fish that have infested the Mississippi River system from reaching the Great Lakes, officials said Friday.” However, “officials cautioned that the discovery doesn’t mean Asian carp populations have become established in the network of rivers and canals between the barriers and the Great Lakes, or in the lakes themselves.”

### **Federal Register Listings**

Items cleared for the FR on Friday.

REG0007141 BIA Agency Information Collection Activities: OMB Control Number 1076-0176; IDEIA Part B and C Child Count. This Notice, under the Paperwork Reduction Act of 1995, announces that the BIA will ask the Office of Management and Budget (OMB) to renew its approval of an information collection pertaining to the Individuals with Disabilities Education Improvement Act. The BIA is requesting public comments on the renewal for 30 days. Notice 06/23/2017.

REG0007142 BIA Agency Information Collection Activities: OMB Control Number 1076-0017; Financial Assistance and Social Services. This Notice, under the Paperwork Reduction Act of 1995, announces that the BIA will ask the Office of Management and Budget (OMB) to renew its approval of an information collection pertaining to the submission of information required of Indian applicants for BIA financial assistance and social services. The BIA is requesting public comments on the renewal for 30 days. Notice 06/23/2017.

REG0007133 BLM Notice of Availability of the Draft Environmental Impact Statement for the Normally Pressured Lance Natural Gas Development Project. Under the National Environmental Policy Act (NEPA), the BLM provides notice of the availability of a Draft Environmental Impact Statement (EIS) for the proposed Normally Pressured Lance (NPL) Natural Gas Development Project in Sublette County, Wyoming. The BLM requests public comments on the Draft EIS over 45 days. Notice 06/23/2017.

REG0007127 USGS Agency Information Collection Activities: OMB Control Number 1028-0109; iCoast--Did the Coast Change? This Notice, under the Paperwork Reduction Act of 1995, announces that USGS will ask the Office of Management and Budget (OMB) to renew its approval of an information collection pertaining to documentation of coastal change. The USGS is requesting public comments on the renewal for 60 days. Notice 06/23/2017.

**WOLF TRAP**

Tickets in the Secretary's box available. Please share with WH staff.

6-29-17	Page Turner Adventures	10:30 AM
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Doug Domenech  
Senior Advisor  
US Department of the Interior

NOTE: *Every email I send or receive is subject to release under the Freedom of Information Act.*

## **DOI DAILY UPDATE FOR CABINET AFFAIRS – 6/26/17**

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6-29-17	Page Turner Adventures	10:30 AM
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**To:** Scott Hommel[scott\_hommel@ios.doi.gov]; Magallanes, Downey[downey\_magallanes@ios.doi.gov]; Laura Rigas[laura\_rigas@ios.doi.gov]; Swift, Heather[heather\_swift@ios.doi.gov]; James Cason[james\_cason@ios.doi.gov]; Daniel Jorjani[daniel\_jorjani@ios.doi.gov]; Micah Chambers[micah\_chambers@ios.doi.gov]; Mashburn, Lori[lori\_mashburn@ios.doi.gov]; Bauserman, Christine[christine\_bauserman@ios.doi.gov]; Caroline Boulton[caroline\_boulton@ios.doi.gov]; Thiele, Aaron[aaron\_thiele@ios.doi.gov]  
**From:** Domenech, Douglas  
**Sent:** 2017-06-26T14:53:11-04:00  
**Importance:** Normal  
**Subject:** Interior Cabinet Affairs Report for 6/26/17  
**Received:** 2017-06-26T14:54:28-04:00  
[DOI DAILY UPDATE FOR CABINET AFFAIRS 6-26-17.docx](#)

Attached and copied below.

**DOI DAILY UPDATE FOR CABINET AFFAIRS – 6/26/17**

Doug Domenech, Senior Advisor  
Lori Mashburn, White House Liaison

-  
**ENERGY WEEK!**

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PILT payments represent the Federal government's way of being a good neighbor. Locally, the payments help communities pay for emergency response and public safety, public schools, housing, social services, as well as roads and transportation.

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zebra mussels clog hydroelectric facilities and irrigation systems, as well as damage aquatic ecosystems. In the Great Lakes region, invasive mussels cause more than half a billion dollars of damage a year, and have dramatically changed the ecosystem. They pose a similar threat across the West—particularly in the Columbia River Basin—and in others including the Colorado River Basin.

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Roll-Out Plan for Energy Week (June 25-30)

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- The Department of the Interior is in charge of most energy development on federal lands, including oil, gas, coal, wind, geothermal, and other sources, as well as oil, gas and wind on the Outer Continental Shelf.
- Energy is important for 3 reasons:
  1. it's better for the environment that the U.S. produces energy.
  2. energy production is a boon to the economy, supporting more than 9 million jobs.
  3. achieving American energy independence will strengthen our national security (including geo-political security)
- The War on American Energy is over. President Trump and the administration are committed to energy dominance.
- President Trump's America First Offshore Energy Executive Order directed the Department to conduct a review of the current five year offshore development plan for the Outer Continental Shelf, streamline permitting for seismic research and reconsider a host regulations hampering development. The announcement on Thursday will be the response to that EO.
- The Secretary recently signed a series of Secretarial Orders to ensure that our regulations provide clarity and certainty to the industry and organizations who wish to invest in our public lands and local communities.
- Offshore leasing revenues have been the third highest source of revenue to the Treasury behind personal income taxes paid. In 2008 the U.S. Treasury collected nearly \$18 billion in federal OCS leasing revenues. Yet by contrast, last year in 2016, leasing revenues collected fell to only \$2.8 billion. That's a drop of more than \$15 billion that would otherwise partially go toward funding important conservation programs like the Land and Water Conservation Fund, Infrastructure, and our parks.
- This is the 40th Anniversary of TAPS and we are thrilled to have announced last week that after almost a decade of inaction in the OCS waters off Alaska, a bidder has come forward for the Cook Inlet (\$3m). This reflects growing industry interest in federal offshore oil and gas resources under the Trump Administration.
- Contrary to what some believe, being a good steward of our land and resources does not mean locking it up and banning responsible resource development. During the trip to Alaska,

we witnessed first-hand how the Federal Government, State of Alaska, Alaska Native Corporations and the oil and gas industry can safely develop oil and gas while protecting the environment. The hard-working oil and gas workers and our regulators at BSEE are world-class and dedicated to safety. We are working hard every day to ensure the right balance is struck and safety is ensured.

Fast Facts (will be expanded)

- Generation from the 53 hydro-electric powerplants in the 17 Western states ranks Reclamation as the second largest producer of hydroelectric power in the U.S., accounting for 15 percent of the Nation's annual hydropower output. Annually, Reclamation-operated plants generate over 40 billion kilowatt hours of electricity (enough to meet the demand of 3.5 million U.S. homes), produce nearly one billion dollars in power revenues, and offset approximately 23 million tons of carbon dioxide.

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Senior Advisor  
US Department of the Interior

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The AP (6/24) reports that Mashpee Wampanoag tribe is “anticipating a decision from the federal government on 321 acres it wants designated as sovereign tribal land.” The Interior Department has notified the tribe “that it will announce whether it will grant land in trust status to 170 acres in Mashpee and 151 acres in Taunton by Tuesday.”

#### **Seismic Tests As A Steppingstone To Virginia Offshore Drilling Raises Excitement And Concern.**

The Hampton Roads (VA) Virginian-Pilot (6/25, Mayfield) reports that “there’s excitement in the oil industry and worry among environmentalists and many coastal tourism leaders about the Trump administration restarting a process this month that could lead to seismic tests off Virginia and other Atlantic states.” President Trump “made clear in an executive order in April...that he wants to put the coast back in play for potential drilling, and that starting seismic surveys is key.” Meanwhile, “more than 125 local governments along the Atlantic – including the Virginia Beach City Council last week – have adopted resolutions opposing offshore oil and gas activity.”

#### **Invasive Carp Found Near Lake Michigan.**

The Hill (6/23, Cama) reports that “a fisherman has found a live Asian carp in a Chicago waterway about 9 miles from Lake Michigan, officials said.” The AP (6/23, Flesher) reports that it was found “well beyond an electric barrier network designed to prevent the invasive fish that have infested the Mississippi River system from reaching the Great Lakes, officials said Friday.” However, “officials cautioned that the discovery doesn’t mean Asian carp populations have become established in the network of rivers and canals between the barriers and the Great Lakes, or in the lakes themselves.”

#### **Federal Register Listings**

Items cleared for the FR on Friday.

REG0007141 BIA Agency Information Collection Activities: OMB Control Number 1076-0176; IDEIA Part B and C Child Count. This Notice, under the Paperwork Reduction Act of 1995, announces that the BIA will ask the Office of Management and Budget (OMB) to renew its approval of an information collection pertaining to the Individuals with Disabilities Education Improvement Act. The BIA is requesting public comments on the renewal for 30 days. Notice 06/23/2017.

REG0007142 BIA Agency Information Collection Activities: OMB Control Number 1076-0017; Financial Assistance and Social Services. This Notice, under the Paperwork Reduction Act of 1995, announces that the BIA will ask the Office of Management and Budget (OMB) to renew its approval of an information collection pertaining to the submission of information required of Indian applicants for BIA financial assistance and social services. The BIA is requesting public comments on the renewal for 30 days. Notice 06/23/2017.

REG0007133 BLM Notice of Availability of the Draft Environmental Impact Statement for the Normally Pressured Lance Natural Gas Development Project. Under the National Environmental Policy Act (NEPA), the BLM provides notice of the availability of a Draft Environmental Impact Statement (EIS) for the

proposed Normally Pressured Lance (NPL) Natural Gas Development Project in Sublette County, Wyoming. The BLM requests public comments on the Draft EIS over 45 days. Notice 06/23/2017.

REG0007127 USGS Agency Information Collection Activities: OMB Control Number 1028-0109; iCoast-- Did the Coast Change? This Notice, under the Paperwork Reduction Act of 1995, announces that USGS will ask the Office of Management and Budget (OMB) to renew its approval of an information collection pertaining to documentation of coastal change. The USGS is requesting public comments on the renewal for 60 days. Notice 06/23/2017.

**WOLF TRAP**

Tickets in the Secretary's box available. Please share with WH staff.

6-29-17	Page Turner Adventures	10:30 AM
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**To:** Adrienne Moss[adrienne\_moss@ios.doi.gov]; Denise Flanagan[denise\_flanagan@ios.doi.gov]; Mary Pletcher[Mary\_Pletcher@ios.doi.gov]  
**From:** Ferriter, Olivia  
**Sent:** 2017-06-26T17:19:49-04:00  
**Importance:** Normal  
**Subject:** Re: Forwarding Question from Senate Appropriations  
**Received:** 2017-06-26T20:53:11-04:00

This is the answer we should give. Copying Mary for concurrence.

The Bureau of Indian Affairs is currently evaluating candidates to serve as Acting Superintendent in the short term. Longer term, the agency expects to fill the position.

(Please see me for background.) Thanks! Olivia

Olivia Barton Ferriter  
Deputy Assistant Secretary - Budget, Finance, Performance and Acquisition  
U.S. Department of the Interior  
1849 C St. NW MS 7228, Washington, DC 20240  
Desk: 202-208-4881 Cell: 202-251-4139 FAX: 202-208-1067  
[Olivia\\_Ferriter@ios.doi.gov](mailto:Olivia_Ferriter@ios.doi.gov)

On Mon, Jun 26, 2017 at 2:41 PM, Appel, Elizabeth <[elizabeth.appel@bia.gov](mailto:elizabeth.appel@bia.gov)> wrote:

Hi Adrienne-

Sorry for the delay in responding. I received more information from the Region this morning.

The Superintendent, Mississippi Choctaw Agency, is not an SES and was not impacted by the SES reassignments. The Bureau is currently evaluating whether they can get another individual to serve as Acting Superintendent.

The more detailed information (some of which may not be appropriate to share) is that the BIA Eastern Region submitted a request in May to fill the position, which had been vacant for almost a year. In mid-June, the Department denied the request. When BIA advised former Acting Superintendent (Bryan Baldeagle) that he was not hired, he chose to leave detail status. BIA is now looking at how to sustain the Agency going forward... whether to have another individual serve as Acting Superintendent or seek the opportunity for reconsideration of the Department's decision.

Please let me know if I can provide any additional information.

Thanks!  
Liz

On Wed, Jun 21, 2017 at 4:08 PM, Moss, Adrienne <[adrienne\\_moss@ios.doi.gov](mailto:adrienne_moss@ios.doi.gov)> wrote:

Liz,

I got an inquiry from the Appropriations staff in response to a concern from Senator Cochran's office pasted below.

My understanding is the person mentioned is not an SES and would not be impacted by the ongoing reassignment although that is what is assumed in the note.

The issue is likely a standard BIA personnel matter. Although it would be inappropriate to share information about a personnel matter we do need to provide an answer back. **Can you help to find out the status of the Choctaw Agency Superintendent position and if there are plans to backfill the position?**

If you prefer, give me a call and we can discuss. My number is 202-208-3944. Thank you.

On Wednesday of last week, Chief's Chief of Staff, Rae Nell Vaughn, was advised by Bryan Baldeagle, the Acting Superintendent who was in residence down at Choctaw, that his last day would be June 16 (last Friday). We had absolutely no idea that this was coming. We can worry about the lack of consultation later – I do not mean to downplay that - the chief is very concerned and disappointed about the lack of consultation on such a basic matter. But right now, her primary concern is returning Bryan or someone else to that position in Mississippi immediately. We have received credible reports that the Department does not intend to fill positions that they rotated out last week, so if returning Bryan is the only way to ensure that we have a person in residence at Choctaw on a daily basis, we would respectfully request your assistance in making that happen. Allowing that position to go vacant is bad news for the tribe and we are genuinely worried about the negative impact. Just doing a very quick analysis, we identified at least 14 BIA programs from which MBCI derives federal dollars that might be adversely affected. There may be others. Moreover, having a Choctaw Agency Superintendent, often ensures that documents and all relevant information between and among Mississippi Choctaw, the Eastern Regional Office in Nashville and the BIA in DC are sent and received in a timely fashion. Even with a superintendent in place we have experienced delays – we can only imagine what would happen without that direct line of communication.

--

Elizabeth K. Appel  
Office of Regulatory Affairs & Collaborative Action  
Office of the Assistant Secretary - Indian Affairs

(202) 273-4680 - office  
(202) 738-6065 - cell

**To:** Michael Nedd[mnedd@blm.gov]; John Ruhs[jruhs@blm.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-27T10:43:46-04:00  
**Importance:** Normal  
**Subject:** touch base  
**Received:** 2017-06-27T10:44:50-04:00

Mike/John,

Do you have a few minutes today or tomorrow for me to touch base with you on the SES reassignments?

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Jim Kurth[jim\_kurth@fws.gov]; Stephen Guertin[stephen\_guertin@fws.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-28T14:53:58-04:00  
**Importance:** Normal  
**Subject:** follow up  
**Received:** 2017-06-28T14:54:07-04:00

Jim/Steve,

Do either of you have a few minutes to chat tomorrow? I wanted to give you a quick update on the SES reassignments.

Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Katherine McCulloch[kmcculloch@usgs.gov]  
**Cc:** William Werkheiser[whwerkhe@usgs.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-28T15:29:33-04:00  
**Importance:** Normal  
**Subject:** resume  
**Received:** 2017-06-28T15:29:39-04:00

Katie,  
Could you send me the latest version of your resume? There's an admin position in BLM that is opening up with the SES reassignments and I wanted to give your resume to BLM for consideration.

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** Jeanquart, Bobbi - DM[Bobbi.Jeanquart@dm.usda.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-29T11:19:25-04:00  
**Importance:** Normal  
**Subject:** Fwd: Interior Reorganization, Reassignments  
**Received:** 2017-06-29T11:19:32-04:00

Know the law that governs the rights of career SESers in connection with reassignments within and outside of your commuting area.

Trouble viewing? [Click here.](#)

## 120 Day Rule, Your Rights and Obligations

Although the Trump Administration has been in office for five months, the presidential transition remains an ongoing process. Nominees are starting to move through the Senate confirmation process and appointees are settling into other agency positions. With political leaders now starting to pass 120 days in office, and the administration in the midst of implementing M-17-22 on government reorganization and workforce reduction, SEA has prepared a primer on the law that governs the rights of career SESers in connection with reassignments within and outside of your commuting area.

### **Reassignment Inside the Commuting Area, 5 U.S.C. § 3395(a)**

A career appointee may be reassigned to any SES position in the same agency (or to another agency with the approval of the receiving agency) for which the appointee is qualified if the appointee receives notice of the reassignment at least fifteen (15) days before the effective date.

### **Reassignment Outside the Commuting Area, 5 U.S.C. § 3395(a)(2)(B)**

A career appointee may *NOT* be reassigned to a SES position outside the appointee's commuting area:

- **UNLESS:** the agency consults with the appointee on the reasons for the reassignment and the appointee's preferences with respect to the proposed reassignment *prior* to providing written notice of the reassignment, including a statement of reasons for it, at least sixty (60) days before the effective date of reassignment.

- Consultation need not be an actual dialogue; the notice need not explain why your preferences were rejected; and failure to consult and obtain preferences is usually easily cured by the agency by rescinding the initial notice, consulting, and reissuing a new notice.
- Notice of reassignment may be waived with written consent of the appointee

**Involuntary Reassignment, 5 U.S.C. § 3395(e)** - Additional prohibition on all involuntary reassignments

A career appointee in an agency may not be involuntarily reassigned:

- Within 120 days after an appointment of the head of the agency; or
- Within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to make an initial appraisal of the career appointee's performance.
  - UNLESS: any senior executive receiving an unsatisfactory rating in a performance appraisal shall be reassigned or transferred within the SES, or removed from the SES
  - UNLESS: disciplinary action is initiated before the appointment of the head of the agency, or the appointment of the appointee's most immediate supervisor referenced above.
- Any days (up to 60) spent serving pursuant to a detail or other temporary assignment apart from a regular position shall not be counted in determining the number of days that have elapsed since the appointment.

**Involuntary Removal Limitations, 5 U.S.C. § 3592(b)**

Career appointees may not be involuntarily removed from the SES:

- Within 120 days after an appointment of the head of an agency
- Within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to remove the career appointee
  - UNLESS: a senior executive received an unsatisfactory rating before an appointment, referenced to above
  - UNLESS: the disciplinary action was initiated before an appointment referred to above

**5 C.F.R. § 359.406(c) adds two additional exceptions:**

1. For a disciplinary action when there is reasonable cause to believe that the career appointee has committed a crime for which a sentence of imprisonment can be imposed; or
2. For a disciplinary action when the circumstances are such that retention of the career appointee
  - a. May pose a threat to the appointee or others;
  - b. May result in loss of or damage to Government property;
  - c. May otherwise jeopardize legitimate Government interests.



### **Rights Upon Use of Exception, 5 C.F.R. § 359.406(d)**

When an agency invokes an exception to the 120-day restriction:

1. The agency must include in the notice the reasons for invoking the exception.
2. The appointee must be granted a reasonable time, but no less than seven days, to respond regarding the propriety of the use of the exception.
3. The agency shall give the appointee a notice of decision on the propriety of the use of the exception at or before the time the action will be effective.
4. When circumstances require immediate action, the agency may place the appointee in a nonduty status with pay for such time as necessary to effect the action.

In sum, by accepting a career appointment into the Senior Executive Service (SES), you agreed to be subject to involuntary reassignments. Thus, SES reassignments are not subject to agency grievance procedures, and refusal to accept the reassignment is a legal basis for removal from federal service.

If you believe a reassignment was because of a Title VII protected category, such as race, color, gender, national origin, age, or disability, you may have a claim that your reassignment was based on unlawful EEO discrimination. However, filing an EEO claim will not likely stay the reassignment effective date.

If you believe a reassignment constitutes a prohibited personnel practice (PPP) you may consider filing a complaint with the Office of Special Counsel (OSC). Usually, however, the filing of a PPP complaint will not stay the reassignment effective date.

Looking for more detailed information about the rules, rights and obligations governing personnel actions during a transition?

- Access a webinar produced as part of SEA's transition series: **SES Personnel Rules During Presidential Transition**
- View **SEA's Handbook on Presidential Transition for Federal Career Executives**
- View **SEA's Handbook for Political Appointees – How to Effectively Engage Career Executives to Enable Success**



## Jason Briefel

Executive Director

Senior Executives Association

Suite 2600

77 K St. N.E.

Washington, DC 20002

202.971.3300

301.807.1263 (cell)

[www.seniorexecs.org](http://www.seniorexecs.org)

--

**Mary Pletcher**

Department of the Interior

Deputy Assistant Secretary for Human Capital and Diversity

Chief Human Capital Officer

(202) 208-4505

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** William Werkheiser[whwerkhe@usgs.gov]  
**From:** McCulloch, Katherine  
**Sent:** 2017-06-29T12:04:31-04:00  
**Importance:** Normal  
**Subject:** Re: resume  
**Received:** 2017-06-29T12:06:41-04:00  
[K.McCulloch\\_Resume.doc](#)

Hi Mary -  
Thanks for thinking of me and your consideration.

Attached is a copy of my resume.

Thank you -  
Katie

On Wed, Jun 28, 2017 at 3:29 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Katie,  
Could you send me the latest version of your resume? There's an admin position in BLM that is opening up with the SES reassignments and I wanted to give your resume to BLM for consideration.

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

Katie McCulloch

Deputy Associate Director for Administration  
Office of Administration  
US Geological Survey  
12201 Sunrise Valley Drive, MS 201  
Reston, VA 20192  
(703) 648-4485

[kmcculloch@usgs.gov](mailto:kmcculloch@usgs.gov)

## **Katherine M. McCulloch**

kmcculloch@usgs.gov

(b)(6)

(b)(6)

Day Time Phone: 703-648-4485

Mobile Phone: (b)(6)

### **PROFILE:**

- History of building strong relationships across diverse professions and perspectives to partner for successful outcomes and create high-performing teams.
- Recognized as an expert in identifying the most efficient and effective means to implement or redefine business processes, employing technology wherever possible to do so.
- Proven leader in budgetary and financial management, creating systems, tools, and reports to advise management and provide for informed decision-making.
- Demonstrated ability to successfully articulate mission requirements to obtain funding or negotiate exceptions to policy, providing managers additional resources or flexibilities to further the mission.

### **EXPERIENCE:**

**Senior Program Advisor, National Mall and Memorial Parks, GS-15** **06/2016 to 11/2016**  
**Senior Executive Service Candidate Development Program (SESCDP) Detail**  
**The National Park Service (NPS), Department of the Interior**

SESCDP detail as the Senior Program Advisor to the Superintendent for the National Mall and Memorial Parks (NAMA) in Washington, DC, reporting directly to the SES Superintendent of the park. Served as the principal advisor for a wide variety of highly complex issues, special projects, and programs, and as a key member of the parks' senior management team.

#### Accomplishments

- Led the effort to coordinate between the DOI Solicitor, all senior leadership and subject matter experts at the park, and several Park Managers in DC, working with NAMA's Compendium, developing solutions to a wide array of park policy issues that were nationally significant, highly visible, politically sensitive, and often difficult to resolve.
- Served as a core member of interdisciplinary teams involved in major park-planning and project efforts, including the commencement of the Foundational Planning of the Belmont-Paul Women's Equality National Monument. Participated in meetings with the key stakeholder, The National Woman's Party, to build a solid partnership, create a shared vision, and develop short-term and long-term priorities, ensuring visitor use and enjoyment.
- Led the hiring efforts for a critical member of the Superintendent's team and the park, the Chief of Staff for NAMA, ensuring the proper candidate selection essential to moving the park forward in a number of strategic areas.
- Participated in executive-level strategic interactions and discussions with senior leadership, interested stakeholders and partners, and acted as a sounding board for the Superintendent of the park for these often contentious and political subjects. Advised on a number of high-profile issues, such as the highly controversial decision to temporarily close the Washington Monument.
- Consulted on employee engagement issues in the park, and acted as a trusted advisor on many difficult issues and concerns regarding employee morale.

**Deputy Associate Director for the Office of Administration, GS-15**  
**The United States Geological Survey (USGS), Department of the Interior** **04/2014 to present**

Advise the Associate Director and provide direction to the USGS Office of Administration Office Chiefs for the Office of Acquisitions and Grants, the Office of Accounting and Financial Management, the Office of Policy Analysis, the Office of Management Services, and indirectly, the Human Capital Organization. Responsible for addressing and bringing resolution to both short-term issues that arise on a daily basis, and longer term, strategic issues facing the bureau in the Administrative arena.

**Accomplishments**

- Acted as the Associate Director for Administration for four (4) months, while the position was being back-filled.
- Oversee an organization of over 400 employees across the country, in the successful execution of administrative business processes, oversight of required reporting, and adherence to Departmental, Office of Management and Budget (OMB), and Congressional policies.
- Successfully campaigned for additional funding for the Science Support Budget Activity in the 2017 DOI Budget Submission after demonstrating disparate funding levels between science and Science Support and illustrating inadequate funding to properly support the science mission.
- Developed innovative changes to business processes to address Departmental and OMB policies, such as in the conference guidance and reporting arena, by initiating enhancements and upgrades to our conference database. This has allowed the USGS to adhere to policy, yet has limited the impact to the science mission.
- Advised on large and complex contract issues and offered streamlining to contract processes, such as streamlining the internal USGS processes for IT approvals, while maintaining adherence to Departmental guidance.
- Campaigned internally for support, and initiated the implementation of the Workforce Transformation and Tracking System/Entrance on Duty System (WTTS/EODS), which has overhauled and streamlined the hiring processes at the USGS, by developing metrics and balancing workload in the Human Resources office.

**Integration Officer, GS-15**  
**The United States Geological Survey, Department of the Interior** **11/2010 to 4/2014**

Supervised a team of eight (8) analysts, leading the team in the tracking of funding levels throughout the formulation and appropriations processes. Oversaw the Internal Controls program for the bureau, as well as the USGS Working Capital Fund, and all its policies and procedures. Responsible for directing the budget formulation process alongside the Budget Officer for the USGS.

**Accomplishments**

- Identified and implemented a number of new processes and systematic changes in office automation, reducing the time it took to execute some recurring processes in the BPI office (sometimes taking a process which took a week previously, and reduced the time to only hours).
- Turned a newly created, poor-performing team with low morale and great dysfunction, into a team with high productivity and deep trust through strong leadership, team building, and a process I created called "Performance Visioning". This process is a team building exercise that ensures employees feel that the work they do is directly tied to the mission and is providing a value-added service to the office, leadership of the bureau, the field, and our external stakeholders.

- Revamped internal workflows and processes to streamline approval processes within the USGS’s internal Working Capital Fund (WCF). Stood up a WCF Workgroup, which created a partnership with appropriate players between the BPI office and the Office of Administration, and led the team for the development of revised workflows, streamlining the approvals required and delegating signature authority. These changes decreased administrative burden in the field and created a more direct and clear process for signatures, which saved time for the field.
- Lead the development of Sequestration policies, analyses and activities for the bureau, which included the development of “Budget Planning Tools”, which analyzed execution data across the bureau, by Mission Areas, and by Regions.
  - Stood up the Budget Planning Working Group, a team that encompassed both mission area and regional representatives, increasing communication across the bureau in a rapidly changing environment, and facilitated pre-emptive problem solving so when funding allocations were finally made, those dire concerns were already addressed and all centers could close the fiscal year in the black.
  - With the USGS Director and Deputy Director, led the charge to identify where savings could be garnished in certain types of spending (such as training, overtime, contributions into the WCF, travel, contracts, etc.) to avoid furloughs. My analyses drove the formulation of USGS policies which were released in formal memos from the Deputy Director. My recommendations to leadership in reducing expenditures in these prescribed areas assisted the USGS with closing in the black, while still meeting all of its organizational goals.
  - Awarded the Department of the Interior’s Superior Service Award for my leadership through Sequestration.

**Budget Officer/Division Chief, GS-15**

**The Office of the Secretary, Department of the Interior**

**10/2009 to 11/2010**

Supervised a team of eight (8) analysts in the formulation and execution of the Secretary’s direct appropriation, as well as oversaw all execution and formulation activities of the Department of the Interior’s Working Capital Fund. Served as the principal advisor to the Department’s Director of Budget, the Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition, and the Assistant Secretary – Policy, Management and Budget on all aspects of formulation, presentation, and execution related to Secretarial budget operations, including staffing levels.

**Accomplishments**

- Built strong relationships with program office heads to ensure reasonable spend plans were set, funds were used properly and in the manner in which they were appropriated, and ensured funding levels were adequate for Administration priorities and mission essential operations.
- Refined, and in some cases redefined, WCF processes to make the WCF more transparent and to facilitate more open communication with the bureaus regarding programmatic expenditures.
  - Led the development of revised templates outlining detailed cost information for WCF Consortium use (whether a cost would be recurring, was the result of a mandate or recommendation by another organization, or was related to a Secretarial or Presidential initiative). These formats aided the decision-making and prioritization process and enabled Consortium members to better prepare for Consortium meetings by answering many questions in advance.
  - Conducted a comprehensive review and provided recommendations to Senior Officials on how to lower the WCF 2011 Centralized Bill. Reductions resulted in a gross decrease

of \$13.7M, or -7%, to the base funding activities of the WCF. Once must-fund and fixed cost items were incorporated, the Centralized bill was still reduced by \$8.6M.

- Proposed the implementation of Memorandum of Understandings (MOUs) for the direct bill portion of the WCF to improve communication between service providers and customers, which required the signatures of both program and budget officials so all parties were aware of the costs and any additional, unique terms and conditions around the agreement. My goal was to facilitate additional transparency into the direct bill, and create common understanding and clearer communication between the service providers and bureau customers.

**The Department of Energy, GS-14**

**12/2005 to 10/2009**

**Lead Execution Analyst, Office of Civilian Radioactive Waste Management**

Served as the lead execution analyst for the Office of Civilian Radioactive Waste Management (OCRWM), otherwise known as the Yucca Mountain Project. Responsible for leading a team of eight (8) analysts in the execution of OCRWM's budget (previously \$400M). Served as the principal advisor to the OCRWM Director of Business Management, concerning the execution and usage of OCRWM funds.

**Accomplishments**

- Led the creation of and produced the framework for reports for an OCRWM obligation plan and financial reports to alleviate the Department's CFO's concerns about the program's fiscal health.
- Personally created and produced a detailed execution package on a monthly basis. Reports supported senior-level management with monitoring all financial aspects within OCRWM, and aided leadership with making funding decisions, enabling them to successfully execute the Program's mission.
- Certified funds availability, and found alternative sources for funding when unplanned expenses arose, often under extremely tight deadlines. Performed projections, advised and made decisions on all aspects of execution, including payroll, travel funds usage, and contractor expenditures, ensuring that all activities complied with DOE policies and procedures.
- Worked hand-in-hand with scientists, program managers and analysts, Office Directors, and highest levels of leadership within OCRWM, to ensure highest priorities and unanticipated expenses, were funded adequately. These improved processes fostered buy-in to the final result, and my partnering provided confidence that all priorities and goals were given the appropriate level of funding and visibility.
- After reviewing the first few versions of my detailed obligation plan, the DOE's CFO gave OCRWM the autonomy to spend its funding of over \$400M as it deemed appropriate, without any further intervention.
- Received a DOE Agency-wide Financial Management Excellence Award for my efforts.

**Budget Officer, Office of Management, GS-15**

Led the development of the Office of Management (MA) budget (approximately \$50M), providing instructions to various program analysts who were not formally trained in budget development. Analyzed and ensured proper allocation of resources, in accordance with DOE and the Office of Management and Budget (OMB) guidance, as well as ensured alignment with internal MA priorities.



#### Accomplishments

- Developed and presented a briefing to the DOE Chief Financial Officer (CFO) to defend MA budget request, including funding justifications for over target requests, resulting in increased funding for the organization.
- Led the modification of the internal budget system (which was developed in my previous position within DOE – see below) for use by the MA organization, and trained program analysts on the use of this system. This allowed MA to streamline its budget process as well as assisted both the program analysts and office managers with answering CFO, OMB and internal MA leadership questions.
- Provided day-to-day analysis of program funding execution and responsible for proper execution of funds for the MA organization. Modified standard reports monthly to provide customized view to advise MA leadership and enable funding decisions. Provided ad-hoc reports as needed for specific funding inquiries and requests, and conducted quarterly reviews on execution status. Led the development effort Performance Metrics for the MA organization, which tied each office's actions in to the overall goals and missions of the MA organization.

#### **Budget Officer, Office of Environment, Safety and Health (EH), GS-14**

Managed the development of the EH budget (approximately \$110M), overseeing the budget preparation process for four (4) budget analysts. Oversaw the development of EH funding justifications and analyzed and ensured proper allocation of resources, in accordance with DOE and OMB guidance, as well as internal EH priorities. Also served as the lead point person for the Federal Managers' Financial Integrity Act (FMFIA) and the Performance and Accountability Report (PAR) for the EH organization.

#### Accomplishments

- Participated in various program reviews and prepared numerous briefings and supporting budget materials to defend EH budget requests, including briefings to the DOE Deputy Secretary and Congress, which successfully resulted in suitable funding levels for the EH organization.
- Recognized technology could assist when the Department's CFO's office introduced a new approach to budgeting, which focused on initiative-based budgeting. Led the development of an internal EH budget system which allowed the organization to streamline its budget process by inputting its budget requirements at the initiative level into one centralized database.
  - Created better information sharing and opened lines of communication between various offices by designing system to capture initiative descriptions, funding and staffing requirements (both for the current budget year and the future years), performance measures, and mission-impact details all in one central location.
  - Incorporated flexibility and real-time capabilities to be able to reprioritize budgetary initiatives upon meeting with the Assistant Secretary and other executive leaders of the program.
  - System added standardization and efficiency to an ill-defined budget formulation process, and allowed the reuse of information to serve as the base for future years' budget development, making the formulation process more efficient.
  - Incorporated FTEs into the system to allow for workforce planning, facilitating EH's ability to establish its staffing profile, and develop an immediate and long-term staffing plan.
  - At the request of executive leadership, asked to demo and assist with reconfiguration of the system to support the Fossil Energy program within the Department of Energy.

Led the development of the FY06 Budget Estimates Submission/Program Objectives Memorandum (BES/POM) and the FY06 President's Budget. Led the development of billing rates for the Agency, and served as the DFAS official point of contact for customer inquiries regarding overall customer bills, billing rate fluctuations, and the billing rate development process. Oversaw the reporting of DFAS monthly execution data, such as cost, revenue, workyear and workcount execution.

#### Accomplishments

- Utilized technology to develop standardized monthly reports for all of DFAS Business Lines, and instituted process for Business Lines to report to Headquarters on execution. Implementation of these reports allowed close monitoring and easy identification of execution issues. Took necessary actions to mitigate further problems, which included communicating issues and resolutions to executive management and issuing formal policies and procedures throughout the Agency.
- Managed the work of the Corporate Budget team (all of whom were senior to me) in the use of these reports, to conduct variance and trend analyses against projected spend plans, and budgetary forecasting. Assigned and managed team's priorities and schedule. Received numerous accolades from management for providing comprehensive and timely information on a monthly basis, enabling leadership to make informed decisions about their programs.
- Identified need for improvement in the process and communication around the development of DFAS Billing Rates. Conducted in-depth, multi-year analysis of unit cost, analyzing historical trends and fluctuations. Worked with leadership of DFAS Business Lines and trained them on how rates were calculated by the Corporate Budget Office (CBO). This resulted in more educated decisions regarding Agency priorities and appropriate levels of funding.
- Worked collaboratively with over 50 key stakeholders to refine, streamline, and automate the billing rate development process. Led the charge to ensure processes and procedures were formalized and documented, and ensured more involvement from the various DFAS Business Lines. These steps allowed for more consistency in the development of billing rates, making it easier to audit and explain cost changes to our customers, Congress and the Office of the Undersecretary of Defense (Comptroller) (OUSD (C)).
- Under my direction, and for the first time in DFAS' history, developed and delivered training on the billing rates process and procedures, both internally and externally with customers. Offering these workshops helped customers understand their bills, and gave them the tools to help lower them. Due to the success of these training sessions and the newly defined policies and procedures, DFAS was selected by OUSD (C) to be a pilot program for billing rate development throughout the Defense WCF.

#### **Consultant, BearingPoint (formerly KPMG Consulting, Inc.)**

Provided consulting services to the DFAS Corporate Budget Office and participated in the DFAS budgeting process for the development of the FY04/FY05 Budget Submission and the FY05-FY09 Program Budget Review. Conducted variance analysis, trend analysis, and budgetary forecasting, on financial and budgetary aspects of DFAS using complex analytical and problem-solving techniques.

#### Accomplishments

- Manipulated data produced from standard reporting systems and created ad-hoc and automated reports to further analyze and display execution data for the setting of both short and long term

goals and objectives. Reports resulted in improved operations and procedures, as well as adjusted funding level requests from OUSD (C).

- Assisted with the implementation of the DFAS Critical Infrastructure Protection (CIP) Program and the Defense Financial Services Sector (FSS) CIP Program. Advised the FSS Assistant Action Officer on various program issues, led the development of the CIP Program Budget Review and the DFAS/FSS Financial Strategic Plan, which outlined the requirements for the implementation of the CIP Program.

**Management Consultant  
Equient, A Veridian Company**

**09/2000 to 08/2001**

Responsible for the organization's process definition and improvement initiative, development of policies and procedures, and implementation of multiple aspects of change management and business process re-engineering. Co-manager of the company's knowledge management portal initiative including: implementation of user acceptance programs, upgrade/release planning, and user training. Conducted competitive analysis in support of Equient's strategic planning cycle, and developed and delivered training for a client's usability study. Managed the competitive bidding process for Equient's business services, and was responsible for monitoring and reporting on vendor performance of services contracts.

**Pricing/Financial Analyst  
Booz•Allen & Hamilton**

**06/1998 to 09/2000**

Developed and analyzed financial data for the production of monthly financial statements. Assisted in the preparation of Booz•Allen's World Technology Business financial plan for revenue, contribution, and multiple cost centers. Analyzed costs against spend plans, reported on primary revenue generators, and produced a monthly variance analysis for management. Supported the preparation of cost, contractual, and business proposals. Developed program management guidelines and counseled client staff, as well as mentored and trained new Pricing Analysts, on all aspects of proposal preparation.

**EDUCATION:**

Pennsylvania State University, Smeal College of Business Administration, University Park, PA  
B.S. in Finance, 1998, Dean's List

**OTHER QUALIFICATIONS:**

Exceptional Performance rating in all reviews for twelve years as a Federal Employee  
Member of Interior's Senior Executive Service Candidate Development Program (SESCDP) Class XIX  
Recipient of the Superior Service Award at the United States Geological Survey  
Selected and attended Leadership for a Democratic Society, Federal Executive Institute, 2013  
Recipient of six (6) Special Act Cash and Time-Off Awards at the Department of Energy  
Recipient of Agency-wide Financial Management Excellence Award at the Department of Energy  
Recipient of two (2) Special Act Awards at the Defense Finance and Accounting Services  
Recipient of Performance Recognition Award at Equient  
Recipient of Team Appreciation Award and Performance Recognition Award at Booz•Allen  
Selected and attended the Defense Resources Management Institute, Naval Postgraduate School, 2005,  
160 hours

**To:** Amy Holley[amy\_holley@ios.doi.gov]  
**Cc:** Debbie[debbie\_cousins@ios.doi.gov]; Catherine Gulac[Catherine\_Gulac@ios.doi.gov]; Dumontier, Deb[debra\_dumontier@ost.doi.gov]  
**From:** Lowery, Meleanie  
**Sent:** 2017-06-29T17:42:35-04:00  
**Importance:** Normal  
**Subject:** Request to Travel  
**Received:** 2017-06-29T17:42:42-04:00

Good afternoon Amy. On June 15, 2017 you met with Designated Special Trustee Deb DuMontier to discuss updates with OST and her schedule for July. After your meeting, Deb met with Mr. Cason to discuss pending reassignments and transitions within OST. Mr. Cason requested that Deb continue as Acting ST and on-board Jerry Gidner as the new Principal Deputy Special Trustee (PDST), duty station located in Washington DC.

In light of these events, Deb requests to travel on Sunday, July 9-15, 2017 to Washington, DC and July 15-20, 2017 to Albuquerque, NM. The purpose of these two trips is to assist with the transitioning of Mr. Jerry Gidner to OST and to conduct ongoing business such as the consolidation of appraisals into a single entity, employee engagement, conduct OST Town Hall, and participate in meetings with SOL and BIA. Please let me know if you need any additional information. Her travel is in Concur. Thank you.

--

*Meleanie Lowery*  
*Program Assistant*  
*DOI-OST-Office of Historical Trust Accounting*  
*Office: (202) 208-5792*  
*Fax: (202) 219-0426*  
*[meleanie\\_lowery@ost.doi.gov](mailto:meleanie_lowery@ost.doi.gov)*

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**To:** James Burckman[james.burckman@bia.gov]  
**From:** Pletcher, Mary  
**Sent:** 2017-06-30T10:57:16-04:00  
**Importance:** Normal  
**Subject:** can you give me a call  
**Received:** 2017-06-30T10:57:22-04:00

Jim,  
Can you give me a call about your reassignment?

Thanks,  
Mary

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**To:** mary\_pletcher@ios.doi.gov[mary\_pletcher@ios.doi.gov]  
**From:** Burns, Sylvia  
**Sent:** 2017-06-30T11:02:28-04:00  
**Importance:** Normal  
**Subject:** Sylvia Burns on Annual Leave 6/30-7/7/2017 Re: reassignment  
**Received:** 2017-06-30T11:02:39-04:00

I will be out of the office on annual leave from Friday, 6/30/17 and returning to the office on Monday, 7/10.

Larry Ruffin, the DOI Chief Information Security Officer will be acting CIO on 6/30 and 7/3. You can reach Larry at [lawrence\\_ruffin@ios.doi.gov](mailto:lawrence_ruffin@ios.doi.gov).

Bruce Downs will be acting CIO from 7/5 to 7/7. Bruce is available at [bruce\\_downs@ios.doi.gov](mailto:bruce_downs@ios.doi.gov).  
Thanks!

Sylvia

--

**Sylvia Burns**, CIO  
Office of the Chief Information Officer | US Department of the Interior  
[sylvia\\_burns@ios.doi.gov](mailto:sylvia_burns@ios.doi.gov) | Office: 202.208.6194 | Fax: 202-501-2360  
[www.doi.gov/ocio](http://www.doi.gov/ocio)

***Our mission is your mission***

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**Cc:** Scott Angelle[scott.angelle@bsee.gov]; Katharine MacGregor[katharine\_macgregor@ios.doi.gov]; Christopher B Lawson[Christopher\_Lawson@ios.doi.gov]  
**From:** Cruickshank, Walter  
**Sent:** 2017-06-30T12:01:58-04:00  
**Importance:** Normal  
**Subject:** Re: Hiring waiver requests  
**Received:** 2017-06-30T12:03:04-04:00  
[Hiring Controls Templates\\_BOEM submission \(6-1-17\)\\_revised\\_6-19-17.xlsx](#)

Mary,

I have attached a revised set of waiver requests, based on the questions Jim raised to the earlier request and follow-up conversations with Kate and Scott. The following describes the changes and provides context for those requests that remain.

We eliminated several positions from the request, mostly in DC and one in AK. These positions would not necessarily be redundant if BOEM and BSEE were to be combined, but filling them now would reduce our flexibility in reassigning personnel in the event of a reorganization.

We are still requesting to fill some positions in the greater DC area. Except for potentially the first one, none of them overlap with existing BSEE positions (filled or vacant):

- Executive Asst to Director – this would be a promotion for the person that is already in this position. She is at a lower grade than all comparable positions in DOI, and I wish to rectify that disparity.
- Geospatial Information Officer -- neither BOEM nor BSEE has one
- 4 Atlantic field positions (3 – renewable energy; 1 sand program). Because we don't have an Atlantic region, front-line field work for these programs is conducted from headquarters (Sterling, VA).
- Office of Environmental Programs: 2 of the positions would contribute to the programmatic NEPA document for the new 5 Year program, as well as other programmatic analyses, and the third is critical for meeting our tribal coordination obligations)

All of the other requests are in our Regional offices (24 Gulf of Mexico, 2 Alaska, 1 Pacific), and are requested to address our workload in these offices, which in the Gulf and Alaska, are expected to grow with the development of the new 5 Year Program. In keeping with the approach of the hiring policy, any new announcements for these field positions will be advertised internally first to see if any qualified DC-area personnel apply.

Please let me know if you have any further questions.

Thanks,

Walter

On Tue, Jun 13, 2017 at 4:41 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Kate, Walter, and Scott,

I met with Jim Cason about the June 1st hiring waiver requests. On the BOEM requests, Jim asked you take a look at these considering the possibility of a combined BOEM/BSEE organization. Would you still want to move forward with these positions? Are there any positions that you would not want to move forward?

Thanks,  
Mary

----- Forwarded message -----

From: **Cruickshank, Walter** <[walter.cruickshank@boem.gov](mailto:walter.cruickshank@boem.gov)>

Date: Thu, May 25, 2017 at 4:23 PM

Subject: Hiring waiver requests

To: Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>,  
[doi\\_office\\_of\\_human\\_resources@ios.doi.gov](mailto:doi_office_of_human_resources@ios.doi.gov)

Cc: Tamara Richardson <[Tamara.Richardson@boem.gov](mailto:Tamara.Richardson@boem.gov)>

Here are BOEM's hiring waiver requests for the June 1 deadline.  
Please let me know if you have any questions.

Thanks,  
Walter

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



DC and Denver Hiring Waiver Request

Bureau Name	Date of Request	Position Title	Grade	Location of Position (DC or Denver)	How long has position been vacant?
BOEM	5/25/2017	Geospatial Information Officer / Data Manager	GS 13/14	Sterling, VA	n/a
BOEM	5/25/2017	Geologist	GS 7/9	Sterling, VA	6+ months

**Brief Description of Position**

The incumbent is under the general administrative direction of the Chief, Mapping and Boundary Branch (MBB) within the Office of Strategic Resources (OSR). The incumbent is responsible for providing technical direction for all aspects of the Bureau of Ocean Energy Management's (BOEM's) utilization of geographic data and deployment of geospatial technologies. The incumbent will serve as BOEM's technical liaison and primary point of contact both internally and externally for geographic data and technology issues, including as the primary point of contact for the DOI Geospatial Information Officer. The incumbent works with the Chief of the MBB, the Chief of the OSR, and other BOEM senior managers to ensure that BOEM's geographic information needs are addressed, to ensure appropriate use of technology, and to facilitate access to needed data and information sources. The Geospatial Information Officer (GIO) functions collaboratively with the BOEM senior managers and others who are responsible for specific life-cycle phases of Geographic Information System (GIS) data and related Information Technology (IT) projects.

The position performs field work for the Atlantic Region operational activities in the Marine Mineral Program's (MMP). This includes marine mineral leasing for beach nourishment and coastal restoration, sand resource identification through analysis of geophysical and geological data, and outreach with Federal, state, local, and other stakeholders. The position will also support environmental studies that examine the sustainability of offshore sand dredging on the Atlantic OCS as well as dredging practices that minimize potential environmental impacts.

<p><b>What is the mission impact if position is not filled? How does filling position support on-the-ground mission delivery?</b></p>	<p><b>Is this a law enforcement position? (yes/no)</b></p>	<p><b>Is this a wildland fire position? (yes/no)</b></p>
<p>This position would fulfill multiple recommendations from the FY15 - FY16 Internal Control Review of the BOEM GIS Program. The impact of not filling the position would severely hamper, and in some cases prevent, any progress on the fulfilling the ICR recommendations.</p>	<p>No</p>	<p>No</p>
<p>With an increasing demand for sand along the Atlantic, not filling this position will negatively effect MMP's efficient execution of leases along Atlantic coastline. In addition, MMP's ongoing development of a National OCS sand inventory will be negatively impacted.</p>	<p>No</p>	<p>No</p>

<b>Does this position support public safety (yes/no)?</b>	<b>Does this position support energy priority?</b>	<b>Does this position support border priority?</b>
No	Yes	No
No	No	No

DC and Denver

BOEM	5/25/2017	Program Analyst/Maritime Vessel Traffic	GS-343-9	Sterling, VA	1 year
BOEM	5/25/2017	Geospatial Data Analyst	GS-0150/13 01/1360-13/14	Sterling, VA	We are repurposing a vacant FTE to fill this new role.

The position performs field work for the Atlantic Region operational activities in the Engineering and Technical Review Branch (ETRB) and provides program analysis specifically focused on REn offshore development directly related to the assessment of renewable energy facilities and associated infrastructure on the Outer Continental Shelf (OCS) and interaction of these facilities with marine vessel traffic and other maritime regulatory issues. In addition, this program analyst would work with other Federal Agencies (e.g. U.S. Coast Guard, DOD, MARAD, etc.), State agencies, and other stakeholders (e.g. Port Authorities, Mariner Associations, etc.) to develop best management practices for the renewable energy industry and the spectrum of offshore vessel operators.

This individual will work directly with the U.S. Coast Guard to evaluate the Navigational Risk Assessment that industry submits with their development plans. The NRA presents project layout, evaluates risk of collision between maritime vessels and wind energy facilities and outlines mitigation and other measures taken to reduce such risk. The tasks undertaken by this individual will involve ongoing contact with other Federal agencies (e.g. DOD, USCG, MARAD, etc.), industry and maritime traffic stakeholders to develop guidelines based on best practices and data analysis of vessel traffic movement coastwise and into and out of ports. Review of these plans is an essential part of project plan approval and co-development of offshore renewable energy and commercial maritime vessel traffic.

Serves as a technical expert and the point of contact for geospatial matters and analyses, collaborating closely with peer environmental scientists to support or enhance environmental assessment, consultations, and policy development. Designs and develops large- and small-scale data (including metadata) from a variety of spatial and non-spatial data sources to support analysis of coastal or offshore energy and mineral resource development issues. Creates geospatial data to support issue identification, analysis, and problem solving. Analyzes complex spatial and non-spatial data, performs geostatistical analyses and predictive geospatial modeling to support environmental analyses that explain the complex regional and site-specific environmental issues inherent in offshore energy and mineral exploration and development.

<p>As developers proceed with plans to submit construction and operations plans in 2018, BOEM/OREP will have to review Navigation Risk Assessments and consult with the U.S. Coast Guard and other entities. As we proceed with the evaluation of COPs and other offshore plans it is important that we have in-house expertise to conduct outreach to other Federal agencies, developers and other stakeholders interested in the potential impact on maritime vessel traffic. Without this position BOEM/OREP capacity to deal from position of knowledge with other Federal agencies and offshore stakeholders could hamstring our review efforts and lengthen process time thus affecting the ability to accomplish our mission of timely and efficient review of plans for offshore wind energy facilities.</p>	<p>No</p>	<p>No</p>
<p>This position is being repurposed from a vacant FTE given its critical importance to development of the five year program and BOEM environmental documents in general (such as environmental and other program analyses, public outreach materials, briefing documents). There is currently no in-house capability for seeking out and evaluating complex scientific environmental data, and associated metadata, at the level of rigor needed to support mapping of environmental issues related to offshore energy and mineral exploration and development. The end products of such work are critical for fair and rigorous evaluation of what may be a potential environmental impact and what may not be. In addition, BOEM regularly receives environmental data sets from external stakeholders, including academics, industry and environmental NGOs. Before we can use these data sets, we need to be able to rigorously evaluate them and their relevance to BOEM decision needs. Specialized expertise is needed to fill this important function. Efforts to contract out this skill set in the past have met with little success given outside contractors: (1) lack the needed level of ongoing and in-depth familiarity with BOEM programs and needs; and (2) will often say they have the necessary skills only to find out later they are offering more of a map maker than a true geospatial data analyst.</p>	<p>No</p>	<p>No</p>

DC and Denver

No	Yes	No
No	Yes	No



DC and Denver

BOEM	5/25/2017	Visual Information Specialist	GS-1084-12/13	Sterling, VA	We are repurposing a vacant FTE for this new role.
BOEM	5/25/2017	Tribal Coordination Lead	Series TBD - Grade 13/14	Sterling, VA	We are repurposing this vacant FTE for this new role.

Plans the preparation and use of illustrations, charts, diagrams, maps, slides, and other kinds of visual material derived from complex data sets for use in communicating within the bureau and to the public environmental information (leasing and development processes and results of scientific and technical studies) through visual means. This work will entail developing data driven, information and conceptual graphical content to accurately convey scientific, ecological, and regulatory process for stand-alone presentation, display within a public presentation or interactive media, effectively leveraging cognitive science for information display. Furthermore, the incumbent works with geospatial, subject matter, and policy experts to incorporate results of spatial and temporal analysis into publication quality materials by creating time-series, relational graphics, data maps, and multivariate designs using best practices for cognitive information processing. The visual work that will be created is expected to be not only innovative, but compelling and scientifically accurate.

The incumbent is responsible for overall development and implementation of program policy and analysis on matters concerning tribal consultations, collaboration, and outreach. Coordinates Bureau activities under the National Environmental Policy Act, Executive Order 13175 - Consultation with Indian Tribal Governments, and Departmental and Bureau policies. Reviews and provides expert recommendations to BOEM leadership for pertinent Federal statutes, regulations, and executive orders to determine effect on Indian tribes adjacent to BOEM program areas on the OCS. Supports and advises the Bureau's Tribal Liaison Officer (TLO) on issues related to Government-to-Government consultation and coordination and makes recommendations on Bureau Tribal policy and practices. Leads the Bureau's Tribal Working Group comprised of headquarters, regional, and program office tribal liaison representatives. Implements the TLO's Fiscal Year Priorities for Tribal consultation and is responsible for the timely submission of the DOI Annual Tribal Consultation Report. Serves as the lead for the Bureau with respect to Tribal outreach and engagement. Acts as the liaison between tribal officials and the TLO; arranging consultations held to exchange information relating to impacts expected to result from proposed OCS activities.

<p>BOEM's environmental documents are a key communication vehicle with all stakeholders. This position is being repurposed from a vacant FTE given its importance to development of the five year program document as well as other BOEM environmental analyses, public outreach materials, briefing documents and similar. There is currently no in-house capability for taking complex information and visually summarizing into meaningful graphics. There are challenges inherent to making highly scientific and technical information transparent, meaningful and understandable by the public and decision-makers. This cannot adequately be done by narrative alone but instead visuals are needed to more easily communicate this complex information. Such a skill is also needed for shrinking the size of scientific or technical documents. Efforts to contract out this skill set in the past have met with little success given outside contractors: (1) lack the needed level of ongoing and in-depth familiarity with BOEM programs and needs; and (2) will often say they have the necessary skills only to find out later they are offering more of a media/graphic designer than a true visual information specialist who is able to translate scientific data sets and narrative into meaningful visuals.</p>	<p>No</p>	<p>No</p>
<p>The Department of the Interior has increasingly focused on the importance of DOI agencies conducting good faith consultation with Indian Tribes (See DOI DM Part 512 Chapter 4 - Department of the Interior Policy on Consultation with Indian Tribes and Alaska Native Corporations; DOI DM Part 512 Chapter 5 - Procedures for Consultation with Indian Tribes; DOI SO 3317 - Policy on Consultation with Indian Tribes; and DOI SO 3342 - Identifying Opportunities for Cooperative and Collaborative Partnerships with Federally Recognized Indian Tribes in the Management of Federal Lands and Resources). With the focus of the current administration on development of offshore energy sources, BOEM is under increasing pressure to streamline its regulatory processes. Developing and maintaining relationships with federally-recognized Indian Tribes is a critical component of agency-required good faith government-to-government consultation related to offshore energy and mineral extraction impacts to potentially affected Tribes. The level of effort involved in establishing and maintaining contacts and relationship required for Tribal consultation is commensurate with a full-time person; without the FTE BOEM will not be able to effectively coordinate Tribal consultation efforts across its three program areas (conventional energy, renewable energy, and marine mineral extraction).</p>	<p>No</p>	<p>No</p>

DC and Denver

No	Yes	No
No	Yes	No

DC and Denver

BOEM	5/25/2017	Executive Assistant to the Director	GS-301-11	Washington, DC	n/a
BOEM	5/25/2017	Environmental Protection Specialist (NEPA coordinator)	GS-0025-04/05/07/09/11/12	Sterling, VA	This is a new position, which is currently occupied by an intern since April 3, 2017. The intern is graduating on May 25, 2017 and her term expires in July 2017.
BOEM	5/25/2017	Interdisciplinary Physical Scientist	GS-1301-05/07/09/11/12	Sterling, VA	This position became vacant in January 2016 and has been occupied by an intern since June 2016. The intern will graduate in June 2017 and his term expires in July 2017.

<p>The incumbent serves as the Executive Assistant to the Director of BOEM, and is also responsible for providing a wide-range of administrative support to the Director's Office, including all political appointee staff, more broadly. It is an existing position, but this posting is for a new position description that expands the duties and level of responsibility for the position. Major duties include: (1) serving as a liaison for the Director with internal and external parties; (2) managing the Director's schedule and travel; (3) managing briefing materials for the Director; and (4) providing a wide range of critical administrative support to the Director's Office. This posting is part of a larger effort to update the personnel structure of the BOEM Director's Office and make operations more efficient.</p>
<p>The position performs field work for the Atlantic Region in OREP's Environment Branch for Renewable Energy (EBRE) and is responsible for conducting environmental reviews for Atlantic OCS renewable energy competitive and noncompetitive leasing processes and post-lease operational activities in compliance with the National Environmental Policy Act (NEPA) and other environmental laws including the Coastal Zone Management Act (CZMA). In addition, EBRE develops, coordinates, reviews, and manages a long-term OCS environmental studies program related to renewable energy activities on the Atlantic OCS. The incumbent would serve in OREP's EBRE as a coordinator of environmental review and consultation processes mandated under NEPA and CZMA for renewable energy activities on the Atlantic OCS.</p>
<p>The position performs field work for the Atlantic Region as a physical scientist in OREP's Environment Branch for Renewable Energy (EBRE) conducting environmental reviews for Atlantic OCS renewable energy competitive and noncompetitive leasing processes and post-lease operational activities in compliance with the Clean Air Act (CAA), National Environmental Policy Act (NEPA), and other environmental laws.</p>

<p>The Executive Assistant to the Director is a critical position to ensuring smooth and efficient operations for the Director's Office. The incumbent is responsible for managing a suite of complex administrative functions for the Director, including their schedule, travel planning and reimbursement, ethics requirements for meetings and travel, briefing materials, and other critical services. They also manage administrative functions for a number of other staff within the Office of the Director, and serve as the back up to the Deputy Director's Administrative Assistant, ensuring that there is always administrative coverage for the Office of the Director. All of these duties have to be filled in order for the BOEM Directorate to operate.</p>	<p>No</p>	<p>No</p>
<p>Within the next eight months, OREP anticipates the submittal of up to four construction and operations plans for wind facilities offshore Rhode Island, Massachusetts, and Maryland, as well as a general activities plan for a transmission cable from Canada to Massachusetts. It is likely that all of these projects will require preparation of an environmental impact statement (EIS). These EISs will be in addition to OREP's NEPA compliance for lease issuance and site assessment plans. An additional NEPA coordinator within OREP is necessary in order to prepare these EISs concurrently as to not cause a delay to future leasing and wind energy projects.</p>	<p>No</p>	<p>No</p>
<p>Within the next eight months, OREP anticipates the submittal of up to four construction and operations plans for wind facilities offshore Rhode Island, Massachusetts, and Maryland, as well as a general activities plan for a transmission cable from Canada to Massachusetts. It is likely that all of these projects will require preparation of an environmental impact statement (EIS). These EISs will be in addition to OREP's environmental compliance responsibilities for lease issuance and site assessment plans. A physical scientist is necessary within OREP to prepare EIS analyses of potential impacts to physical resources, such as air quality. Without this position, EBRE would have to rely on assistance from other BOEM branches or offices, possibly delaying the completion of those EISs. In addition, the intern currently occupying this position has assisted in the coordination of the supplemental EIS for the Cape Wind Energy Project and management of multiple environmental studies for the Atlantic OCS. Therefore, without this position, projects like the supplemental EIS would be delayed or would not occur, such an environmental study on the meteorological impacts of wind facilities.</p>	<p>No</p>	<p>No</p>

DC and Denver

No	Yes	No
No	Yes	No
No	Yes	No



DC and Denver


DC and Denver


DC and Denver


DC and Denver


**GS-12 and Above Waiver Request (Outside Washington DC)**

<b>Bureau Name</b>	<b>Date of Request</b>	<b>Position Title</b>
BOEM	5/25/2017	Regional Supervisor, BOEM Alaska Office of Resource Evaluation

GS 12 and Above

<b>Grade</b>	<b>Location of Position</b>	<b>How long has position been vacant?</b>	<b>Is this position a supervisory position (yes/no)</b>
GS-0881/1350/1313-15	Anchorage, AK	1 year	Yes

**Brief Description of Position**

Major duties of the this position include: ensuring that all oil and gas resource assessments in the Alaska OCS are conducted incorporating the most current information; assuring that the public receives fair market value (FMV) for high bids received on tracts in the OCS and National Petroleum Reserve-Alaska; managing the pre-lease Geological and Geophysical (G&G) exploration permitting process; providing the necessary resource data to support lease sales; coordinating economic terms for these lease sales; preparing reports on the Alaska portion of the National Assessment; ensuring proposed G&G permit requests are technically reviewed; ensuring proprietary data are protected and properly handled in accordance with the regulations and official policies; managing G&G regulatory reviews performed on submitted OCS Exploration Plans (EP) and Development and Production Plans (DPP) to evaluate possible drilling hazards posed by surface and subsurface geologic conditions and man-made obstructions; ensuring proposed exploration and development are evaluated to insure conservation of resources; ensuring that worst case discharge values and pore pressure values are determined and documented for all EPs, DPP's and Applications for Permit to Drill (APD's); and, providing all subsurface investigations, evaluations, and reviews for Alaska OCS oil and gas projects including but not limited to EPs, DPPs, NEPA activities, and existing facilities/units.

<p><b>What is the mission impact if this position is not filled?</b></p>	<p><b>Is this a law enforcement position? (yes/no)</b></p>	<p><b>Is this a wildland fire position? (yes/no)</b></p>	<p><b>Does this position support public safety (yes/no)?</b></p>	<p><b>Does this position support energy priority?</b></p>	<p><b>Does this position support border priority?</b></p>
<p>The BOEM-Alaska Office of Resource Evaluation is composed of one manager (this position), two GS-14 supervisors (one is vacant) and 22 staff. Under the current situation (i.e. vacancies) this office is being managed under an ad hoc process, including a temporary reporting structure to supervisors outside of this program office and by "actings."                      This situation is directly impacting the timeliness of assignments, moral, and the strategic planning for managing the oil and gas and mineral resources on the Alaska OCS.</p>	<p>No</p>	<p>No</p>	<p>No</p>	<p>Yes</p>	<p>No</p>



GS 12 and Above

BOEM	5/25/2017	Supervisor, Resource & Economic Analysis Section, BOEM Alaska OCS Region
BOEM	5/23/2017	Petroleum Engineer
BOEM	5/25/2017	Biologist (Marine) (vice-Belter)
BOEM	5/25/2017	Biologist (Protected Species) (vice-Hernandez)
BOEM	5/25/2017	Biologist (Protected Species) (vice-London)
BOEM	5/25/2017	Interdisciplinary Environmental Scientist/Physical Scientist/Geologist/Oceanographer (Marine Minerals) (vice-Ashworth)
BOEM	5/25/2017	Supervisory Environmental Protection Specialist (vice-Gambino)

GS 12 and Above

GS-0881/1350/1313-14	Anchorage, AK	4 months	Yes
Series 0881, GS11/12/13	Camarillo, CA	4 months	No
7/9/11/12	New Orleans, LA	4 months	No
7/9/11/12	New Orleans, LA	14 months	No
9/11/12	New Orleans, LA	4 months	No
0028/1301/1350/1360- 13	New Orleans, LA	4 months	No
0028-14	New Orleans, LA	< 1 month	Yes

<p>The incumbent serves as the Chief of the Resource and Economic Analysis Section within the Office of Resource Evaluation, BOEM Alaska OCS Region. The principal duties of this position are to supervise the preparation of resource assessments to determine that they (oil and gas) are technically, as well as economically, recoverable; to create Exploration and Development (E&amp;D) Scenarios based on resource assessments for the Five-Year Oil and Gas Leasing Program and individual lease sales; to conduct Worst Case Discharge analyses; to conduct Fair Market Value analyses for BLM on bids received in OCS and National Petroleum Reserve Alaska lease sales; to review reservoir engineering practices to ensure conservation of resources; to test, review, and implement software for the Resource Evaluation Division in BOEM Headquarters; and to provide technical support to the Bureau of Safety and Environmental Enforcement (BSEE) by performing well casing analyses and assisting with oversight of drilling operations.</p>
<p>Perform reservoir engineering and analysis for the development of Pacific OCS oil and gas fields, estimate reserves, and other lease management and/or other technical engineering tasks.</p>
<p>This position is a marine biologist in the Biological Sciences Unit; it prepares pre- and post-lease biological environmental analyses for oil and gas related activities.</p>
<p>This position is a protected species biologist in the Biological Sciences Unit; it prepares pre- and post-lease biological environmental analyses for oil and gas related activities as well as participates in protected species consultation.</p>
<p>This position is a protected species biologist in the Biological Sciences Unit; it prepares pre- and post-lease biological environmental analyses for oil and gas related activities as well as participates in protected species consultation.</p>
<p>This position is an interdisciplinary position in the marine minerals program in the Office of the Regional Supervisor; it manages the marine mineral lease process; reviews, writes, and coordinates the NEPA analysis for marine mineral leasing; and manages the outreach and consultation process with state and federal agencies.</p>
<p>This position is a section chief position for the Biological and Social Sciences Section. The chiefs supervises the supervisors for the Biological Sciences Unit and the Social Sciences Unit as well as a number of other personnel.</p>

GS 12 and Above

<p>The BOEM-Alaska Office of Resource Evaluation is composed of one GS-15 manager (currently vacant), two GS-14 supervisors (one is this vacancy) and 22 staff. Under the current situation (i.e. vacancies) this section is being managed under an ad hoc process, including a temporary reporting structure to supervisors outside of this program office and by “actings”. This situation is directly impacting the timeliness of assignments, moral, and strategic planning for managing the oil and gas and mineral resources on the Alaska OCS.</p>	No	No	No	Yes	
<p>The Pacific is 1 deep in all positions. Without a petroleum engineer, the Region would not have the expertise to estimate reserves and perform reservoir engineering and analysis. This could impact decisions made by companies and the Regional office on a variety of oil &amp; gas activities, including the preparation of reserves estimates that may be used in the development of the 5-Year plan. It could also result in delays to processing Development &amp; Production Plan revision requests from companies, especially if we do not have the analytical expertise to develop worst case discharge analyses. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.</p>	No	No	No	Yes	No
<p>Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.</p>	No	No	No	Yes	No
<p>Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.</p>	No	No	No	Yes	No
<p>Negative impact on ability to ensure that mineral leases and offshore mineral activities continue.</p>	No	No	No	No	No
<p>Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.</p>	No	No	No	Yes	No

GS 12 and Above

BOEM	5/25/2017	Supervisory Environmental Protection Specialist (vice-Goeke)
BOEM	5/25/2017	Physical Scientist (Air Quality) (Selectee: Jose Hernandez, vice-Ensz)
BOEM	5/23/2017	Supervisory Mineral Leasing Specialist
BOEM	5/23/2017	Program Analyst
BOEM	5/23/2017	Program Analyst
BOEM	5/25/2017	Program Analyst
BOEM	5/25/2017	Geologist/Geophysicist (vice-J. Poyer)

GS 12 and Above

0028-14	New Orleans, LA	4 months	Yes
1301-13	New Orleans, LA	13 months	No
1101-14	New Orleans, LA	7 months	Yes
0343-9/11/12	New Orleans, LA	8 months	No
0343-12/13	New Orleans, LA	1 month	No
0343-13	New Orleans, LA	4 months	No
1350/1313-13	New Orleans, LA	1 week	No

GS 12 and Above

<p>This position is a section chief position for the Environmental Assessment Section. The chiefs supervises the supervisors for the NEPA Unit and the CZM Unit as well as a number of other personnel.</p>
<p>This is a Senior Air Quality (AQ) specialist position in the Physical/Chemical Sciences Section. The AQ specialist serves as the subject matter expert for reviewing, writing, and coordinating pre- and post-lease analysis for offshore oil and gas as well as reviewing, writing, and coordinating national and regional AQ policy; and serve as a COR overseeing AQ-related studies.</p>
<p>Chief of the Leasing and Financial Responsibility Section, overseeing the planning and holding of the oil and gas lease sales; and, overseeing the processing of various forms of financial assurance required by regulation of operators in order to conduct exploration and development of oil and gas on the OCS.</p>
<p>This position reviews and approves forms of financial assurance required by regulation to prevent the U.S. Government and U.S. Taxpayers from incurring costs related to offshore oil and gas exploration and development.</p>
<p>This position runs the national Oil Spill Financial Responsibility Program, to ensure that the "designated applicant" for a "covered offshore facility" has the financial resources necessary to pay for cleanup and damages that could be caused by oil discharges.</p>
<p>The Program Analyst position is responsible for all aspects of the budgetary process for the region including formulating and monitoring funding for fiscal year initiatives, operational costs, and salary/benefits. Regional point of contact for all contracting and reimbursable services agreements.</p>
<p>Assures receipt of Fair Market Value on OCS lands as mandated by the OCS Lands Act and its amendments by interpreting geological and geophysical data to identify and evaluate oil and gas prospects. Participant in the development of oil and gas resource assessments that provide estimates of undiscovered oil and gas resources.</p>

GS 12 and Above

Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.	No	No	No	Yes	No
Negative impact on ability to ensure that oil and gas lease sales are held and the negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an environmentally responsible way.	No	No	No	Yes	No
Negative impact on ability to ensure that oil and gas lease sales are held and the negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an economically responsible way.	No	No	No	Yes	No
Negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an economically responsible way, possibly leading to the U.S. Government and the U.S. Taxpayers incurring costs related to oil and gas exploration and development.	No	No	No	Yes	No
Negative impact on ability to ensure that oil and gas lease sales are held, and the negative impact on ability to ensure the “designated applicant” for a “covered offshore facility” has the financial resources necessary to pay for cleanup and damages that could be caused by oil discharges.	No	No	No	Yes	No
With an increase in regional workload and no increase in funding, a vacancy at this position will result in operational priorities not being met.	No	No	No	Yes	No
Without this position the timely and proper Fair Market Value evaluation of tracts bid upon during OCS lease sales would be imperiled. Prospect-specific data, maps, and analyses are essential to determine parameters for pre-sale and post-sale bid analyses. Proper Resource estimates supporting the analyses of the potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas will be impacted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.	No	No	No	Yes	No



GS 12 and Above

BOEM	5/25/2017	Petroleum Engineer (Incumbent-Edwin Batchelder)
BOEM	5/25/2017	Staff Geologist (Selectee: Kellie Cross, vice-Shepard)
BOEM	5/25/2017	Petroleum Engineer (Selectee: Craig Griffith, vice-Jennings)
BOEM	5/25/2017	Petroleum Engineer (Selectee: Luis Tapia, vice-Wiseman)

GS 12 and Above

0881-5/7/9/11/12	New Orleans, LA	N/A - Student position converting to permanent position via Pathways upon incumbent's graduation.	No
1350-14	New Orleans, LA	5 months	No
0881-13	New Orleans, LA	5 months	No
0881-12/13	New Orleans, LA	5 months	No

<p>Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities.</p> <p>Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market Value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.</p>
<p>Staff geologist for the entire Reserves Section ensures the requirements of the The OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies and training staff are met. Prepares oil and gas reserves reports and makes available to stakeholders. Coordinates, screens, and independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.</p>
<p>Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities.</p> <p>Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market Value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.</p>
<p>Performs Conservation information document reviews as required by 30 CFR 550.296-299 to ensure operators exploit all economic oil and gas reservoir accumulations discovered rather than producing only the most prolific zones and bypassing marginally economic zones. Develops a forecast of the lessee's production in numerous leases and conducts an economic analysis to estimate the value of the reserves to help determine determining a lessee's ability to carry out its decommissioning obligations per 30 CFR 556.53(d)(ii).</p>

<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Companies exploring and developing in the deepwater (&gt;400 m) GOM would leave significant oil and gas resources behind choosing to exploit only the most profitable reservoirs. Therefore, significant oil and gas resources will remain in the subsurface and the U.S. Government will not be fairly compensated. Companies would not be able to utilize oil and gas reserves in the determination of their companies financial strength; GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No

GS 12 and Above

BOEM	5/25/2017	Staff Geologist (NDAA appointment: Nancy Shepard, vice-H.Hooper)
BOEM	5/25/2017	Geologist/Geophysicist (vice-C. Poyer)
BOEM	5/25/2017	Geologist/Geophysicist (vice-Shanks)
BOEM	5/25/2017	Technical Information Specialist (vice-Bongiovanni)
BOEM	5/25/2017	Staff Geologist/Geophysicist (vice-Blum)

GS 12 and Above

1350-14	New Orleans, LA	4 months	No
1350/1313-12	New Orleans, LA	1 week	No
1350/1313-13	New Orleans, LA	2 weeks	No
1412-9/11/12	New Orleans, LA	3 months	No
1350/1313-13	New Orleans, LA	10 months	No

<p>Part-time reemployment under the National Defense Authorization Act to work as ePlans subject matter expert; educate and train replacement in maintaining the Reserves Inventory program in accordance with the Petroleum Resource Management System; apprise staff in the preparation of the Estimated Oil and Gas Report and Sand Atlas; train staff in the coordination, evaluation, and screening of Worst Case Discharge submittals; and train and mentor newly hired geologists and geophysicists.</p>
<p>Performs regional/OCS wide assessments of geologic plays that may have the potential for oil and gas resources. Provides the regional geologic framework and stratigraphy necessary to conduct resource and reserve estimation.</p>
<p>Geologist/Geophysicist in the Reserves Section ensures the requirements of the The OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies are met. Independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.</p>
<p>Seismic data is essential to developing oil and gas resource estimates. The technical information specialist is responsible for loading and managing geophysical data to be used by BOEM and BSEE geoscientists and for the public release and security of this data.</p>
<p>Assures receipt of Fair Market Value on OCS lands as mandated by the OCS Lands Act and its amendments by interpreting geological and geophysical data to identify and evaluate oil and gas prospects. Reviews work of others and trains newly hired employees within Unit. Critical participant in the development of oil and gas resource assessments that provide estimates of undiscovered oil and gas resources.</p>

<p>Continuity and development of the ePlans system, reserves inventory program, worst case discharge evaluation and screening, oil and gas reserves reporting, and training of newly hired employees will be imperiled. Additionally, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities would be impacted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Without a regional evaluation of geologic plays in the Gulf of Mexico, BOEM would be limited in its ability to conduct statutory and regulatory required mission processes such as resource assessment, reserve estimation, fair market value of tracts bid upon during a lease sale, G&amp;G regulatory reviews of plans and permits, and conservation of resource reviews. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Without the ability to maintain and develop Reserve estimates oil and gas resource assessments, bid adequacy determinations, and in reviews of industry plans and requests could not be conducted. Additionally, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Without this data and the ability to maintain and deploy this data, BOEM would be unable to properly conduct statutory and regulatory required mission processes such as resource assessment, reserve estimation, fair market value of tracts bid upon during a lease sale, G&amp;G regulatory reviews of plans and permits, and conservation of resource reviews. BSEE also relies on this data for Unitization reviews and conservation of resources reviews.</p>	No	No	No	Yes	No
<p>Without this position the timely and proper Fair Market Value evaluation of tracts bid upon during OCS lease sales would be imperiled. Prospect-specific data, maps, and analyses are essential to determine parameters for pre-sale and post-sale bid analyses. Newly hired staff would not be properly trained. Proper Resource estimates supporting the analyses of the potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas will be impacted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No



GS 12 and Above

BOEM	5/25/2017	Petroleum Engineer (vice-Wallace)
BOEM	5/25/2017	Petroleum Engineer (vice-Bates)
BOEM	5/25/2017	Staff Geologist/Geophysicist (vice-Palazzo)

GS 12 and Above

0881-12/13	New Orleans, LA	5 months	No
0881-12/13	New Orleans, LA	5 months	No
1350/1313-13	New Orleans, LA	3 months	No

Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities.

Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.

Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities.

Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market Value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.

Performs Conservation information document reviews as required by 30 CFR 550.296-299 to ensure operators exploit all economic oil and gas reservoir accumulations discovered rather than producing only the most prolific zones and bypassing marginally economic zones. Reviews work and trains staff.

<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Companies exploring and developing in the deepwater (&gt;400 m) GOM would leave significant oil and gas resources behind choosing to exploit only the most profitable reservoirs. Therefore, significant oil and gas resources will remain in the subsurface and the U.S. Government will not be fairly compensated. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]; DOI\_Office\_of\_Human\_Resource OS[doi\_office\_of\_human\_resources@ios.doi.gov]  
**Cc:** Julie Wozniak[jwozniak@usgs.gov]; Judy Nowakowski[jnowakowski@usgs.gov]; Joanne Taylor[jctaylor@usgs.gov]; Janice Shay[jhshay@usgs.gov]; Sutherland, Melody[msutherl@usgs.gov]; Loretta Pope[lpope@usgs.gov]; Jose Aragon[jaragon@usgs.gov]; William Werkheiser[whwerkhe@usgs.gov]; Rae, Kerry[kerry\_rae@ios.doi.gov]; Melanie A Clark[melanie\_clark@usgs.gov]; Kimberly Ann Dueling[kdueling@usgs.gov]  
**From:** Applegate, David  
**Sent:** 2017-06-30T16:41:24-04:00  
**Importance:** Normal  
**Subject:** USGS Hiring Waiver Requests for July 1 Deadline  
**Received:** 2017-06-30T16:50:49-04:00  
[USGS Hiring Waiver Requests - 070117 Submission.xlsx](#)

Mary,

Attached is the USGS submission to meet the July 1 deadline to request Deputy Secretary approval to fill positions as required in the April 14 memo on Hiring Controls.

All the positions contained in the spreadsheet have been carefully reviewed by our senior executives and certified for mission criticality and funding sufficiency. All would be supportable under the President's FY 2018 budget request and most are largely funded through reimbursable sources that are not affected by the request.

The internal justification prepared for each waiver request required our senior executives to demonstrate that alternatives had been considered, including whether there might be opportunities to fill this need in the short or long term through reassigning existing staff and whether the requested action is the best approach to filling this need or whether it could be met via a different appointment type such as temp, term or student hire. What you see here reflects only those positions that adequately provided such justification.

The attached spreadsheet has two tabs – the first is for GS-12-and-above hiring requests outside the DC/Denver metropolitan areas and the second is for DC/Denver-based positions. We are putting forward 21 waiver requests in the first category and 10 in the latter.

Eight of the 10 DC/Denver-based positions are located at field-based science centers that are not associated with either headquarters or regional office functions but represent front-line scientific activities. In all 10 DC/Denver cases, we have carefully considered whether there are alternate duty locations where the positions could be located and have determined that they are needed at these particular locations.

We have three DC/Denver re-submissions. One is a public-safety priority IT Program Manager at our 24/7 National Earthquake Information Center in Golden CO. This position represents unique expertise that must be located at this mission-critical facility. The other two are for Ethics Officers at our headquarters following two rapid retirements. We have revised justifications; given confidentiality and secure records needs, we feel these positions need to be at our headquarters.

The other public safety priority position in Denver that I want to highlight is a Radiation Safety

Officer with responsibilities including the USGS TRIGA nuclear reactor on the Denver Federal Center, making it imperative that the position be filled at this location.

Based on the feedback you provided for our earlier submissions, for each position located outside of DC/Denver we have considered whether there are DC or Denver staff who could be reassigned to perform the work. We have added a statement that there are no available staff in USGS with this particular skillset and grade level in the Washington DC or Denver metro areas. In most cases, the positions are highly specialized for which there is no equivalent expertise in any of our DC/Denver based centers.

Thank you for considering approval of waivers for these positions and please let me know if you have any questions.

Thanks,

Dave Applegate

-----  
David Applegate, Ph.D.  
Acting Deputy Director  
U.S. Geological Survey  
12201 Sunrise Valley Drive MS 111, Reston VA 20192  
703 648 6600 voice, 703 648 7031 fax  
[applegate@usgs.gov](mailto:applegate@usgs.gov)

**Outside  
Washington  
DC & Denver  
Hiring  
Requests - GS-  
12 and above**

<b>Bureau Name</b>	<b>Date of Request</b>	<b>Position Title</b>	<b>Grade</b>	<b>Location of Position</b>
USGS	06/19/17	Supv. IT Specialist	GS-14	Middleton, WI

**How long has position been vacant?**

**Is this  
position a  
supervisory  
position  
(yes/no)**

6 Months

Yes



## **Brief Description of Position**

The Compliance Branch Chief position will have oversight of IT Security (8 systems/subsystems) within the Water Mission Area (WMA) and serve as the WMA Information System Security Officer (ISSO), a required position within the Mission Area per Bureau and Department IT Security requirements. The impact on the mission if the position is not filled is that WMA will not be able to staff the required WMA ISSO position, will not provide policy and guidance to WMA System and Subsystem owners, and WMA takes on more risk in managing WMA systems in isolation rather than as a portfolio. USGS field and collaborators are dependent on many of these systems including the USGS National Water Quality Laboratory (NWQL), Hydrologic Instrumentation Facility (HIF), and multiple components of the National Water Information System (NWIS) including the NWIS-Time Series (streamflow data) run from the "OWI Cloud" security asset and NWIS Legacy systems (water quality, water use, site file).

**What is the mission impact if this position is not filled?**

**Is this a law enforcement position? (yes/no)**

The USGS Water Mission Area (WMA) Strategic Science Plan (USGS Circular 1383-G) includes "Strategy built around observing, understanding, predicting and delivering water science for the next decade by building new capabilities, tools and delivery systems to meet the Nation's water resource needs". Success in meeting these goals means maintaining data integrity and compliant information delivery systems which is the primary responsibility of this position. Position is covered through WMA Program funding. Compliance activities supporting IT Systems are a requirement to meeting the WMA mission. Ensuring targeted compliance activities for WMA information systems will minimize the risk of costly (in terms of staff time and reputation loss) system compromise situations. This is a new position in the WMA reorganization and the WMA ISSO requirement is new as of January 2017. There is a shortage of cybersecurity staff across USGS and the government, there is no GS14 available to reassign to this position. A permanent government position is required for this security-related position (not temp, term, student). As security is an ongoing function, there are no work timelines to adjust to make existing staff available for this need.

No

Is this a wildland fire position? (yes/no)	Does this position support public safety (yes/no)?	Does this position support energy priority?	Does this position support border priority?	Waiver #	Science Center
No	No	No	No	This is a re-submission. 2017-05-19T14	OSQI

<b>Region</b>	<b>Date DOI Approval</b>
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DO

USGS	06/19/17	Cyber Security Specialist	GS-13	Sioux Falls, SD
USGS	5/25	Physical Scientist	11/12	Flagstaff, AZ
USGS	5/26/2017	Supervisory Hydrologist	13	Rapid City SD, or Bismarck ND, or Grand Forks ND

6 months

No

2 years

No

6 months

Yes

This position plays a critical role in the Center management team and is concerned with conceptualizing, designing, and building a secure IT enterprise architecture to ensure the availability, performance, and security of mission critical, enterprise IT systems and services in accordance with the Federal Information Technology Acquisition Reform Act (FITARA). The Data Center Optimization Initiative (DCOI) mandates agencies “implement strategies to consolidate inefficient infrastructure, optimize existing facilities, improve security posture, achieve cost savings, and transition to more efficient infrastructure, such as cloud services and inter-agency shared services.” This position is the key position at the USGS Earth Resources Observation & Science Center (EROS) responsible for ensuring the Center meets DCOI and FITARA mandates on behalf of USGS and DOI. Failure to fill this position puts DOI/USGS and EROS at risk of failing to comply with FITARA and risks all EROS mission accomplishments as all projects and programs are dependent upon CITT to provide a secure IT environment.

This position is critical for helping the USGS Astrogeology Science Center (ASC) meet its obligations agreed upon under an interagency agreement between NASA and the USGS. The incumbent will play a key role in setting a long term vision for a planetary spatial data infrastructure that the USGS ASC is developing on behalf of the entire planetary science community.

The Data Chief directs and supervises the collection, compilation, analysis, and publication of hydrologic data in the Center. Plans work and sets priorities for completion, provides instruction and guidance in methods of collection, analysis, and interpretation of hydrologic data in the preparation and review of technical reports. Plans and develops hydrologic-data programs in cooperation with Federal, State, Tribal, and local entities. Responds to requests for information from the public and private sector, including during extreme events such as floods and droughts. Represents the U.S. Geological Survey at scientific meetings. Conducts investigations and prepares scientific reports.

This action is to backfill a position that has been modified to emphasize cyber security based on increasing requirements in this area and the necessity of planning IT security strategies into enterprise architecture. This position requires a dedicated full-time leader who is fully cognizant of the technology involved, the unique operations of the Center, Bureau, Department, other Federal Agencies and how they relate. Given the highly visible and critical responsibilities of this position in supporting vast EROS programs and projects and working directly with USGS and DOI staff, filling this position as quickly as possible is absolutely necessary.

No

Within the last couple of years ASC has experienced workforce turnover and has not been able to replace the needed photogrammetric expertise. Scheduled work has been delayed, which is impacting the ability for ASC to undertake potential funding opportunities. Fortunately, the lack of staffing has not yet jeopardized the working relationship with NASA and the planetary community; however, if ASC is not properly staffed to meet its deadlines it will lose its competitive edge leading to a strained relationship with NASA, a loss in stature within the planetary community and a decrease in funding.

No

This role of Data Chief contributes to all of the USGS Water Mission Area functions including minimizing loss of life and property as the result of water-related natural hazards, effectively managing groundwater and surface-water resources, and contribution to the wise physical and economic development of the Nation's resources. The field data collection network requires oversight and direct interaction with the Data Chief to ensure consistency of data, ongoing and accurate reporting of the data, and the safety of the employees. The Data Chief also has the responsibility of meeting with cooperators/customers in face-to-face meetings. Without someone in this role, there is a strong risk that with time the mission objectives within our Center would degrade. The Dakota Water Science Center is a recently merged Center ( two Centers into one) and where there were two previous Data Chiefs, there currently is a vacancy. The Center is also focused on limiting hiring, has a staffing plan where this position can be filled from within, and this completes the organizational staffing alignment. This position would be advertised within USGS, local commuting area and FTE neutral.

No



No	No	No	No	2017-06-09T10	EROS
No	No	No	No	2017-05-25T15:51:58	Astrogeology
No	Yes	No	No	<u>2017-05-26T07:02:46</u>	<u>Dakota WSC</u>

CLU

SWR

MWR

USGS	5/26/17	Interdisciplinary Supervisory Biologist, Engineer	13/14	Madison, WI
USGS	6/6/17	Physical Scientist	GS-7 (FPL 12)	Urbana, IL

New position from reorganization

Yes

0 mos

No

The Branch Chief for Science Support is responsible for the operation and maintenance of the physical facility in Madison WI (an owned federal facility), the leased space in Honolulu for the Field Station, for the management and operation of the Animal Care and Use Program (ACUP), for the operation of the safety and biosafety programs, and serves as an Alternate Responsible Official (ARO) for the Center Select Agent Program (CSAP). This position directly supervises the Facility Manager, the Animal Services Manager, the Center Veterinarian, and the Biosafety Officer. The Facility Manager supervises Maintenance Mechanics and manages the day-to-day operation of the physical facility. The Animal Services Manager supervises the animal care staff and manages the day-to-day care of experimental animals to meet requirements of regulations governing the care and use of animals in scientific studies. The Center Veterinarian is the Attending Veterinarian and provides veterinary services for experimental animals. The Biosafety Officer oversees and implements the safety and biosafety programs and assists the ARO for the CSAP.

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GS-7 Physical Scientist permanent position to support field activities in water-quality modeling and innovative tool development.

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The National Wildlife Health Center is a mission-essential facility and conducts work to investigate, respond to, and manage biological threats associated with wildlife. Due to increasing oversight of biosafety, use of Select Agents, animal care and use, and the ageing facilities in Madison these functions require a full time person to manage these work units. It is anticipated that oversight and regulatory and reporting requirements will continue to increase. If not filled the center risks loss of registration with the CDC to work with Select Agents. The facility, which is essential to maintaining biocontainment, will deteriorate and essential repairs and preventive maintenance will not be completed in a timely manner. Failure to fill this position jeopardizes the continued research and diagnostics functions as well as prevents the NWHC from meeting its obligations as a mission essential facility. This recruitment is FTE neutral. This is a specialized position and a wide search for candidates will be necessary to find a suitable incumbent.

No

This position provides critical field support in (1) modeling flow at ungaged streams across the Midwest, and (2) modeling the impact of best management practices in the Great Lakes. During real-time hydrologic events the position is needed for local immediate response and support. This position requires expertise and specialized skillset on water-quality instruments, data collection, and analysis. Efforts have been made to bring in this skillset with reassignments and details, but contacts/resources for other Centers either don't have the skill set required or are committed to other projects and not available. The immediate local response and support for water events that this position provides precludes remote employment. The position will be advertised locally and anticipate it to be FTE neutral hire.

No

No	Yes	No	No	2017-05-26T09_42_55	National Wildlife Health Ctr
No	Yes	No	No	2017-06-06T09_39_47	IL IA WSC

MWR

MWR



USGS	6/20/17	Research Toxicologist	GS 12 (FPL 15)	La Crosse, WI
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Since 4/26/16

No

The position will support ongoing and immediate research needs to evaluate methods and technologies to selectively deliver chemical agents to Asian carps, dreissenid mussels, and crayfish to control their populations and to prevent their spread into new ecosystems.

This action is FTE neutral as UMESC anticipates several key research scientist retirements within the next year. With the expected retirements and without recruiting for this position, USGS will not be able to effectively develop and deliver new control tools to manage aquatic invasive species. USGS will not have the capacity to address toxicological questions regarding the use of existing tools to control and manage aquatic invasive species. This position will be advertised using Merit Promotion and Delegated Examining Unit procedures. Merit Promotion candidates will be given priority. The position is a senior level professional assigned responsibility to design, construct, and complete laboratory and field investigations of potential chemical and physical technologies to control AIS. The incumbent will be competent in the required knowledge, skills, and abilities to efficiently carry out the assigned duties with minimal supervisory oversight. A non-personal services contract was considered but discounted having determined that the position was inherently governmental. Development of a research work order with a university was considered but discounted. The methods that will result from the supported research are potentially litigious and do not lend themselves to validation within the university setting. Additionally, reimbursable funds supporting this position are from numerous project agreements and placement of various project requirements at a university would likely encumber substantially higher costs, i.e., from indirect costs, than are available.

A thorough review of immediate USGS-UMESC staff was conducted. As a result of the review, it was determined that staff with the required skill set were not available. A similar review of underfunded staff within the Midwest Region was completed and staff with the required skill set were not available."

No

No	This position indirectly support public safety through the management of aquatic invasive species, some of which (such as Silver Carp) pose risks to public safety. The tools and methods which the selectee will implement are applicable to public safety.	No	No	2017-06-06T09_59_17	UMESC
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MWR

USGS	6/19/2017	Ecologist	12/13	Madison, WI
USGS	6/20/17	Supervisory Fishery Biologist (Eastern Branch Chief)	GS-13/14	Cortland, New York

New position replacing Wildlife Biologist  
Researcher

Yes

3 months

Yes



Principal investigator and team leader in a variety of studies that relate to the population impacts and adaptive management of wildlife disease to various taxa and ecological relationships. The specific research assignment places a particular emphasis on the use of decision analysis and theory to frame and inform wildlife disease management problems, and articulate and integrate the scientific and policy aspects into resource management decisions. This work requires novel approaches that integrate wildlife biology, ecology, mathematics, probability, statistical theory, epidemiology, and decision analysis to address difficult, often intractable, questions in both theoretical and applied ecology.

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The Eastern Branch Chief would be located in Cortland, New York. This position also serves as Station Chief for the Tunison Laboratory of Aquatic Sciences and supervises the staff there as well as first line supervisors located in Oswego, New York, and Sandusky, Ohio. This Branch Chief position provides critical day-to-day oversight of fisheries science and related fish culture activities as part of a multi-government network charged with restoring native fishes to Lake Erie and Ontario. The Branch Chief also serves to oversee and support the Great Lakes deepwater fisheries program in cooperation with local and regional partners on Lake Erie and Lake Ontario.

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Emerging infectious diseases require rapid responses for effective management. However, as their name implies, these diseases are emerging or new for a place or species. This juxtaposition of the need for sound and transparent decisions in the face of uncertainty is a primary focus of the field of Decision Science. The diagnostic and epidemiological needs of agencies tasked with managing current and on-going disease threats (e.g., white-nose syndrome in bats, salamander chytrid in amphibians, and chronic wasting disease in deer) are currently supported by USGS NWHC. However, a key component for management is assisting these agencies with how to use the science to make real-world decisions that may differ by region or species and balance it with public opinion, funding limitations, and agency directions or priorities. Although several USGS science centers currently offer Decision Science capabilities (e.g., USGS FORT and Patuxent) their staff have reached maximum capacity and are unable to take on new projects in the rapid timeframe needed by the emerging disease field. Additionally, the decision support capabilities in USGS are specific for population management of highly managed or listed species. Although many of the decision support processes are similar, working with the complex decisions in wildlife disease management requires additional expertise in epidemiology, disease ecology, and disease management practices, which is a specific subset of expertise currently available within the USGS decision support workforce.

No

This will be an FTE neutral action to backfill a retiring supervisory scientist. The USGS/GLSC has evaluated the need for this position in light of the President's budget and workforce characterized in the draft 2017 Voluntary Separation Incentive Program (VSIP). If this position were left vacant science leadership to the deepwater fisheries science program would be compromised, staff support would be impacted, partnerships with MOUs/MOAs agencies and reimbursable funding important to USGS could be lost, and important time-sensitive administrative functions would likely go incomplete or experience substantial delays. This position has skill sets unique to the mission area and Great Lakes region that includes eight States, the Province of Ontario, Canada and relationships to many Native American Indian Tribes. The Great Lakes Region's international geography and immense size, makes governance over this area highly complicated. It is critically important that the Bureau fills this position with the most qualified individual on par with seniority and possess the necessary experience and breadth of knowledge of the geographical area. However, this is not always possible as the skillset needed for this position is not available within the GLSC without external recruiting. A candidate in the DC or Denver duty station can be considered for the Cortland duty location under the condition the employee is able to be reassigned based on skill level and abilities. This position requires a level of stability and inherently governmental responsibilities that is not appropriate using contracting or temporary mechanisms.

No

No	No	No	No	2017-06-19T11:48:25	National Wildlife Health Ctr
No	No	No	No	2017-05-31T11:52:00	Great Lakes Science Ctr

MWR

MWR

USGS	6/20/2017	Supervisory Fishery Biologist or Supervisory Ecologist (Coastal Branch Chief)	GS-13/14	Chesterton, Indiana or Ann Arbor, Michigan
USGS	06/06/17	IT Specialist (Network)	13	Menlo Park, CA

3 months

Yes

6 months

No

This position is charged with deploying the USGS, Ecosystem Mission function with an emphasis on coastal sciences. This position could be located in either Ann Arbor, Michigan or Chesterton, Indiana. The Coastal Branch provides science support to other DOI Bureaus and science to support DOI trust resources. This Branch Chief oversees and supports science designed to answer critical questions facing the management of National Parks, US Fish and Wildlife Service Refuges, as well as rare, threatened and endangered animals and their habitats.

Directs analytical studies of LAN performance to ensure optimal performance of USGS services such as protected server zones, Wireless networks, DHCP, Web services, VOIP and Active Directory. Serves as the Lakewood, CO or Menlo Park, CA Lead Network Administrator and serves as technical Local Area Network (LAN) expert with the USGS, participates on USGS Wide Area Network (WAN) technical teams, supporting the transport of data across USGS LANs, WAN and Internet. Leads and directs the implementation of major LAN projects for OEI, redesigning network infrastructure in response to USGS, DOI, DHS and OMB security mandates and requirements, change in network technologies or network requirements.

This will be an FTE neutral action to replace a departing supervisory scientist. The USGS/GLSC has evaluated the need for this position in light of the President's budget and workforce characterized in the draft 2017 Voluntary Separation Incentive Program (VSIP). If this position were left vacant, important science leadership, staff support, and partnerships important to USGS would be compromised, and important time-sensitive administrative functions would likely remain incomplete or experience substantial delays. This is a critical position and needs to be filled. Any vacancy previously occupied as a result from filling this position will remain unfilled. We have been actively exploring other opportunities to reassign additional duties within the GLSC and across work unit boundaries. A candidate in the DC or Denver duty station can be considered for the Ann Arbor or Chesterton duty location under the condition the employee is able to be reassigned based on skill level and abilities. This position requires a level of stability and inherently governmental responsibilities that is not appropriate using contracting or temporary mechanisms.

No

The OEI Organization has analyzed/employed workforce strategies that include distribution of work, workload reassignments and leveraging students and contractors. The organization has prioritized projects, delaying projects and activities, deferring maintenance of systems and services, completed business process reengineering, outsourcing services and support and workforce reshaping to minimize financial impact. Upon approval of this waiver, we use an internal recruit approach as the primary option for filling this position with a very competitive pool of candidates within the major USGS Centers in the Denver Federal Center and Menlo Park area.

No



No	No	No	No	2017-05-31T11:52:00	Great Lakes Science Ctr
No	No	No	No	2017-03-15T08	OEI

MWR

DO

USGS	06/12/17	Supervisory IT Specialist	14	TBD (OH, WI, CA, TX)
USGS	05/26/17	IT Specialist, Supervisory	11/12	Madison, WI

6 months

Yes

Since 12/31/2016

Yes

Directs analytical studies of LAN performance to ensure optimal performance of USGS services such as protected server zones, Wireless networks, DHCP, Web services, VOIP and Active Directory. Serves as the Information System Security Officer (ISSO) for Headquarters Water Mission Area (WMA) systems ensuring the appropriate operational security posture is maintained for the information systems and subsystems and works in close collaboration with the System Owners and Subsystem Owners to mature the security stance of WMA systems. Builds a network and maintains contacts with Bureau and Department IT Security staff. Promotes awareness of security issues among management and ensures sound security principles are reflected in the organization's vision and goals. Tracks security aspects for HQ WMA subsystems including the status of vulnerability management, security document management, compliance activities, Plan of Actions and Milestones (POA&Ms), and changes to subsystem owners or security managers. Develop, implement and manage common business practices in information security infrastructure that support and reinforce the integrity of USGS data and information, and the secure delivery of such to WMA customers and clients. Oversee the implementation information security contingency plans and disaster recovery procedures. Works with System Owners, Subsystem Owners to assess security events to determine impact and implement corrective actions. Advises on methods of gathering, analyzing, and preserving evidence of security events.

This position serves as the lead IT Specialist for the the center ensuring that all information technology systems and phone systems are functioning as needed and are within USGS and DOI regulations and policies. This core support function is vital for the consistent and efficient operations of the center's computer network and phone systems.

The Compliance Branch Chief position will have oversight of IT Security (8 systems/subsystems) within the Water Mission Area (WMA) and serve as the WMA Information System Security Officer (ISSO), a required position within the Mission Area per Bureau and Department IT Security requirements. The impact on the mission if the position is not filled is that WMA will not be able to staff the required WMA ISSO position, will not provide policy and guidance to WMA System and Subsystem owners, and WMA takes on more risk in managing WMA systems in isolation rather than as a portfolio. USGS field and collaborators are dependent on many of these systems including the USGS National Water Quality Laboratory (NWQL), Hydrologic Instrumentation Facility (HIF), and multiple components of the National Water Information System (NWIS) including the NWIS-Time Series (streamflow data) run from the "OWI Cloud" security asset and NWIS Legacy systems (water quality, water use, site file). The position is funded through FY17 appropriated Water Program funding fulfilling the duties of the Water Mission Area, Office of Water Information (OWI) Security Lead. In FY18, as part of the planned reorganization of the Water Mission Area, this position will move into the newly established Office of Chief Operating Officer (OCOO), Enterprise Technology Branch (ETO), Compliance Branch. There is a critical need to fill the position to provide oversight of various security-related issues as ISSO including addressing vulnerabilities on WMA IT systems which must be addressed in certain timeframes.

No

The absence of this position in NWHC would result in failures of the information technology infrastructure and phone systems. As a result NWHC would not be able to fully operate as our security systems, which is a requirement of our Federal Select Agent Program registration, depend on our technology infrastructure including our alarm systems and building security. This would jeopardize the mission essential functions of the Center and the continued research and diagnostics work, building security, and monitoring of facilities and equipment. The stoppage of work would prevent the Center from meeting its mission essential functions and obligations to protect this nation from biological threats.

No

No	No	No	No	2017-05-30T20	WMA
No	No	No	No	2017-05-26T10-31-57	National Wildlife Health Ctr

MWR



USGS	06/21/17	Supervisory IT	14	TBD (outside of DC/Denver)
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New Position

Yes

The Engineering Branch Chief position will have oversight of software development methodologies used within the Water Mission Area (WMA), coordinate the use of development best practices across divisions, collaborates with the field and partners to develop approaches to meeting data storage, analysis, integration, access needs of USGS and collaborators on shared government infrastructure and within a cloud environment, provide senior IT Lead project management services for national-level projects such as National Water Information System (NWIS) Modernization in addition to other Lead responsibilities. The impact on the mission if the position is not filled is that best practices, policy and guidance to WMA software developers, and senior technical leadership would be unavailable to support WMA information system delivery efforts resulting in a portfolio of stove-piped systems with divergent development pedigrees requiring more attention overall to manage and maintain. The Engineering Branch Chief position will provide critical technical leadership and management in implementing software development lifecycle best practices and techniques using agile methodologies. This position is responsible for the management, coordination, and oversight of software development for WMA applications and systems, and for leading a team of IT professionals who perform software development.

The position is initially funded through FY17 appropriated Water Program funding prior to onboarding 10/1/17 (as part of the planned FY18 reorganization of WMA) into the newly established Office of Chief Operating Officer (OCOO), Enterprise Technology Branch (ETO), Engineering Branch. There is a critical need to fill the position to provide oversight and guidance to a cohesive and efficient information system development process for WMA. Success in meeting Water Mission Area goals means development of systems capable of providing data, information, and tools about water science. The purpose of this position is to facilitate the development of robust, reliable, functional systems to meet the Water Mission Area's needs. Demonstrated ability to work across divisions (with science, development, operations, infrastructure, and compliance staff), technical experience, and ability to collaborate on strategic vision are a qualifications needed to succeed in the position and are not known to exist in current USGS staff; there is no GS14 available with the expertise needed to re-assign to this position. A permanent government position is required for this position (not temp, term, student). As delivery of water science information systems is a stated goal for WMA including modernization of key systems like NWIS, there are no work timelines to adjust to make existing staff available for this need.

No

No	No	No	No	2017-05-30T21-28	WMA
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USGS	07/01/17	Hydrologist (Assistant Director for Hydrologic Data)	GS-14	Tacoma, WA
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Position vacant since 11/14/2016 - This position was advertised as "USGS employees only" for one month in December 2016. The Center made a special effort to reach as many employees as possible by sending an e-mail vacancy announcement to all USGS Water Mission Area employees. Six employees applied and none were from the D.C. and Denver metro areas. The Center assembled a committee that interviewed all applicants and selected the best-qualified candidate on May 5. The selected candidate is the Surface-Water Specialist (GS-13) in the Center. With his selection to this GS-14 position, his current and Assistant Director duties will be combined into one position. This will reduce the Center FTE count by one and because the best-qualified candidate is in-house, there will be no relocation costs.

Yes



This Assistant Director (AD) position requires a highly experienced hydrologist with excellent technical, communication, budget and managerial skills. The AD provides technical oversight and manages the Center's \$6.5M network of more than 350 streamgages in Washington and northeastern Oregon, working with 60 federal, tribal, state and local partners who fund more than 70% of the network and this position. The AD also provides technical oversight of water monitoring in support of the Boundary Waters Treaty with Canada. In cases of flooding, the AD is the major USGS spokesperson in Washington State and works closely with the National Weather Service (NWS), Federal Emergency Management Agency (FEMA), and state and local emergency responders to help ensure public safety and limit property damage.

If this Assistant Director (AD) position is not filled, the USGS may not meet its hydrology-related mission in Washington State. Specifically, collection of reliable, continuous 24/7 streamflow data will be at risk due to lack of oversight and USGS will not be able to meet its commitments to partners who fund more than 70% of the streamgage network and the AD position. Without this data, the following day-to-day partner operations are jeopardized: crop irrigation, hydroelectric power generation, dam safety, municipal drinking-water supply, ecosystem management, and others. In addition, the USGS may not be able to provide critical data to help the NWS, FEMA, and emergency responders during flood response, thereby putting lives and property at risk.

No

No	Yes	No	Yes	This is a re-submission of #545.	WAWSC

NW

USGS	06/27/17	Program Analyst (TSSC Contracting Officer Rep)	13	Souix Falls, SD
USGS	3/28	Supervisory Hydrologist	15	Austin, TX
USGS	5/1	Hydrologist	13	Albuquerque, NM

N/A	No
3 months	Yes
3 months	No

This position serves as the Contracting Officer's Representative (COR) for the TSSC (the largest contract with the Department of the Interior comprised of over 40 task orders) and serves advisor for eight other COR/COTRs based in other branches at EROS. Works with all COR/COTRs to coordinate communication and policy implementation to ensure consistency across the Center. Develops and presents Analysis of Alternatives (AoA), Cost Benefit Analysis (CBA), and/or Decision Papers to senior staff. Collaborates with Project Managers, Task Managers, and their respective supervisors and Branch Chiefs to correlate key elements throughout the Center in order to identify gaps and eliminate duplication. Determines what mission requirements can and can't be accomplished via contract and advises project and program managers on how to effectively define their requirements. Responsible for verification that the SOW includes all applicable and required elements of work, including advanced satellite systems engineering, earth science research and applications, remote sensing data acquisition and archiving, information access technologies, a wide range of complex computer operations, and product generation. Provides extensive mentoring, training, and guidance to project and program managers to define and convert their work requirements into Task Orders. Applies extensive knowledge of Work Breakdown Structures and overall project management to ensure the lifecycle elements are represented in the numerous Task Orders (TOs). Arranges for and oversees the surveillance and inspection of work quality.

Director of the Texas Water Science Center

Serves as the Surface-Water Specialist for the Center ensuring the rigorous standards and procedures within the USGS are followed. Incumbent will also need to be an expert in the field of real-time and discrete surface-water data and interpretations.

<p>This position was originally filled at the GS-12 level but has since been classified at the GS-13 level due to the scope and complexity of duties required. More than one GS-0343-12 EROS employee would qualify for this position at the GS-13 level, so an accretion is not appropriate. Therefore, the position should be advertised internal to EROS applicants only. Upon a selection the remaining employees will be realigned so there are no vacancies to backfill, no additional FTE required. Failure to fill this position risks uneven application of contract policies and procedures at EROS as well as the timely review and submission of statements of work, invoices, and other key documentation. Consequences of late or incomplete submission of these documents can result in work stoppage, substantial fees due to late payment and other disruptions. Failure to fill this position would result in inadequate oversight of the Technical Support Services Contract program.</p>	No
<p>The Texas Water Science Center is one of the largest centers in the USGS with 175 employees and a budget of \$23 million and requires a Director for effective management and oversight. This is also the lowest level of authority permitted to enter into financial agreements with external entities, a major requirement for any Water Science Center with a large portfolio of reimbursable funding. NEW: This position requires a unique skill set developed within USGS Water Science Centers. There are no qualified and available candidates in DC or Denver. However, there are known interested and very well-qualified candidates within the Texas Water Science Center.</p>	No
<p>Discipline Specialists such as the Surface-Water Specialist are critical to maintaining the scientific integrity of the USGS Water Science Centers. These positions serve to communicate fundamental science practices to WSC staff and verify scientific work conducted by WSCs follow the rigorous standards and procedures established by the USGS and the Water Mission Area. An excellent candidate is available within the NM WSC. If that candidate is selected, their current position will be eliminated and not backfilled.</p>	No



No	No	No	No	2015-06-16T13	
No	No	No	No	This is a resubmission for 2017-03-28T13:44:25 from	Texas WSC
No	No	No	NO	This is a resubmission for 2017-05-01T10:06:15	NM WSC

SWR

SWR

USGS	5/1	Hydrologist	12/13	Albuquerque, NM
USGS	11/22	Hydrologist	13	Yuma, AZ

3 months

No

NA

Yes

Serves as the Water-Quality Specialist for the Center ensuring the rigorous standards and procedures within the USGS are followed. Incumbent will also need to be an expert in the field of real-time and discrete water-quality data and interpretations.

Yuma Area Office Chief. The Office Chief plans, designs, and operates designated hydrologic data collection networks, such as stream-gaging stations, observation wells, and water quality sampling stations. Serves as principal liaison with section's customer base. Oversees both technical and administrative operations, and manages the office's budget. Coordinates activities, as needed, with other data collection sections, hydrologic study groups, and external organizations. It is very difficult to get current USGS employees to move to Yuma AZ. There is currently an excellent candidate (interested and qualified) for this position already employed in the Yuma Office.

<p>Discipline Specialists such as the Water-Quality Specialist are critical to maintaining the scientific integrity of the USGS Water Science Centers. These positions serve to communicate fundamental science practices to WSC staff and verify scientific work conducted by WSCs follow the rigorous standards and procedures established by the USGS and the Water Mission Area. NEW: An excellent candidate is available within the NM WSC. If that candidate is selected, their current position will be eliminated and not backfilled.</p>	<p>No</p>
<p>Not filling this position could jeopardize the USGS ability to fulfill its role set in 1964 Supreme Court Decree to collect and publish streamflow data on the lower Colorado River. Which could lead to the United States not meeting its treaty obligations to Mexico.</p>	<p>No</p>

No	No	No	NO	This is a resubmission for 2017-05-01T10:35:00	NM WSC
No	No	No	NO	This is a resubmission for 2016-11-22T14:52:12	AZ WSC

SWR

SWR



**Inside DC and  
Denver Hiring  
Requests - all  
grades**

<b>Bureau Name</b>	<b>Date of Request</b>	<b>Position Title</b>	<b>Grade</b>	<b>Location of Position (DC or Denver)</b>	<b>How long has position been vacant?</b>	<b>Is this position a supervisory position (yes/no)</b>
USGS	07/01/17	IT Program Manager	GS-13	Golden, CO	3 years	Yes

**Brief Description of Position**

This position provides the technical and managerial oversight that is needed to sustain the operations of the National Earthquake Information Center (NEIC) in Golden, CO. The NEIC is the Nation's only authoritative source for global earthquake information, and is a mission-critical 24X7 operation directly supporting public safety. This the highest-highest priority IT vacancy in USGS. The position is a field vacancy. The NEIC is part of the Geologic Hazards Science Center (GHSC) and is a field office located on the Colorado School of Mines campus, in Golden, Colorado.

The incumbent of this position supervises 10 employees physically located in Golden and oversees the operation of a very complex computing environment housed there, thus demanding that the position be physically located in Golden, CO.

**What is the mission impact if position is not filled? How does filling position support on-the-ground mission delivery?**

To support the NEIC, the GHSC operates a highly complex computing environment with some of the most advanced computing technology in the Department. It does this to support its statutory responsibility for monitoring and reporting on earthquakes on a 24 x 7 basis. As part of the NEIC computing environment, over 7,000 channels of seismic data from over 2,500 USGS-operated and non-USGS contributed stations around the world feed into the earthquake monitoring and detection systems continuously (daily data rates exceed 35 GB per day). The data are analyzed within a virtual infrastructure that employs 94 physical servers supporting 203 virtual machines. A hot backup is operated remotely and web infrastructure utilizes the EROS Data Center to ensure redundancy and 99.999% up time. In addition to supporting the monitoring and detection of earthquakes, the NEIC computing environment also supports a number of applications that deliver real-time products, customized for different user groups including FEMA, the White House Situation Room, the Department of State, the U.S. Nuclear Regulatory Commission, the Federal Highway Department, numerous state transportation departments, critical facility operators, a number of Fortune 500 companies, schools, and the leading insurance and financial institutions around the world. NEIC also supports applications that send out earthquake notifications to the general public via its web site and a notification service that has over a half million subscribers. The website is typically the top federal web site during times of catastrophic earthquake response. Seismic data aggregated at the NEIC are relayed to other federal partners and are key to their mission critical operations. In particular, NEIC forwards its seismic data to the NOAA Tsunami Warning Centers to support their tsunami monitoring and reporting role, and to the Air Force Technical Applications Center, which has the U.S. responsibility for nuclear test ban verification monitoring. To oversee this mission-critical NEIC computing operation, the GHSC requires the approval to fill a vacant senior IT Program Manager position. The incumbent of this position must have exceptional technical background and expertise. Because of the unique and complex computing environment of the NEIC, the experience and technical expertise required for this position is not easily found in other DOI Bureaus. The GHSC has advertised twice across the department to fill this position. This position has been advertised Department-wide two separate times – once in 2015, and then again in 2016. In 2015, we only received three applicants, so we cancelled the vacancy. For the second announcement, we circulated the announcement widely through our DOI-sister Bureaus; our Chief Technology Officer contacted ACIO's of different DOI Bureaus and explained the position, needed skill sets, and

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Is this a law enforcement position? (yes/no)	Is this a wildland fire position? (yes/no)	Does this position support public safety (yes/no)?	Does this position support energy priority?	Does this position support border priority?	Waiver #	Science Center	Region
No	No	Yes	No	No	Resubmission of #310	GHSC	NW

**Date DOI  
Approval**

USGS	6/5	Data Manager	12/13	Ft Collins, CO	Currently occupied	No
USGS	07/01/17	Health Physicist	GS-13	Lakewood, CO	3 months	No
USGS	06/06/17	IT Specialist (Network)	13	Denver, CO	6 months	No

The Fort Collins Science Center works develops over 200 products per year (publications, datasets, software). This position: research, architect, and implement cost-effective data and project lifecycle management efforts; research and implement new data provenance capture and visualization technologies; design, develop, and release software tools to facilitate data review and metadata development; ensure FORT data collection and generation efforts conform to all USGS and federal data quality and release policies, including metadata generation and validation; develop and deliver presentations and documentation on FORT data, software, and project management efforts. The Fort Collins Science Center Data Manager position is responsible for both digital and non-digital work products at the Science Center. A critical part of the job is to ensure that physical samples are reviewed, categorized, and preserved if appropriate. These artifacts include tree cores, paper survey forms, sage grouse feathers, samples for genetic analysis, species collections and field notebooks. The Data Manager must be located in Fort Collins, Colorado, to perform artifact evaluation and validation, as well as ensure the correct subset of these physical samples are preserved. Currently, the Center has no permanent Federal staff with the appropriate skills available to fill this position.

The Health Physicist position serves as the Radiation Safety Officer (RSO) who leads the Radiation Safety Program for the bureau. This position is tasked with affecting the health and efficiency of employees and the promotion of radiation safety program directed toward risk prevention, as well as connection of health hazards, and other factors that may result in injury or death to persons, damage to property or impacts to the environment. The incumbent also administers the Nuclear Regulatory Commission (NRC) Type A National broad scope license and general materials license programs within the bureau. Without this position, the USGS would be unable to operate under the NRC license and scientific research that uses radioactive materials would be halted until an alternative is developed, submitted to the NRC, and approved. The key elements of this position requiring placement in Denver include performing surveys and swipes for Radiation Use Permit (RUP) 61, regularly interfacing with the TRIGA Reactor, and performing analytical services for radiological swipes and leak tests for all RUPs at the USGS using the Radiological Analytical laboratory. The current structure requires the acting employee to travel to Denver, CO on a monthly basis, with additional trips as needed to ensure all these tasks are effectively completed. This is resulting in a \$24,000 to \$30,000 increase to the budget, which almost doubles the budget allocation associated with the Health Physicist position. This would not be a cost effective way to execute the position on a long term basis.

Directs analytical studies of LAN performance to ensure optimal performance of USGS services such as protected server zones, Wireless networks, DHCP, Web services, VOIP and Active Directory. Serves as the Lakewood, CO or Menlo Park, CA Lead Network Administrator and serves as technical Local Area Network (LAN) expert with the USGS, participates on USGS Wide Area Network (WAN) technical teams, supporting the transport of data across USGS LANs, WAN and Internet. Leads and directs the implementation of major LAN projects for OEI, redesigning network infrastructure in response to USGS, DOI, DHS and OMB security mandates and requirements, change in network technologies or network requirements.

Without data management support FORT will be unable to reliably conform to new USGS and Federal policy. Individual projects would be forced to staff a position for their work alone, causing excessive project costs and inconsistent application of policy. Consolidating that function at a Center level will provide FORT projects considerable fiscal and compliance relief.

The Director of the USGS has made commitments to the Nuclear Regulatory Commission (NRC) to manage and control licensed radioactive materials, and has assigned responsibility to the Radiation Safety Committee and the RSO to administer an effective Radiation Safety Program. Due to the Program's complexity, a full-time position filled by a knowledgeable RSO is vital to successfully meeting this commitment. The position is located at the Denver Federal Center to provide local support for several operations that fall under the position's scope, as well as utilize the unique Radiological Analytical Laboratory, located in the Denver Federal Center, to perform equipment calibration and radioactive sample analysis services for all Radiation Use Permit operators within the USGS. There are no other laboratories where this function could be performed due to the specialty equipment needed. Without that support, the USGS may fail to maintain regulatory compliance, which could lead to cited violations, suspension, and possible fines. The USGS could also face possible laboratory shut down and be held accountable for potentially exposing the public to radioactive materials for failure to comply. Filling the position helps ensure that the mission-critical research relying on radioactive isotopes, such as geochronology, geochemistry, well logging, tracer-isotope studies, core-analysis, and elemental-uptake studies, is completed safely and in manner compliant with Federal regulations. This position has a direct impact on the USGS mission in regards to Energy and National Security.

The OEI Organization has analyzed/employed workforce strategies that include distribution of work, workload reassignments and leveraging students and contractors. The organization has prioritized projects, delaying projects and activities, deferring maintenance of systems and services, completed business process reengineering, outsourcing services and support and workforce reshaping to minimize financial impact. Upon approval of this waiver, we use an internal recruit approach as the primary option for filling this position with a very competitive pool of candidates within the major USGS Centers in the Denver Federal Center and Menlo Park area.



No	No	No	No	No	2017-05-30T11:29:42	FORT	SWR
No	No	Yes	No	No	6/28/17	OMS	OA
No	No	No	No	No	2017-03-15T08	OEI	DO



USGS	06/19/17	Supervisor IT Specialist	13	Patuxent, MD	8 years	Yes
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The incumbent of this position serves as the supervisory information technology (IT) administrator for the USGS Patuxent Wildlife Research Center (PWRC). PWRC is responsible for projects of regional, national, and international scope involving research, technology development, and information dissemination that enable the Center to carry out its mission to assemble and disseminate information aimed at improving the understanding and management of biological systems. The audiences for this work are researchers, USDI, other federal and state personnel, stakeholders, and the general public. The management, sharing, planning, coordination, execution, and evaluation of the Center's information technology resources are essential to the success of Center science programs. Work directed/coordinated by the incumbent services more than 200 employees of the Center and its field stations as well as USGS activities at the national level. Directs and manages the Center's IT program and enterprise architecture from overseeing Center IT reviews and strategic planning, preparation and implementation of the Center's IT budget, identifying and addressing IT workforce planning and management issues, such as recruitment, retention, and training, to daily functioning and implementation of changes. Ensures that the Center's enterprise structural framework is current and meets the Center's scientific needs. Serves as the Center's Computer Security Officer and is responsible for the design, acquisition, modification, evaluation, and use of software intended to ensure that automated systems are secure from unauthorized use, viral infection, and other problems that would compromise information, confidentiality or privacy of data, or other aspects of overall system security. Develops computer security policy, guidelines, and procedures for systems typically requiring differing and often conflicting security controls. Establishes risk-management procedures and ensures that risk-management techniques are applied to all new or modified computer applications. The incumbent is also a member of the Bureau's IT security team that develops policies that impact programs of a national or international scope. Oversees PWRC Building Security System. Coordinates building security system parameters such as building closures, monitors system activity, ensures regular backups, and coordinates technical support for the operation of the badging system and camera security database.

Having this position vacant is impacting mission-critical national data programs: IT planning that includes preventative maintenance as well as keeping up with technology is not happening at the Center as a result, affecting several national data programs. Attrition in the IT team has reduced FTEs to 2.5; remaining staff cannot effectively triage basic support and security needs, let alone chart a path needed to effectively rebuild (a reduced level of) staff. A lack of leadership in IT is already impacting mission-critical science programs that are not able to keep up with rapidly changing security requirements and technology advances without better prioritization of work and without adequate staffing. This management position will re-establish the IT component into management and planning at our Center. This is a management position, and has been vacant for some years with increasing negative impacts, including lack of IT workforce planning.

No	No	No	No	No	2017-06-19T06	Patuxent	NE
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USGS	05/31/17	Financial Specialist	5/7/2009	Denver, CO (FPL-GS-09)	New Position	No
USGS	06/22/17	Supervisory Facility Operations Specialist	13	Patuxent, MD	9 Months	Yes
USGS	06/23/17	Administrative Operations Assistant	6 (FPL-GS-7)	Reston, VA	N/A	No



Financial Specialist GS-501-5/7/9 As a Financial within the National Quality Water Lab will examine financial management documents for proper accounting classification and authorization. Enter and process data into various accounts and the general ledger. Review procedures related to the automated accounting system. Review, for completeness, financial data from various sources.

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The Facility Operations Manager is responsible for developing and implementing a program to ensure excellent operation of the PWRC facilities that includes maintenance of vehicles, buildings, roads, and grounds, as well as minor repairs to lab equipment, furnishings and utilities. Incumbent leads the implementation of the USGS/USFWS Joint Patuxent Facilities Modernization Plan.

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This position provides administrative services including daily financial tracking, preparing personnel action packages, preparing procurement actions including all credit card purchases for the Center, monitoring accounts payable and receivable, and a variety of other administrative tasks.

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Based upon a review of the staffing and functions performed by the Administrative Services Section of the National Water Quality Laboratory (NWQL), the determination was made to fill one vacant GS-501-5/7/9 Financial Specialist position. This vacancy is the result of employees leaving and/or accepting other positions. This position will address a critical need in reshaping and addressing financial and budgetary support shortages in the NWQL Administrative Services Section workforce for FY2017 and beyond. This will also allow the NWQL to achieve its mission by performing the key day-to-day financial and budgetary functions including but not limited to researching and purchasing critical analytical and research supplies, processing purchasing requests for contracts and purchase orders, performing accounts payable tasks, providing travel support, reviewing and entering agreements of all types, processing the Weekly and Monthly Sample and National Field Supply Service (NFSS) billings through the Laboratory Information Management Systems (LIMS) and furnishing exceptional internal and external customer service. This waiver is for one vacant Financial Specialist GS-501-5/7/9 position in the Administrative Services Section. This position is in the NWQL workforce plan (identified as Financial Technicians) and current organization chart, which has been reviewed by OWQ management. This position is also included in the NWQL pricing model, which is based on the NWQL workforce plan and organization chart. This position is part of a phased approach so that there will not be an overall increase number of positions in the future. There is a critical shortage of necessary financial and budgetary support for the NWQL. It is imperative to replace this position so that we can continue supporting the existing programs and projects performed by the many units within the NWQL; these units produce world class analytical data in support of USGS projects. The current shortage has required the reallocation of duties to other financial and budgetary positions which increases their workload and potentially diminishes accuracy. By filling this financial and budgetary need, the Administrative Services Section will be able to meet all of the additional requirements brought about by the NWQL's current developments of a large number of new analytical capabilities in support of the USGS WSCs, NWQP, Toxics Hydrology Programs, and collaborative projects between the USGS and the EPA, NPS, NOAA, and other state and local governments. Therefore, filling these positions is critical to maintaining operations at the NWQL. Filling this position is consistent with the NWQL's workforce plan and is supported through the fee-for-service, Working Capital Fund, operations of the NWQL. This position is included in current and long-term

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The Patuxent Wildlife Research Center facilities are essentially owned facilities. This science center has significant facilities activities with major building renovations still in our future under a facilities modernization plan. We have a small facilities staff for a nearly \$2M O&M budget for these owned facilities. We have well over half a million dollars in contract work schedule in the next year. This position is critical to leading this work to keep the center functioning. Strategies to minimize impact are done within facilities, but not with the facilities

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The administrative unit ensures the National Minerals Information Center is able to collect, synthesize, publicly disseminate, and archive non-energy minerals information for selected mineral commodities in a global context so that quality-checked survey results and related analytical reports are made available in a timely fashion through periodic hard copy and electronic publications to support public- and private-sector management decisions by maintaining and providing current and accurate administrative services in support of these activities. This support cannot be provided sufficiently without this position. The current employee that occupies this position is retiring at the end of the year creating a vacancy in the NMIC administrative unit. The Center will only have one Administrative Operations Assistant and one Administrative Specialist assisting the Administrative Officer which is not sufficient to run a large Science Center. Additionally, the Center has two clerical vacancies (Office Assistant, GS-6 and Center Secretary, GS-7). The Center wishes to fill this position prior the departure of Ms. Johnson for training purposes and to help support the clerical needs of the Center (travel, timecards, publication preparation, etc.) until one or both of the clerical vacancies are filled. It is critical that a cost center with 110 permanent employees, plus students, contractors, and volunteers, and an appropriated budget of \$15M plus over \$700K annually in reimbursable funds, maintains sufficient administrative support to ensure

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No	No	No	No	No	2017-05-31T09	WMA	
No	No	No	No	No	2017-05-31T14	Patuxent	NE
No	No	No	Yes	No	2017-05-10T06	NMIC	NE



USGS	05/24/17	Ethics Program Specialist	GS-13	Reston, VA	1 Month	No
USGS	05/24/17	Ethics Program Specialist	GS-12	Reston, VA	1 Month	No

A request for a waiver of the hiring control for this GS-13 Ethics Program Specialist position was submitted on May 29, 2017 and denied on June 14, 2017. This is a resubmittal.

The Secretary of the Interior is “responsible for, and will exercise personal leadership in, establishing and maintaining an effective agency ethics program and fostering an ethical culture in the agency” according to Office of Government Ethics regulation 5 C.F.R. 2638.107 (Government ethics responsibilities of agency heads). The regulation further states that the agency head is also responsible for providing the Designated Agency Ethics Official (DAEO) with sufficient resources, including staffing, to sustain an effective ethics program. At the Department of the Interior, the DAEO relies on bureau ethics programs to provide ethics advice, guidance and training to employees and to comply with Office of Government Ethics (OGE) regulations. The DAEO is Melinda Loftin (mloftin@sol.doi.gov, 202-208-5295).

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The incumbent is one of the 3 FTE at USGS who provides ethics opinions and advice to our approximately 8400 employees. This critical work helps maintain the credibility and impartiality of the scientific information developed and interpreted by USGS scientists.

This position requires extensive knowledge and understanding of applicable laws, regulations, Survey Manual chapters, Departmental Manual chapters, and USGS and DOI policies in order to be able to render internally consistent, accurate ethics advice. In addition to providing ethics advice, the incumbent also reviews and certifies public and confidential financial disclosure reports in accordance with Office of Government Ethics Office regulations; provides assistance and guidance to financial disclosure report filers regarding the electronic filing system, FDOonline, provides conflict of interest reviews of technology transfer agreements, provides post-Government employment advice, issues post-Government employment letters, manages the 5 C.F.R. § 2640(m) Authorizations of Assignment program that enables USGS scientists to serve in their official capacities as officers or board members of professional scientific organizations, prepares updates to the Ethics Office website and to the Financial Guide for USGS Employees, and compiles an annual Acreage Report of oil, gas and coal leases on Federal lands that is used by the Office of Inspector General, the Departmental Ethics Office, the Bureau of Ocean and Energy Management and the Bureau of Safety and Environmental Enforcement to determine whether conflicts of interest are presented.

In his ethics memo dated March 2, 2017, Secretary Zinke stressed the importance of ethics in maintaining the public's trust. He noted that "our understanding and observance of Federal ethics rules are essential to maintaining that trust and carrying out our mission." In accordance with Office of Government Ethics regulation 5 C.F.R. § 2638.107 (Government ethics responsibilities of agency heads), "[t]he agency head is responsible for, and will exercise personal leadership in, establishing and maintaining an effective agency ethics program and fostering an ethical culture in the agency." If this position is not filled, the Ethics Office will not be able to continue to be responsive to ethics questions and requests for ethics advice from employees at all levels of the USGS and there will be significant delays in 1) reviewing and certifying public and confidential financial disclosure reports in accordance with Office of Government Ethics (OGE) regulations; 2) providing conflict of interest reviews of technology transfer agreements; 3) giving seeking employment and post-Government employment advice to retiring and separating employees; 4) providing annual and specialized ethics training; and 5) processing authorizations of assignment that enable USGS scientists to serve in their official capacities as officers or board members of professional scientific organizations. The Acreage Report will not be able to be prepared due to a lack of personnel resources. Not being able to replace the retiring Ethics Program Specialist GS-13 would have a negative impact on the ability of the USGS Ethics Office to provide critical advice and guidance and

In his ethics memo dated March 2, 2017, Secretary Zinke stressed the importance of ethics in maintaining the public's trust. He noted that "our understanding and observance of Federal ethics rules are essential to maintaining that trust and carrying out our mission." In accordance with Office of Government Ethics regulation 5 C.F.R. § 2638.107 (Government ethics responsibilities of agency heads), "[t]he agency head is responsible for, and will exercise personal leadership in, establishing and maintaining an effective agency ethics program and fostering an ethical culture in the agency." If this position is not filled, the Ethics Office will not be able to continue to be responsive to ethics questions and requests for ethics advice from employees at all levels of the USGS and there will be significant delays in 1) reviewing and certifying public and confidential financial disclosure reports in accordance with Office of Government Ethics (OGE) regulations; 2) providing conflict of interest reviews of technology transfer agreements; 3) giving seeking employment and post-Government employment advice to retiring and separating employees; 4) providing annual and specialized ethics training; and 5) processing authorizations of assignment that enable USGS scientists to serve in their official capacities as officers or board members of professional scientific organizations. The Acreage Report will not be able to be prepared due to a lack of personnel resources. Not being able to replace the retiring Ethics Program Specialist GS-13 would have a negative impact on the ability of the USGS Ethics Office to provide critical advice and guidance and on the achievement of the Secretary's goal of strengthening the Department's ethical culture.

No	No	No	No	No	This is a resubmission of #530. 2017-05-19T14	OSQI	DO
No	No	No	No	No	This is a resubmission of #531. 2017-05-12T12	OSQI	DO





**To:** Amy Holley[amy\_holley@ios.doi.gov]  
**From:** Spano, Julie  
**Sent:** 2017-07-03T09:47:48-04:00  
**Importance:** Normal  
**Subject:** Fwd: Jose A  
**Received:** 2017-07-03T09:47:54-04:00

Amy,

I'm forwarding this to you in hopes that you know where Jose Aragon will be placed within PMB. This way we know where to assign his equipment and can let everyone on the onboarding team know as well.

Tks, Julie

----- Forwarded message -----

**From:** **Eichenbaum, Martha** <martha\_eichenbaum@ios.doi.gov>  
**Date:** Mon, Jul 3, 2017 at 9:31 AM  
**Subject:** Fwd: Jose A  
**To:** Rotimi Abimbola <rotimi\_abimbola@ios.doi.gov>, Karen Matragrano <karen\_matragrano@ios.doi.gov>, "Alspach, David" <david\_alspach@ios.doi.gov>, Jonathan Mack <Jonathan\_Mack@ios.doi.gov>, Judith Snoich <judith\_snoich@ios.doi.gov>, "Spano, Julie" <julie\_spano@ios.doi.gov>, Kelly Willms <kelly.willms@bsee.gov>, Michelle Oxyer <michelle\_oxyer@ios.doi.gov>, Peter Sauve <peter\_sauve@ios.doi.gov>, Peyton Hardaway <peyton.hardaway@bsee.gov>, Sylvia Burns <sylvia\_burns@ios.doi.gov>

Hi Rotimi -

I've included most of our On-boarding Team on this message.

Jose Aragon from USGS is coming over to PMB as part of the SES reassignments. USGS is preparing for this and intend to transfer his current devices from USGS to PMB, so that he can bring files that he needs and keep the same phone number, etc. I know that we've mentioned using the On-boarding team or processes to make these SES transfers go smoothly. Do we know the timing of this particular transfer and where he will be going in PMB?

Thanks in advance,

Martha Eichenbaum  
Chief, End User Services Branch  
U.S. Department of the Interior  
Office of the Chief Information Officer |Service Delivery Division  
Office Phone: 202-208-4712 | Mobile phone: 202-437-8416

email: [martha\\_eichenbaum@ios.doi.gov](mailto:martha_eichenbaum@ios.doi.gov)

----- Forwarded message -----

**From:** **Exter, Paul** <peexter@usgs.gov>  
**Date:** Mon, Jul 3, 2017 at 6:55 AM  
**Subject:** Fwd: Jose A  
**To:** Martha Eichenbaum <martha\_eichenbaum@ios.doi.gov>  
**Cc:** Jose Aragon <jaragon@usgs.gov>, "Martinez, Samuel" <scmartinez@usgs.gov>, Scott Holmes <sholmes@usgs.gov>, Katherine McCulloch <kmcculloch@usgs.gov>

Martha,

Jose A is coming to DOI, from USGS. We are going to transfer his devices to you, so he can keep what he has and when you get them, you can do whatever setup is needed. This way he keeps his files, phone number, etc.

We are doing the same with FWS and BOR people. He will keep his USGS email, as well. Sam is working to move it to his new email address.

Let me know if you have any questions.

Thank You,  
Paul E. Exter  
Chief Technology Officer, U. S. Geological Survey  
Work: 443 498 5534 Cell: 410 375 0120

----- Forwarded message -----

From: **Bartlett, Christina** <[cbartlett@usgs.gov](mailto:cbartlett@usgs.gov)>

Date: Sat, Jul 1, 2017 at 1:22 PM

Subject: Re: Jose A

To: "E. Jessica Alvarez" <[ealv@usgs.gov](mailto:ealv@usgs.gov)>

Cc: Samuel Martinez <[scmartinez@usgs.gov](mailto:scmartinez@usgs.gov)>, Paul Exter <[peexter@usgs.gov](mailto:peexter@usgs.gov)>, Terrie Welsh <[twelsh@usgs.gov](mailto:twelsh@usgs.gov)>, Scott Holmes <[sholmes@usgs.gov](mailto:sholmes@usgs.gov)>

Barbara - I copied Barbara's files off to file with the office files with Esmeralda's help  
Virginia - I sent a message to this group regarding Virginia wanting help from SD to copy files and move them to her deputy Shawn

Jose - didn't keep files on his machine, network drives or google drives that required handling

All three are complete from my perspective.

**Christina Bartlett**

Chief, Information Management Branch  
Department of the Interior Information Quality Officer  
U.S. Geological Survey  
Department of the Interior  
12201 Sunrise Valley Drive  
Mail Stop 159, Room 4B114  
Reston, VA 20192  
(703) 648-7197 (office)  
[cbartlett@usgs.gov](mailto:cbartlett@usgs.gov)

On Sat, Jul 1, 2017 at 6:18 AM, E. Jessica Alvarez <[ealv@usgs.gov](mailto:ealv@usgs.gov)> wrote:

Sam

They will keep a copy of their email and google drive. Christina is coordinating what files need to be retained in USGS. We asked her to let us know if there was anything we needed to do for them.

Christina, do you need us to point out the records disposition to them or request a download/backup of their Google content or image if their devices?

Jessie

Sent from my iPhone

On Jun 30, 2017, at 5:45 PM, Samuel Martinez <[scmartinez@usgs.gov](mailto:scmartinez@usgs.gov)> wrote:

Jessie,

Jose and Barbara should follow the steps to ensure any email, docs, etc. needed by USGS should be moved to the correct person using the steps described on the web page below. If Jose or Barbara do not then their supervisor is responsible:

Disposition of BisonConnect email, shared calendars, Google sites and documents and files on Google Drive

<https://ecomputing.usgs.gov/adi/SeparatingUserAndDispositionOfBCdocs.html>

If no action is taken within 30 days of the 9-090 being completed the Google account is deleted and all of the email, docs, etc. are deleted. Within the 30 day window a ticket can be issued to access the information.

Sam Martinez

USGS OEI – Enterprise Services

303-236-1834

**From:** Alvarez, E. Jessica [mailto:[eaiv@usgs.gov](mailto:eaiv@usgs.gov)]

**Sent:** Friday, June 30, 2017 3:21 PM

**To:** Paul Exter <[peexter@usgs.gov](mailto:peexter@usgs.gov)>

**Cc:** Bartlett, Christina <[cbartlett@usgs.gov](mailto:cbartlett@usgs.gov)>; Terrie A Welsh <[twelsh@usgs.gov](mailto:twelsh@usgs.gov)>; Samuel Martinez <[scmartinez@usgs.gov](mailto:scmartinez@usgs.gov)>; Scott Holmes <[sholmes@usgs.gov](mailto:sholmes@usgs.gov)>

**Subject:** Re: Jose A

I got that the first time you said it, that is why I included Sam because something needs to be done about AD and the admin access. Sam? Terrie?

---

Jessica Alvarez, CISSP+CAP

U.S. Geological Survey

(703) 648-5816 Office

(703) 731-0965 Mobile

[eaiv@usgs.gov](mailto:eaiv@usgs.gov)

On Fri, Jun 30, 2017 at 5:16 PM, Paul Exter <[peexter@usgs.gov](mailto:peexter@usgs.gov)> wrote:

He is going to take what he has with him

Thank You,

Paul Exter

On Jun 30, 2017, at 5:08 PM, Bartlett, Christina <[cbartlett@usgs.gov](mailto:cbartlett@usgs.gov)> wrote:

I was just writing an email to Jose. I spoke to Jose before he left for Arizona, and he has no files. I need to write up instructions for him to download his personal files, but otherwise he is good already.

**Christina Bartlett**

Chief, Information Management Branch

Department of the Interior Information Quality Officer

U.S. Geological Survey

Department of the Interior

12201 Sunrise Valley Drive

Mail Stop 159, Room 4B114

Reston, VA 20192

(703) 648-7197 (office)

[cbartlett@usgs.gov](mailto:cbartlett@usgs.gov)

On Fri, Jun 30, 2017 at 5:01 PM, Alvarez, E. Jessica  
<[ealv@usgs.gov](mailto:ealv@usgs.gov)> wrote:

Christina has been making the rounds to talk to the departing SESers to identify any litigation docs they CANNOT take with them.

I think once she talks to them and the docs are secured, then he is clear to take the equipment but I am not sure what will be done to transfer the property to his new Bureau...an FBMS update maybe. Also, not sure what the IT folks will do with his computer, they will need admin access to it at least. Do we dis-join it from AD so someone else can claim it? Adding Sam.

I am not sure if Christina had the talk with Jose.

Jessie

---

Jessica Alvarez, CISSP+CAP

U.S. Geological Survey

(703) 648-5816 Office

(703) 731-0965 Mobile

[ealv@usgs.gov](mailto:ealv@usgs.gov)

On Fri, Jun 30, 2017 at 2:58 PM, Exter, Paul <[peexter@usgs.gov](mailto:peexter@usgs.gov)> wrote:

Did you work out with Jose his transfer and IT?

He wants to keep his USGS email too and IT devices and just move them all to PMB. Can we do that for him too?

Thank You,

Paul E. Exter

Chief Technology Officer, U. S. Geological Survey

Work: 443 498 5534 Cell: 410 375 0120

--

***Julie L. Spano***

Director, Business and Administrative Division  
Office of the Assistant Secretary for Policy, Management and Budget  
U.S. Department of the Interior  
1849 C Street, N.W., Room 5022  
Washington, D.C. 20240  
work: (202) 208-7624  
fax: (202) 219-0241  
cell: (202) 568-9364

**AWS - July 7th and July 21st**

**Vacation - July 25 - August 11th - Monica Cunningham and Rosslyn Murphy will be Acting on my behalf.**

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**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**Cc:** Helen Riggs[helen.riggs@bia.gov]; Gidner, Jerold[jerold.gidner@onrr.gov]; Harvey Gates[harvey\_gates@ost.doi.gov]  
**From:** Dumontier, Deb  
**Sent:** 2017-07-03T10:57:43-04:00  
**Importance:** Normal  
**Subject:** Re: Relocation/reassignment questions  
**Received:** 2017-07-03T10:58:11-04:00

Thanks Mary

Hi Helen,

Harvey will contact you for the transition. His contact info is (202) 208-4518. Welcome (Back) to OST!  
Looking forward to seeing you soon. Deb.

Deb DuMontier

*Acting Special Trustee (SO 3345)*

U.S. Department of the Interior

Office of the Special Trustee for American Indians

[debra\\_dumontier@ost.doi.gov](mailto:debra_dumontier@ost.doi.gov)

(406) 396-4289 (cell)

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On Mon, Jul 3, 2017 at 8:29 AM, Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Helen,

I wanted to connect you with Deb, Jerry and Harvey Gates to start working with you on start date and your relocation questions.

Thanks,  
Mary

Sent from my iPhone

**To:** Mary Pletcher[mary\_pletcher@ios.doi.gov]  
**Cc:** Weldon Loudermilk[weldon.loudermilk@bia.gov]; Gidner, Jerold[jerold.gidner@onrr.gov]; Harvey Gates[harvey\_gates@ost.doi.gov]  
**From:** Dumontier, Deb  
**Sent:** 2017-07-03T11:00:27-04:00  
**Importance:** Normal  
**Subject:** Re: Relocation/reassignment questions  
**Received:** 2017-07-03T11:00:55-04:00

Thank you Mary.

Hi Bruce,

Harvey will contact you for the transition and assist with any questions. His contact info is (202) 208-4518. You may also contact me at (b)(6) (cell). Welcome to OST! Looking forward to seeing you soon.  
Deb.

Deb DuMontier  
*Acting Special Trustee (SO 3345)*  
U.S. Department of the Interior  
Office of the Special Trustee for American Indians  
[debra\\_dumontier@ost.doi.gov](mailto:debra_dumontier@ost.doi.gov)  
(406) 396-4289 (cell)

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On Mon, Jul 3, 2017 at 8:46 AM, Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Bruce,

I wanted to connect you with Deb, Jerry and Harvey Gates to start working with you on your relocation questions.

Thanks,  
Mary

**To:** Spano, Julie[julie\_spano@ios.doi.gov]  
**From:** Holley, Amy  
**Sent:** 2017-07-03T11:20:20-04:00  
**Importance:** Normal  
**Subject:** Re: Jose A  
**Received:** 2017-07-03T11:20:47-04:00

I think he is being assigned to Olivia Ferriter. She will be back on Wednesday, so hopefully can clear it up!

On Mon, Jul 3, 2017 at 9:47 AM, Spano, Julie <julie\_spano@ios.doi.gov> wrote:

Amy,

I'm forwarding this to you in hopes that you know where Jose Aragon will be placed within PMB. This way we know where to assign his equipment and can let everyone on the onboarding team know as well.

Tks, Julie

----- Forwarded message -----

**From:** Eichenbaum, Martha <martha\_eichenbaum@ios.doi.gov>

**Date:** Mon, Jul 3, 2017 at 9:31 AM

**Subject:** Fwd: Jose A

**To:** Rotimi Abimbola <rotimi\_abimbola@ios.doi.gov>, Karen Matragrano <karen\_matragrano@ios.doi.gov>, "Alspach, David" <david\_alspach@ios.doi.gov>, Jonathan Mack <Jonathan\_Mack@ios.doi.gov>, Judith Snoich <judith\_snoich@ios.doi.gov>, "Spano, Julie" <julie\_spano@ios.doi.gov>, Kelly Willms <kelly.willms@bsee.gov>, Michelle Oxyer <michelle\_oxyer@ios.doi.gov>, Peter Sauve <peter\_sauve@ios.doi.gov>, Peyton Hardaway <peyton.hardaway@bsee.gov>, Sylvia Burns <sylvia\_burns@ios.doi.gov>

Hi Rotimi -

I've included most of our On-boarding Team on this message.

Jose Aragon from USGS is coming over to PMB as part of the SES reassignments. USGS is preparing for this and intend to transfer his current devices from USGS to PMB, so that he can bring files that he needs and keep the same phone number, etc. I know that we've mentioned using the On-boarding team or processes to make these SES transfers go smoothly. Do we know the timing of this particular transfer and where he will be going in PMB?

Thanks in advance,

Martha Eichenbaum  
Chief, End User Services Branch  
U.S. Department of the Interior  
Office of the Chief Information Officer |Service Delivery Division  
Office Phone: 202-208-4712 | Mobile phone: 202-437-8416

email: [martha\\_eichenbaum@ios.doi.gov](mailto:martha_eichenbaum@ios.doi.gov)

----- Forwarded message -----

From: **Exter, Paul** <[peexter@usgs.gov](mailto:peexter@usgs.gov)>  
Date: Mon, Jul 3, 2017 at 6:55 AM  
Subject: Fwd: Jose A  
To: Martha Eichenbaum <[martha\\_eichenbaum@ios.doi.gov](mailto:martha_eichenbaum@ios.doi.gov)>  
Cc: Jose Aragon <[jaragon@usgs.gov](mailto:jaragon@usgs.gov)>, "Martinez, Samuel" <[scmartinez@usgs.gov](mailto:scmartinez@usgs.gov)>, Scott Holmes <[sholmes@usgs.gov](mailto:sholmes@usgs.gov)>, Katherine McCulloch <[kmcculloch@usgs.gov](mailto:kmcculloch@usgs.gov)>

Martha,  
Jose A is coming to DOI, from USGS. We are going to transfer his devices to you, so he can keep what he has and when you get them, you can do whatever setup is needed. This way he keeps his files, phone number, etc.

We are doing the same with FWS and BOR people. He will keep his USGS email, as well. Sam is working to move it to his new email address.

Let me know if you have any questions.

Thank You,  
Paul E. Exter  
Chief Technology Officer, U. S. Geological Survey  
Work: 443 498 5534 Cell: 410 375 0120

----- Forwarded message -----

From: **Bartlett, Christina** <[cbartlett@usgs.gov](mailto:cbartlett@usgs.gov)>  
Date: Sat, Jul 1, 2017 at 1:22 PM  
Subject: Re: Jose A  
To: "E. Jessica Alvarez" <[ealv@usgs.gov](mailto:ealv@usgs.gov)>  
Cc: Samuel Martinez <[scmartinez@usgs.gov](mailto:scmartinez@usgs.gov)>, Paul Exter <[peexter@usgs.gov](mailto:peexter@usgs.gov)>, Terrie Welsh <[twelsh@usgs.gov](mailto:twelsh@usgs.gov)>, Scott Holmes <[sholmes@usgs.gov](mailto:sholmes@usgs.gov)>

Barbara - I copied Barbara's files off to file with the office files with Esmeralda's help  
Virginia - I sent a message to this group regarding Virginia wanting help from SD to copy files and move them to her deputy Shawn

Jose - didn't keep files on his machine, network drives or google drives that required handling

All three are complete from my perspective.

**Christina Bartlett**  
Chief, Information Management Branch  
Department of the Interior Information Quality Officer  
U.S. Geological Survey  
Department of the Interior  
12201 Sunrise Valley Drive

Mail Stop 159, Room 4B114  
Reston, VA 20192  
(703) 648-7197 (office)  
[cbartlett@usgs.gov](mailto:cbartlett@usgs.gov)

On Sat, Jul 1, 2017 at 6:18 AM, E. Jessica Alvarez <[ealv@usgs.gov](mailto:ealv@usgs.gov)> wrote:

Sam

They will keep a copy of their email and google drive. Christina is coordinating what files need to be retained in USGS. We asked her to let us know if there was anything we needed to do for them.

Christina, do you need us to point out the records disposition to them or request a download/backup of their Google content or image if their devices?

Jessie

Sent from my iPhone

On Jun 30, 2017, at 5:45 PM, Samuel Martinez <[scmartinez@usgs.gov](mailto:scmartinez@usgs.gov)> wrote:

Jessie,

Jose and Barbara should follow the steps to ensure any email, docs, etc. needed by USGS should be moved to the correct person using the steps described on the web page below. If Jose or Barbara do not then their supervisor is responsible:

Disposition of BisonConnect email, shared calendars, Google sites and documents and files on Google Drive

<https://ecomputing.usgs.gov/adi/SeparatingUserAndDispositionOfBCdocs.html>

If no action is taken within 30 days of the 9-090 being completed the Google account is deleted and all of the email, docs, etc. are deleted. Within the 30 day window a ticket can be issued to access the information.

Sam Martinez

USGS OEI – Enterprise Services

303-236-1834

**From:** Alvarez, E. Jessica [mailto:[ealv@usgs.gov](mailto:ealv@usgs.gov)]  
**Sent:** Friday, June 30, 2017 3:21 PM  
**To:** Paul Exter <[peexter@usgs.gov](mailto:peexter@usgs.gov)>  
**Cc:** Bartlett, Christina <[cbartlett@usgs.gov](mailto:cbartlett@usgs.gov)>; Terrie A Welsh <[twelsh@usgs.gov](mailto:twelsh@usgs.gov)>; Samuel Martinez <[scmartinez@usgs.gov](mailto:scmartinez@usgs.gov)>; Scott Holmes <[sholmes@usgs.gov](mailto:sholmes@usgs.gov)>  
**Subject:** Re: Jose A

I got that the first time you said it, that is why I included Sam because something needs to be done about AD and the admin access. Sam? Terrie?

---

Jessica Alvarez, CISSP+CAP  
U.S. Geological Survey  
(703) 648-5816 Office  
(703) 731-0965 Mobile  
[ealv@usgs.gov](mailto:ealv@usgs.gov)

On Fri, Jun 30, 2017 at 5:16 PM, Paul Exter <[peexter@usgs.gov](mailto:peexter@usgs.gov)> wrote:

He is going to take what he has with him

Thank You,

Paul Exter

On Jun 30, 2017, at 5:08 PM, Bartlett, Christina <[cbartlett@usgs.gov](mailto:cbartlett@usgs.gov)> wrote:

I was just writing an email to Jose. I spoke to Jose before he left for Arizona, and he has no files. I need to write up instructions for him to download his personal files, but otherwise he is good already.

**Christina Bartlett**

Chief, Information Management Branch  
Department of the Interior Information Quality Officer  
U.S. Geological Survey  
Department of the Interior  
12201 Sunrise Valley Drive  
Mail Stop 159, Room 4B114  
Reston, VA 20192  
(703) 648-7197 (office)  
[cbartlett@usgs.gov](mailto:cbartlett@usgs.gov)

On Fri, Jun 30, 2017 at 5:01 PM, Alvarez, E. Jessica  
<[calv@usgs.gov](mailto:calv@usgs.gov)> wrote:

Christina has been making the rounds to talk to the departing  
SESers to identify any litigation docs they CANNOT take with  
them.

I think once she talks to them and the docs are secured, then he is  
clear to take the equipment but I am not sure what will be done to  
transfer the property to his new Bureau...an FBMS update maybe.  
Also, not sure what the IT folks will do with his computer, they  
will need admin access to it at least. Do we dis-join it from AD so  
someone else can claim it? Adding Sam.

I am not sure if Christina had the talk with Jose.

Jessie

---

Jessica Alvarez, CISSP+CAP

U.S. Geological Survey

(703) 648-5816 Office

(703) 731-0965 Mobile

[ealv@usgs.gov](mailto:ealv@usgs.gov)

On Fri, Jun 30, 2017 at 2:58 PM, Exter, Paul  
<[peexter@usgs.gov](mailto:peexter@usgs.gov)> wrote:

Did you work out with Jose his transfer and IT?

He wants to keep his USGS email too and IT devices and just  
move them all to PMB. Can we do that for him too?

Thank You,

Paul E. Exter

Chief Technology Officer, U. S. Geological Survey

Work: 443 498 5534 Cell: 410 375 0120

--

***Julie L. Spano***

Director, Business and Administrative Division  
Office of the Assistant Secretary for Policy, Management and Budget  
U.S. Department of the Interior  
1849 C Street, N.W., Room 5022  
Washington, D.C. 20240  
work: (202) 208-7624  
fax: (202) 219-0241  
cell: (202) 568-9364



**AWS - July 7th and July 21st**

**Vacation - July 25 - August 11th - Monica Cunningham and Rosslyn Murphy will be  
Acting on my behalf.**

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**To:** Lowery, Meleanie[meleanie\_lowery@ost.doi.gov]  
**Cc:** Debbie[debbie\_cousins@ios.doi.gov]; Catherine Gulac[Catherine\_Gulac@ios.doi.gov]; Dumontier, Deb[debra\_dumontier@ost.doi.gov]  
**From:** Holley, Amy  
**Sent:** 2017-07-03T11:29:06-04:00  
**Importance:** Normal  
**Subject:** Re: Request to Travel  
**Received:** 2017-07-03T11:29:37-04:00

The trips are approved. Be sure to work with Debbie and Cathy on logistics--thanks!

On Thu, Jun 29, 2017 at 5:42 PM, Lowery, Meleanie <[meleanie\\_lowery@ost.doi.gov](mailto:meleanie_lowery@ost.doi.gov)> wrote:

Good afternoon Amy. On June 15, 2017 you met with Designated Special Trustee Deb DuMontier to discuss updates with OST and her schedule for July. After your meeting, Deb met with Mr. Cason to discuss pending reassignments and transitions within OST. Mr. Cason requested that Deb continue as Acting ST and on-board Jerry Gidner as the new Principal Deputy Special Trustee (PDST), duty station located in Washington DC.

In light of these events, Deb requests to travel on Sunday, July 9-15, 2017 to Washington, DC and July 15-20, 2017 to Albuquerque, NM. The purpose of these two trips is to assist with the transitioning of Mr. Jerry Gidner to OST and to conduct ongoing business such as the consolidation of appraisals into a single entity, employee engagement, conduct OST Town Hall, and participate in meetings with SOL and BIA. Please let me know if you need any additional information. Her travel is in Concur. Thank you.

--

*Meleanie Lowery*  
*Program Assistant*  
*DOI-OST-Office of Historical Trust Accounting*  
*Office: (202) 208-5792*  
*Fax: (202) 219-0426*  
*[meleanie\\_lowery@ost.doi.gov](mailto:meleanie_lowery@ost.doi.gov)*

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**To:** Holley, Amy[amy\_holley@ios.doi.gov]  
**Cc:** Lowery, Meleanie[meleanie\_lowery@ost.doi.gov]; Debbie[debbie\_cousins@ios.doi.gov]; Catherine Gulac[Catherine\_Gulac@ios.doi.gov]  
**From:** Dumontier, Deb  
**Sent:** 2017-07-03T11:30:54-04:00  
**Importance:** Normal  
**Subject:** Re: Request to Travel  
**Received:** 2017-07-03T11:31:21-04:00

Thank you Amy. Hope you enjoyed your time off! Deb

Deb DuMontier  
*Acting Special Trustee (SO 3345)*  
U.S. Department of the Interior  
Office of the Special Trustee for American Indians  
[debra\\_dumontier@ost.doi.gov](mailto:debra_dumontier@ost.doi.gov)  
(406) 396-4289 (cell)

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On Mon, Jul 3, 2017 at 9:29 AM, Holley, Amy <[amy\\_holley@ios.doi.gov](mailto:amy_holley@ios.doi.gov)> wrote:

The trips are approved. Be sure to work with Debbie and Cathy on logistics--thanks!

On Thu, Jun 29, 2017 at 5:42 PM, Lowery, Meleanie <[meleanie\\_lowery@ost.doi.gov](mailto:meleanie_lowery@ost.doi.gov)> wrote:

Good afternoon Amy. On June 15, 2017 you met with Designated Special Trustee Deb DuMontier to discuss updates with OST and her schedule for July. After your meeting, Deb met with Mr. Cason to discuss pending reassignments and transitions within OST. Mr. Cason requested that Deb continue as Acting ST and on-board Jerry Gidner as the new Principal Deputy Special Trustee (PDST), duty station located in Washington DC.

In light of these events, Deb requests to travel on Sunday, July 9-15, 2017 to Washington, DC and July 15-20, 2017 to Albuquerque, NM. The purpose of these two trips is to assist with the transitioning of Mr. Jerry Gidner to OST and to conduct ongoing business such as the consolidation of appraisals into a single entity, employee engagement, conduct OST Town Hall, and participate in meetings with SOL and BIA. Please let me know if you need any additional information. Her travel is in Concur. Thank you.

--  
Meleanie Lowery  
Program Assistant  
DOI-OST-Office of Historical Trust Accounting  
Office: (202) 208-5792  
Fax: (202) 219-0426  
[meleanie\\_lowery@ost.doi.gov](mailto:meleanie_lowery@ost.doi.gov)

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**To:** christopher\_lawson@ios.doi.gov[christopher\_lawson@ios.doi.gov]  
**From:** Mary Pletcher  
**Sent:** 2017-07-06T09:14:34-04:00  
**Importance:** Normal  
**Subject:** Fwd: Hiring waiver requests  
**Received:** 2017-07-06T09:14:42-04:00  
[ATT00001.htm](#)  
[Hiring Controls Templates BOEM submission \(6-1-17\)\\_revised\\_6-19-17.xlsx](#)

Chris,

Can you add these to the consolidated hiring waiver requests?

Thanks.  
Mary

Sent from my iPhone

Begin forwarded message:

**From:** "Cruickshank, Walter" <[walter.cruickshank@boem.gov](mailto:walter.cruickshank@boem.gov)>  
**Date:** June 30, 2017 at 12:01:58 PM EDT  
**To:** "Pletcher, Mary" <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>  
**Cc:** Scott Angelle <[scott.angelle@bsee.gov](mailto:scott.angelle@bsee.gov)>, Katharine MacGregor <[katharine\\_macgregor@ios.doi.gov](mailto:katharine_macgregor@ios.doi.gov)>, Christopher B Lawson <[Christopher\\_Lawson@ios.doi.gov](mailto:Christopher_Lawson@ios.doi.gov)>  
**Subject:** **Re: Hiring waiver requests**

Mary,

I have attached a revised set of waiver requests, based on the questions Jim raised to the earlier request and follow-up conversations with Kate and Scott. The following describes the changes and provides context for those requests that remain.

We eliminated several positions from the request, mostly in DC and one in AK. These positions would not necessarily be redundant if BOEM and BSEE were to be combined, but filling them now would reduce our flexibility in reassigning personnel in the event of a reorganization.

We are still requesting to fill some positions in the greater DC area. Except for potentially the first one, none of them overlap with existing BSEE positions (filled or vacant):

- Executive Asst to Director – this would be a promotion for the person that is already in this position. She is at a lower grade than all comparable positions in DOI, and I wish to rectify that disparity.
- Geospatial Information Officer -- neither BOEM nor BSEE has one
- 4 Atlantic field positions (3 – renewable energy; 1 sand program). Because we don't have an Atlantic region, front-line field work for these programs is conducted from headquarters (Sterling, VA).
- Office of Environmental Programs: 2 of the positions would contribute to the programmatic NEPA document for the new 5 Year program, as well as other programmatic analyses, and the third is critical for meeting our tribal coordination obligations)

All of the other requests are in our Regional offices (24 Gulf of Mexico, 2 Alaska, 1 Pacific), and are requested to address our workload in these offices, which in the Gulf and Alaska, are expected to grow with the development of the new 5 Year Program. In keeping with the approach of the hiring policy, any new announcements for these field positions will be advertised internally first to see if any qualified DC-area personnel apply.

Please let me know if you have any further questions.

Thanks,

Walter

On Tue, Jun 13, 2017 at 4:41 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Kate, Walter, and Scott,

I met with Jim Cason about the June 1st hiring waiver requests. On the BOEM requests, Jim asked you take a look at these considering the possibility of a combined BOEM/BSEE organization. Would you still want to move forward with these positions? Are there any positions that you would not want to move forward?

Thanks,  
Mary

----- Forwarded message -----

From: **Cruickshank, Walter** <[walter.cruickshank@boem.gov](mailto:walter.cruickshank@boem.gov)>

Date: Thu, May 25, 2017 at 4:23 PM  
Subject: Hiring waiver requests  
To: Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>, [doi\\_office\\_of\\_human\\_resources@ios.doi.gov](mailto:doi_office_of_human_resources@ios.doi.gov)  
Cc: Tamara Richardson <[Tamara.Richardson@boem.gov](mailto:Tamara.Richardson@boem.gov)>

Here are BOEM's hiring waiver requests for the June 1 deadline.  
Please let me know if you have any questions.

Thanks,  
Walter

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**DC and Denver Hiring Waiver Request**

Bureau Name	Date of Request	Position Title	Grade	Location of Position (DC or Denver)	How long has position been vacant?
BOEM	5/25/2017	Geospatial Information Officer / Data Manager	GS 13/14	Sterling, VA	n/a
BOEM	5/25/2017	Geologist	GS 7/9	Sterling, VA	6+ months



**Brief Description of Position**

The incumbent is under the general administrative direction of the Chief, Mapping and Boundary Branch (MBB) within the Office of Strategic Resources (OSR). The incumbent is responsible for providing technical direction for all aspects of the Bureau of Ocean Energy Management's (BOEM's) utilization of geographic data and deployment of geospatial technologies. The incumbent will serve as BOEM's technical liaison and primary point of contact both internally and externally for geographic data and technology issues, including as the primary point of contact for the DOI Geospatial Information Officer. The incumbent works with the Chief of the MBB, the Chief of the OSR, and other BOEM senior managers to ensure that BOEM's geographic information needs are addressed, to ensure appropriate use of technology, and to facilitate access to needed data and information sources. The Geospatial Information Officer (GIO) functions collaboratively with the BOEM senior managers and others who are responsible for specific life-cycle phases of Geographic Information System (GIS) data and related Information Technology (IT) projects.

The position performs field work for the Atlantic Region operational activities in the Marine Mineral Program's (MMP). This includes marine mineral leasing for beach nourishment and coastal restoration, sand resource identification through analysis of geophysical and geological data, and outreach with Federal, state, local, and other stakeholders. The position will also support environmental studies that examine the sustainability of offshore sand dredging on the Atlantic OCS as well as dredging practices that minimize potential environmental impacts.

<p><b>What is the mission impact if position is not filled? How does filling position support on-the-ground mission delivery?</b></p>	<p><b>Is this a law enforcement position? (yes/no)</b></p>	<p><b>Is this a wildland fire position? (yes/no)</b></p>
<p>This position would fulfill multiple recommendations from the FY15 - FY16 Internal Control Review of the BOEM GIS Program. The impact of not filling the position would severely hamper, and in some cases prevent, any progress on the fulfilling the ICR recommendations.</p>	<p>No</p>	<p>No</p>
<p>With an increasing demand for sand along the Atlantic, not filling this position will negatively effect MMP's efficient execution of leases along Atlantic coastline. In addition, MMP's ongoing development of a National OCS sand inventory will be negatively impacted.</p>	<p>No</p>	<p>No</p>

<b>Does this position support public safety (yes/no)?</b>	<b>Does this position support energy priority?</b>	<b>Does this position support border priority?</b>
No	Yes	No
No	No	No

DC and Denver

BOEM	5/25/2017	Program Analyst/Maritime Vessel Traffic	GS-343-9	Sterling, VA	1 year
BOEM	5/25/2017	Geospatial Data Analyst	GS-0150/13 01/1360-13/14	Sterling, VA	We are repurposing a vacant FTE to fill this new role.

The position performs field work for the Atlantic Region operational activities in the Engineering and Technical Review Branch (ETRB) and provides program analysis specifically focused on REn offshore development directly related to the assessment of renewable energy facilities and associated infrastructure on the Outer Continental Shelf (OCS) and interaction of these facilities with marine vessel traffic and other maritime regulatory issues. In addition, this program analyst would work with other Federal Agencies (e.g. U.S. Coast Guard, DOD, MARAD, etc.), State agencies, and other stakeholders (e.g. Port Authorities, Mariner Associations, etc.) to develop best management practices for the renewable energy industry and the spectrum of offshore vessel operators.

This individual will work directly with the U.S. Coast Guard to evaluate the Navigational Risk Assessment that industry submits with their development plans. The NRA presents project layout, evaluates risk of collision between maritime vessels and wind energy facilities and outlines mitigation and other measures taken to reduce such risk. The tasks undertaken by this individual will involve ongoing contact with other Federal agencies (e.g. DOD, USCG, MARAD, etc.), industry and maritime traffic stakeholders to develop guidelines based on best practices and data analysis of vessel traffic movement coastwise and into and out of ports. Review of these plans is an essential part of project plan approval and co-development of offshore renewable energy and commercial maritime vessel traffic.

Serves as a technical expert and the point of contact for geospatial matters and analyses, collaborating closely with peer environmental scientists to support or enhance environmental assessment, consultations, and policy development. Designs and develops large- and small-scale data (including metadata) from a variety of spatial and non-spatial data sources to support analysis of coastal or offshore energy and mineral resource development issues. Creates geospatial data to support issue identification, analysis, and problem solving. Analyzes complex spatial and non-spatial data, performs geostatistical analyses and predictive geospatial modeling to support environmental analyses that explain the complex regional and site-specific environmental issues inherent in offshore energy and mineral exploration and development.

<p>As developers proceed with plans to submit construction and operations plans in 2018, BOEM/OREP will have to review Navigation Risk Assessments and consult with the U.S. Coast Guard and other entities. As we proceed with the evaluation of COPs and other offshore plans it is important that we have in-house expertise to conduct outreach to other Federal agencies, developers and other stakeholders interested in the potential impact on maritime vessel traffic. Without this position BOEM/OREP capacity to deal from position of knowledge with other Federal agencies and offshore stakeholders could hamstring our review efforts and lengthen process time thus affecting the ability to accomplish our mission of timely and efficient review of plans for offshore wind energy facilities.</p>	<p>No</p>	<p>No</p>
<p>This position is being repurposed from a vacant FTE given its critical importance to development of the five year program and BOEM environmental documents in general (such as environmental and other program analyses, public outreach materials, briefing documents). There is currently no in-house capability for seeking out and evaluating complex scientific environmental data, and associated metadata, at the level of rigor needed to support mapping of environmental issues related to offshore energy and mineral exploration and development. The end products of such work are critical for fair and rigorous evaluation of what may be a potential environmental impact and what may not be. In addition, BOEM regularly receives environmental data sets from external stakeholders, including academics, industry and environmental NGOs. Before we can use these data sets, we need to be able to rigorously evaluate them and their relevance to BOEM decision needs. Specialized expertise is needed to fill this important function. Efforts to contract out this skill set in the past have met with little success given outside contractors: (1) lack the needed level of ongoing and in-depth familiarity with BOEM programs and needs; and (2) will often say they have the necessary skills only to find out later they are offering more of a map maker than a true geospatial data analyst.</p>	<p>No</p>	<p>No</p>

DC and Denver

No	Yes	No
No	Yes	No

DC and Denver

BOEM	5/25/2017	Visual Information Specialist	GS-1084-12/13	Sterling, VA	We are repurposing a vacant FTE for this new role.
BOEM	5/25/2017	Tribal Coordination Lead	Series TBD - Grade 13/14	Sterling, VA	We are repurposing this vacant FTE for this new role.



Plans the preparation and use of illustrations, charts, diagrams, maps, slides, and other kinds of visual material derived from complex data sets for use in communicating within the bureau and to the public environmental information (leasing and development processes and results of scientific and technical studies) through visual means. This work will entail developing data driven, information and conceptual graphical content to accurately convey scientific, ecological, and regulatory process for stand-alone presentation, display within a public presentation or interactive media, effectively leveraging cognitive science for information display. Furthermore, the incumbent works with geospatial, subject matter, and policy experts to incorporate results of spatial and temporal analysis into publication quality materials by creating time-series, relational graphics, data maps, and multivariate designs using best practices for cognitive information processing. The visual work that will be created is expected to be not only innovative, but compelling and scientifically accurate.

The incumbent is responsible for overall development and implementation of program policy and analysis on matters concerning tribal consultations, collaboration, and outreach. Coordinates Bureau activities under the National Environmental Policy Act, Executive Order 13175 - Consultation with Indian Tribal Governments, and Departmental and Bureau policies. Reviews and provides expert recommendations to BOEM leadership for pertinent Federal statutes, regulations, and executive orders to determine effect on Indian tribes adjacent to BOEM program areas on the OCS. Supports and advises the Bureau's Tribal Liaison Officer (TLO) on issues related to Government-to-Government consultation and coordination and makes recommendations on Bureau Tribal policy and practices. Leads the Bureau's Tribal Working Group comprised of headquarters, regional, and program office tribal liaison representatives. Implements the TLO's Fiscal Year Priorities for Tribal consultation and is responsible for the timely submission of the DOI Annual Tribal Consultation Report. Serves as the lead for the Bureau with respect to Tribal outreach and engagement. Acts as the liaison between tribal officials and the TLO; arranging consultations held to exchange information relating to impacts expected to result from proposed OCS activities.

<p>BOEM's environmental documents are a key communication vehicle with all stakeholders. This position is being repurposed from a vacant FTE given its importance to development of the five year program document as well as other BOEM environmental analyses, public outreach materials, briefing documents and similar. There is currently no in-house capability for taking complex information and visually summarizing into meaningful graphics. There are challenges inherent to making highly scientific and technical information transparent, meaningful and understandable by the public and decision-makers. This cannot adequately be done by narrative alone but instead visuals are needed to more easily communicate this complex information. Such a skill is also needed for shrinking the size of scientific or technical documents. Efforts to contract out this skill set in the past have met with little success given outside contractors: (1) lack the needed level of ongoing and in-depth familiarity with BOEM programs and needs; and (2) will often say they have the necessary skills only to find out later they are offering more of a media/graphic designer than a true visual information specialist who is able to translate scientific data sets and narrative into meaningful visuals.</p>	<p>No</p>	<p>No</p>
<p>The Department of the Interior has increasingly focused on the importance of DOI agencies conducting good faith consultation with Indian Tribes (See DOI DM Part 512 Chapter 4 - Department of the Interior Policy on Consultation with Indian Tribes and Alaska Native Corporations; DOI DM Part 512 Chapter 5 - Procedures for Consultation with Indian Tribes; DOI SO 3317 - Policy on Consultation with Indian Tribes; and DOI SO 3342 - Identifying Opportunities for Cooperative and Collaborative Partnerships with Federally Recognized Indian Tribes in the Management of Federal Lands and Resources). With the focus of the current administration on development of offshore energy sources, BOEM is under increasing pressure to streamline its regulatory processes. Developing and maintaining relationships with federally-recognized Indian Tribes is a critical component of agency-required good faith government-to-government consultation related to offshore energy and mineral extraction impacts to potentially affected Tribes. The level of effort involved in establishing and maintaining contacts and relationship required for Tribal consultation is commensurate with a full-time person; without the FTE BOEM will not be able to effectively coordinate Tribal consultation efforts across its three program areas (conventional energy, renewable energy, and marine mineral extraction).</p>	<p>No</p>	<p>No</p>

DC and Denver

No	Yes	No
No	Yes	No

DC and Denver

BOEM	5/25/2017	Executive Assistant to the Director	GS-301-11	Washington, DC	n/a
BOEM	5/25/2017	Environmental Protection Specialist (NEPA coordinator)	GS-0025-04/05/07/09/11/12	Sterling, VA	This is a new position, which is currently occupied by an intern since April 3, 2017. The intern is graduating on May 25, 2017 and her term expires in July 2017.
BOEM	5/25/2017	Interdisciplinary Physical Scientist	GS-1301-05/07/09/11/12	Sterling, VA	This position became vacant in January 2016 and has been occupied by an intern since June 2016. The intern will graduate in June 2017 and his term expires in July 2017.

<p>The incumbent serves as the Executive Assistant to the Director of BOEM, and is also responsible for providing a wide-range of administrative support to the Director's Office, including all political appointee staff, more broadly. It is an existing position, but this posting is for a new position description that expands the duties and level of responsibility for the position. Major duties include: (1) serving as a liaison for the Director with internal and external parties; (2) managing the Director's schedule and travel; (3) managing briefing materials for the Director; and (4) providing a wide range of critical administrative support to the Director's Office. This posting is part of a larger effort to update the personnel structure of the BOEM Director's Office and make operations more efficient.</p>
<p>The position performs field work for the Atlantic Region in OREP's Environment Branch for Renewable Energy (EBRE) and is responsible for conducting environmental reviews for Atlantic OCS renewable energy competitive and noncompetitive leasing processes and post-lease operational activities in compliance with the National Environmental Policy Act (NEPA) and other environmental laws including the Coastal Zone Management Act (CZMA). In addition, EBRE develops, coordinates, reviews, and manages a long-term OCS environmental studies program related to renewable energy activities on the Atlantic OCS. The incumbent would serve in OREP's EBRE as a coordinator of environmental review and consultation processes mandated under NEPA and CZMA for renewable energy activities on the Atlantic OCS.</p>
<p>The position performs field work for the Atlantic Region as a physical scientist in OREP's Environment Branch for Renewable Energy (EBRE) conducting environmental reviews for Atlantic OCS renewable energy competitive and noncompetitive leasing processes and post-lease operational activities in compliance with the Clean Air Act (CAA), National Environmental Policy Act (NEPA), and other environmental laws.</p>

<p>The Executive Assistant to the Director is a critical position to ensuring smooth and efficient operations for the Director's Office. The incumbent is responsible for managing a suite of complex administrative functions for the Director, including their schedule, travel planning and reimbursement, ethics requirements for meetings and travel, briefing materials, and other critical services. They also manage administrative functions for a number of other staff within the Office of the Director, and serve as the back up to the Deputy Director's Administrative Assistant, ensuring that there is always administrative coverage for the Office of the Director. All of these duties have to be filled in order for the BOEM Directorate to operate.</p>	<p>No</p>	<p>No</p>
<p>Within the next eight months, OREP anticipates the submittal of up to four construction and operations plans for wind facilities offshore Rhode Island, Massachusetts, and Maryland, as well as a general activities plan for a transmission cable from Canada to Massachusetts. It is likely that all of these projects will require preparation of an environmental impact statement (EIS). These EISs will be in addition to OREP's NEPA compliance for lease issuance and site assessment plans. An additional NEPA coordinator within OREP is necessary in order to prepare these EISs concurrently as to not cause a delay to future leasing and wind energy projects.</p>	<p>No</p>	<p>No</p>
<p>Within the next eight months, OREP anticipates the submittal of up to four construction and operations plans for wind facilities offshore Rhode Island, Massachusetts, and Maryland, as well as a general activities plan for a transmission cable from Canada to Massachusetts. It is likely that all of these projects will require preparation of an environmental impact statement (EIS). These EISs will be in addition to OREP's environmental compliance responsibilities for lease issuance and site assessment plans. A physical scientist is necessary within OREP to prepare EIS analyses of potential impacts to physical resources, such as air quality. Without this position, EBRE would have to rely on assistance from other BOEM branches or offices, possibly delaying the completion of those EISs. In addition, the intern currently occupying this position has assisted in the coordination of the supplemental EIS for the Cape Wind Energy Project and management of multiple environmental studies for the Atlantic OCS. Therefore, without this position, projects like the supplemental EIS would be delayed or would not occur, such an environmental study on the meteorological impacts of wind facilities.</p>	<p>No</p>	<p>No</p>

DC and Denver

No	Yes	No
No	Yes	No
No	Yes	No

DC and Denver




DC and Denver


DC and Denver


DC and Denver


**GS-12 and Above Waiver Request (Outside Washington DC)**

<b>Bureau Name</b>	<b>Date of Request</b>	<b>Position Title</b>
BOEM	5/25/2017	Regional Supervisor, BOEM Alaska Office of Resource Evaluation

GS 12 and Above

<b>Grade</b>	<b>Location of Position</b>	<b>How long has position been vacant?</b>	<b>Is this position a supervisory position (yes/no)</b>
GS-0881/1350/1313-15	Anchorage, AK	1 year	Yes

**Brief Description of Position**

Major duties of the this position include: ensuring that all oil and gas resource assessments in the Alaska OCS are conducted incorporating the most current information; assuring that the public receives fair market value (FMV) for high bids received on tracts in the OCS and National Petroleum Reserve-Alaska; managing the pre-lease Geological and Geophysical (G&G) exploration permitting process; providing the necessary resource data to support lease sales; coordinating economic terms for these lease sales; preparing reports on the Alaska portion of the National Assessment; ensuring proposed G&G permit requests are technically reviewed; ensuring proprietary data are protected and properly handled in accordance with the regulations and official policies; managing G&G regulatory reviews performed on submitted OCS Exploration Plans (EP) and Development and Production Plans (DPP) to evaluate possible drilling hazards posed by surface and subsurface geologic conditions and man-made obstructions; ensuring proposed exploration and development are evaluated to insure conservation of resources; ensuring that worst case discharge values and pore pressure values are determined and documented for all EPs, DPP's and Applications for Permit to Drill (APD's); and, providing all subsurface investigations, evaluations, and reviews for Alaska OCS oil and gas projects including but not limited to EPs, DPPs, NEPA activities, and existing facilities/units.

<p><b>What is the mission impact if this position is not filled?</b></p>	<p><b>Is this a law enforcement position? (yes/no)</b></p>	<p><b>Is this a wildland fire position? (yes/no)</b></p>	<p><b>Does this position support public safety (yes/no)?</b></p>	<p><b>Does this position support energy priority?</b></p>	<p><b>Does this position support border priority?</b></p>
<p>The BOEM-Alaska Office of Resource Evaluation is composed of one manager (this position), two GS-14 supervisors (one is vacant) and 22 staff. Under the current situation (i.e. vacancies) this office is being managed under an ad hoc process, including a temporary reporting structure to supervisors outside of this program office and by "actings." This situation is directly impacting the timeliness of assignments, moral, and the strategic planning for managing the oil and gas and mineral resources on the Alaska OCS.</p>	<p>No</p>	<p>No</p>	<p>No</p>	<p>Yes</p>	<p>No</p>

GS 12 and Above

BOEM	5/25/2017	Supervisor, Resource & Economic Analysis Section, BOEM Alaska OCS Region
BOEM	5/23/2017	Petroleum Engineer
BOEM	5/25/2017	Biologist (Marine) (vice-Belter)
BOEM	5/25/2017	Biologist (Protected Species) (vice-Hernandez)
BOEM	5/25/2017	Biologist (Protected Species) (vice-London)
BOEM	5/25/2017	Interdisciplinary Environmental Scientist/Physical Scientist/Geologist/Oceanographer (Marine Minerals) (vice-Ashworth)
BOEM	5/25/2017	Supervisory Environmental Protection Specialist (vice-Gambino)



GS 12 and Above

GS-0881/1350/1313-14	Anchorage, AK	4 months	Yes
Series 0881, GS11/12/13	Camarillo, CA	4 months	No
7/9/11/12	New Orleans, LA	4 months	No
7/9/11/12	New Orleans, LA	14 months	No
9/11/12	New Orleans, LA	4 months	No
0028/1301/1350/1360- 13	New Orleans, LA	4 months	No
0028-14	New Orleans, LA	< 1 month	Yes

<p>The incumbent serves as the Chief of the Resource and Economic Analysis Section within the Office of Resource Evaluation, BOEM Alaska OCS Region. The principal duties of this position are to supervise the preparation of resource assessments to determine that they (oil and gas) are technically, as well as economically, recoverable; to create Exploration and Development (E&amp;D) Scenarios based on resource assessments for the Five-Year Oil and Gas Leasing Program and individual lease sales; to conduct Worst Case Discharge analyses; to conduct Fair Market Value analyses for BLM on bids received in OCS and National Petroleum Reserve Alaska lease sales; to review reservoir engineering practices to ensure conservation of resources; to test, review, and implement software for the Resource Evaluation Division in BOEM Headquarters; and to provide technical support to the Bureau of Safety and Environmental Enforcement (BSEE) by performing well casing analyses and assisting with oversight of drilling operations.</p>
<p>Perform reservoir engineering and analysis for the development of Pacific OCS oil and gas fields, estimate reserves, and other lease management and/or other technical engineering tasks.</p>
<p>This position is a marine biologist in the Biological Sciences Unit; it prepares pre- and post-lease biological environmental analyses for oil and gas related activities.</p>
<p>This position is a protected species biologist in the Biological Sciences Unit; it prepares pre- and post-lease biological environmental analyses for oil and gas related activities as well as participates in protected species consultation.</p>
<p>This position is a protected species biologist in the Biological Sciences Unit; it prepares pre- and post-lease biological environmental analyses for oil and gas related activities as well as participates in protected species consultation.</p>
<p>This position is an interdisciplinary position in the marine minerals program in the Office of the Regional Supervisor; it manages the marine mineral lease process; reviews, writes, and coordinates the NEPA analysis for marine mineral leasing; and manages the outreach and consultation process with state and federal agencies.</p>
<p>This position is a section chief position for the Biological and Social Sciences Section. The chiefs supervises the supervisors for the Biological Sciences Unit and the Social Sciences Unit as well as a number of other personnel.</p>

GS 12 and Above

<p>The BOEM-Alaska Office of Resource Evaluation is composed of one GS-15 manager (currently vacant), two GS-14 supervisors (one is this vacancy) and 22 staff. Under the current situation (i.e. vacancies) this section is being managed under an ad hoc process, including a temporary reporting structure to supervisors outside of this program office and by “actings”. This situation is directly impacting the timeliness of assignments, moral, and strategic planning for managing the oil and gas and mineral resources on the Alaska OCS.</p>	No	No	No	Yes	
<p>The Pacific is 1 deep in all positions. Without a petroleum engineer, the Region would not have the expertise to estimate reserves and perform reservoir engineering and analysis. This could impact decisions made by companies and the Regional office on a variety of oil &amp; gas activities, including the preparation of reserves estimates that may be used in the development of the 5-Year plan. It could also result in delays to processing Development &amp; Production Plan revision requests from companies, especially if we do not have the analytical expertise to develop worst case discharge analyses. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.</p>	No	No	No	Yes	No
<p>Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.</p>	No	No	No	Yes	No
<p>Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.</p>	No	No	No	Yes	No
<p>Negative impact on ability to ensure that mineral leases and offshore mineral activities continue.</p>	No	No	No	No	No
<p>Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.</p>	No	No	No	Yes	No

GS 12 and Above

BOEM	5/25/2017	Supervisory Environmental Protection Specialist (vice-Goeke)
BOEM	5/25/2017	Physical Scientist (Air Quality) (Selectee: Jose Hernandez, vice-Ensz)
BOEM	5/23/2017	Supervisory Mineral Leasing Specialist
BOEM	5/23/2017	Program Analyst
BOEM	5/23/2017	Program Analyst
BOEM	5/25/2017	Program Analyst
BOEM	5/25/2017	Geologist/Geophysicist (vice-J. Poyer)

GS 12 and Above

0028-14	New Orleans, LA	4 months	Yes
1301-13	New Orleans, LA	13 months	No
1101-14	New Orleans, LA	7 months	Yes
0343-9/11/12	New Orleans, LA	8 months	No
0343-12/13	New Orleans, LA	1 month	No
0343-13	New Orleans, LA	4 months	No
1350/1313-13	New Orleans, LA	1 week	No

GS 12 and Above

<p>This position is a section chief position for the Environmental Assessment Section. The chiefs supervises the supervisors for the NEPA Unit and the CZM Unit as well as a number of other personnel.</p>
<p>This is a Senior Air Quality (AQ) specialist position in the Physical/Chemical Sciences Section. The AQ specialist serves as the subject matter expert for reviewing, writing, and coordinating pre- and post-lease analysis for offshore oil and gas as well as reviewing, writing, and coordinating national and regional AQ policy; and serve as a COR overseeing AQ-related studies.</p>
<p>Chief of the Leasing and Financial Responsibility Section, overseeing the planning and holding of the oil and gas lease sales; and, overseeing the processing of various forms of financial assurance required by regulation of operators in order to conduct exploration and development of oil and gas on the OCS.</p>
<p>This position reviews and approves forms of financial assurance required by regulation to prevent the U.S. Government and U.S. Taxpayers from incurring costs related to offshore oil and gas exploration and development.</p>
<p>This position runs the national Oil Spill Financial Responsibility Program, to ensure that the "designated applicant" for a "covered offshore facility" has the financial resources necessary to pay for cleanup and damages that could be caused by oil discharges.</p>
<p>The Program Analyst position is responsible for all aspects of the budgetary process for the region including formulating and monitoring funding for fiscal year initiatives, operational costs, and salary/benefits. Regional point of contact for all contracting and reimbursable services agreements.</p>
<p>Assures receipt of Fair Market Value on OCS lands as mandated by the OCS Lands Act and its amendments by interpreting geological and geophysical data to identify and evaluate oil and gas prospects. Participant in the development of oil and gas resource assessments that provide estimates of undiscovered oil and gas resources.</p>

GS 12 and Above

Negative impact on ability to ensure that oil and gas lease sales and pre- and post-lease oil and gas activities continue.	No	No	No	Yes	No
Negative impact on ability to ensure that oil and gas lease sales are held and the negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an environmentally responsible way.	No	No	No	Yes	No
Negative impact on ability to ensure that oil and gas lease sales are held and the negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an economically responsible way.	No	No	No	Yes	No
Negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an economically responsible way, possibly leading to the U.S. Government and the U.S. Taxpayers incurring costs related to oil and gas exploration and development.	No	No	No	Yes	No
Negative impact on ability to ensure that oil and gas lease sales are held, and the negative impact on ability to ensure the “designated applicant” for a “covered offshore facility” has the financial resources necessary to pay for cleanup and damages that could be caused by oil discharges.	No	No	No	Yes	No
With an increase in regional workload and no increase in funding, a vacancy at this position will result in operational priorities not being met.	No	No	No	Yes	No
Without this position the timely and proper Fair Market Value evaluation of tracts bid upon during OCS lease sales would be imperiled. Prospect-specific data, maps, and analyses are essential to determine parameters for pre-sale and post-sale bid analyses. Proper Resource estimates supporting the analyses of the potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas will be impacted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.	No	No	No	Yes	No

GS 12 and Above

BOEM	5/25/2017	Petroleum Engineer (Incumbent-Edwin Batchelder)
BOEM	5/25/2017	Staff Geologist (Selectee: Kellie Cross, vice-Shepard)
BOEM	5/25/2017	Petroleum Engineer (Selectee: Craig Griffith, vice-Jennings)
BOEM	5/25/2017	Petroleum Engineer (Selectee: Luis Tapia, vice-Wiseman)



GS 12 and Above

0881-5/7/9/11/12	New Orleans, LA	N/A - Student position converting to permanent position via Pathways upon incumbent's graduation.	No
1350-14	New Orleans, LA	5 months	No
0881-13	New Orleans, LA	5 months	No
0881-12/13	New Orleans, LA	5 months	No

<p>Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities.</p> <p>Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market Value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.</p>
<p>Staff geologist for the entire Reserves Section ensures the requirements of the The OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies and training staff are met. Prepares oil and gas reserves reports and makes available to stakeholders. Coordinates, screens, and independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.</p>
<p>Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities.</p> <p>Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market Value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.</p>
<p>Performs Conservation information document reviews as required by 30 CFR 550.296-299 to ensure operators exploit all economic oil and gas reservoir accumulations discovered rather than producing only the most prolific zones and bypassing marginally economic zones. Develops a forecast of the lessee's production in numerous leases and conducts an economic analysis to estimate the value of the reserves to help determine determining a lessee's ability to carry out its decommissioning obligations per 30 CFR 556.53(d)(ii).</p>

<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Companies exploring and developing in the deepwater (&gt;400 m) GOM would leave significant oil and gas resources behind choosing to exploit only the most profitable reservoirs. Therefore, significant oil and gas resources will remain in the subsurface and the U.S. Government will not be fairly compensated. Companies would not be able to utilize oil and gas reserves in the determination of their companies financial strength; GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No

GS 12 and Above

BOEM	5/25/2017	Staff Geologist (NDAA appointment: Nancy Shepard, vice-H.Hooper)
BOEM	5/25/2017	Geologist/Geophysicist (vice-C. Poyer)
BOEM	5/25/2017	Geologist/Geophysicist (vice-Shanks)
BOEM	5/25/2017	Technical Information Specialist (vice-Bongiovanni)
BOEM	5/25/2017	Staff Geologist/Geophysicist (vice-Blum)

GS 12 and Above

1350-14	New Orleans, LA	4 months	No
1350/1313-12	New Orleans, LA	1 week	No
1350/1313-13	New Orleans, LA	2 weeks	No
1412-9/11/12	New Orleans, LA	3 months	No
1350/1313-13	New Orleans, LA	10 months	No

Part-time reemployment under the National Defense Authorization Act to work as ePlans subject matter expert; educate and train replacement in maintaining the Reserves Inventory program in accordance with the Petroleum Resource Management System; apprise staff in the preparation of the Estimated Oil and Gas Report and Sand Atlas; train staff in the coordination, evaluation, and screening of Worst Case Discharge submittals; and train and mentor newly hired geologists and geophysicists.

Performs regional/OCS wide assessments of geologic plays that may have the potential for oil and gas resources. Provides the regional geologic framework and stratigraphy necessary to conduct resource and reserve estimation.

Geologist/Geophysicist in the Reserves Section ensures the requirements of the The OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies are met. Independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.

Seismic data is essential to developing oil and gas resource estimates. The technical information specialist is responsible for loading and managing geophysical data to be used by BOEM and BSEE geoscientists and for the public release and security of this data.

Assures receipt of Fair Market Value on OCS lands as mandated by the OCS Lands Act and its amendments by interpreting geological and geophysical data to identify and evaluate oil and gas prospects. Reviews work of others and trains newly hired employees within Unit. Critical participant in the development of oil and gas resource assessments that provide estimates of undiscovered oil and gas resources.

<p>Continuity and development of the ePlans system, reserves inventory program, worst case discharge evaluation and screening, oil and gas reserves reporting, and training of newly hired employees will be imperiled. Additionally, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities would be impacted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Without a regional evaluation of geologic plays in the Gulf of Mexico, BOEM would be limited in its ability to conduct statutory and regulatory required mission processes such as resource assessment, reserve estimation, fair market value of tracts bid upon during a lease sale, G&amp;G regulatory reviews of plans and permits, and conservation of resource reviews. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Without the ability to maintain and develop Reserve estimates oil and gas resource assessments, bid adequacy determinations, and in reviews of industry plans and requests could not be conducted. Additionally, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Without this data and the ability to maintain and deploy this data, BOEM would be unable to properly conduct statutory and regulatory required mission processes such as resource assessment, reserve estimation, fair market value of tracts bid upon during a lease sale, G&amp;G regulatory reviews of plans and permits, and conservation of resource reviews. BSEE also relies on this data for Unitization reviews and conservation of resources reviews.</p>	No	No	No	Yes	No
<p>Without this position the timely and proper Fair Market Value evaluation of tracts bid upon during OCS lease sales would be imperiled. Prospect-specific data, maps, and analyses are essential to determine parameters for pre-sale and post-sale bid analyses. Newly hired staff would not be properly trained. Proper Resource estimates supporting the analyses of the potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas will be impacted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No

GS 12 and Above

BOEM	5/25/2017	Petroleum Engineer (vice-Wallace)
BOEM	5/25/2017	Petroleum Engineer (vice-Bates)
BOEM	5/25/2017	Staff Geologist/Geophysicist (vice-Palazzo)



GS 12 and Above

0881-12/13	New Orleans, LA	5 months	No
0881-12/13	New Orleans, LA	5 months	No
1350/1313-13	New Orleans, LA	3 months	No

Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities.

Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.

Supports the development of the 5-year program by developing estimates of the amount of oil and gas likely to be discovered and produced as a result of leasing; and, generates potential scenarios of future exploration, development, and production activities.

Conducts assessment of resources to provide estimates of undiscovered, technically and economically recoverable oil and gas resources located outside of known oil and gas fields on the OCS. Ensures the receipt of Fair Market Value on OCS tracts offered for lease by incorporating geological and geophysical data along with reserve, resource, engineering and economic information, into a sophisticated discounted cash flow computer model.

Performs Conservation information document reviews as required by 30 CFR 550.296-299 to ensure operators exploit all economic oil and gas reservoir accumulations discovered rather than producing only the most prolific zones and bypassing marginally economic zones. Reviews work and trains staff.

<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Increasing demands require additional staff to maintain and develop oil and gas resource assessments, perform bid adequacy determinations, and forecast exploration, development, and production activities on the GOM and Atlantic. Without the appropriate staff analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Plan, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No
<p>Companies exploring and developing in the deepwater (&gt;400 m) GOM would leave significant oil and gas resources behind choosing to exploit only the most profitable reservoirs. Therefore, significant oil and gas resources will remain in the subsurface and the U.S. Government will not be fairly compensated. GAO has highlighted in its High Risk Report as difficult to fill with qualified individuals due to competition with industry.</p>	No	No	No	Yes	No

**To:** Pletcher, Mary[mary\_pletcher@ios.doi.gov]  
**From:** Cruickshank, Walter  
**Sent:** 2017-07-21T14:09:19-04:00  
**Importance:** Normal  
**Subject:** Re: Hiring waiver requests  
**Received:** 2017-07-21T14:09:26-04:00

Hi Mary,  
Any idea when we may hear back on these?

Thanks,  
Walter

On Fri, Jun 30, 2017 at 12:01 PM, Cruickshank, Walter <[walter.cruickshank@boem.gov](mailto:walter.cruickshank@boem.gov)> wrote:

Mary,  
I have attached a revised set of waiver requests, based on the questions Jim raised to the earlier request and follow-up conversations with Kate and Scott. The following describes the changes and provides context for those requests that remain.

We eliminated several positions from the request, mostly in DC and one in AK. These positions would not necessarily be redundant if BOEM and BSEE were to be combined, but filling them now would reduce our flexibility in reassigning personnel in the event of a reorganization.

We are still requesting to fill some positions in the greater DC area. Except for potentially the first one, none of them overlap with existing BSEE positions (filled or vacant):

- Executive Asst to Director – this would be a promotion for the person that is already in this position. She is at a lower grade than all comparable positions in DOI, and I wish to rectify that disparity.
- Geospatial Information Officer -- neither BOEM nor BSEE has one
- 4 Atlantic field positions (3 – renewable energy; 1 sand program). Because we don't have an Atlantic region, front-line field work for these programs is conducted from headquarters (Sterling, VA).
- Office of Environmental Programs: 2 of the positions would contribute to the programmatic NEPA document for the new 5 Year program, as well as other programmatic analyses, and the third is critical for meeting our tribal coordination obligations)

All of the other requests are in our Regional offices (24 Gulf of Mexico, 2 Alaska, 1 Pacific), and are requested to address our workload in these offices, which in the Gulf and Alaska, are expected to grow with the development of the new 5 Year Program. In keeping with the approach of the hiring policy, any new announcements for these field positions will be advertised internally first to see if any qualified DC-area personnel apply.

Please let me know if you have any further questions.

Thanks,

Walter

On Tue, Jun 13, 2017 at 4:41 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Kate, Walter, and Scott,

I met with Jim Cason about the June 1st hiring waiver requests. On the BOEM requests, Jim asked you take a look at these considering the possibility of a combined BOEM/BSEE organization. Would you still want to move forward with these positions? Are there any positions that you would not want to move forward?

Thanks,

Mary

----- Forwarded message -----

From: **Cruickshank, Walter** <[walter.cruickshank@boem.gov](mailto:walter.cruickshank@boem.gov)>

Date: Thu, May 25, 2017 at 4:23 PM

Subject: Hiring waiver requests

To: Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>, [doi\\_office\\_of\\_human\\_resources@ios.doi.gov](mailto:doi_office_of_human_resources@ios.doi.gov)

Cc: Tamara Richardson <[Tamara.Richardson@boem.gov](mailto:Tamara.Richardson@boem.gov)>

Here are BOEM's hiring waiver requests for the June 1 deadline.  
Please let me know if you have any questions.

Thanks,

Walter

--

**Mary Pletcher**  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



17-01174_005479	17-01174_005479	17-01174_005480	17-01174_005481	17-01174_005482	17-01174_005483	1...
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Bureau	Year Entered Current Job																	Grand Total		
	1997	1998	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015		2016	2017
BUREAU OF INDIAN AFFAIRS						1	1				2	2	1	1		3	4	4	2	21
BUREAU OF LAND MANAGEMENT								1		1		1	1	1		2	3	6	4	20
BUREAU OF OCEAN ENERGY MANAGEMENT													3		1		1		1	6
BUREAU OF RECLAMATION				1	1		1	1				1		3		2	2	1	1	14
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR													2	2						4
FISH AND WILDLIFE SERVICE		1			1			1		3	2		2	3	2		2	3		20
GEOLOGICAL SURVEY						1							5		1	2	5	4	1	19
NATIONAL PARK SERVICE												1	1		2	6	7	7	1	25
OFC OF SURFACE MINING, RECLAMATION & ENF			1			2			1								1		1	6
OFFICE OF THE SECRETARY OF THE INTERIOR											1					1	1	1	5	9
OFFICE OF THE SECRETARY OF THE INTERIOR - OST						1		2						3	1			1	1	9
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA									1	1	1				1	2				6
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC											1			1		1			3	6
OFFICE OF THE SECRETARY OF THE INTERIOR - Insular												1								1
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR												1				1	2	2		6
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB		1		1			1				1	2	5	1	2	4	7	9	1	35
OFFICE OF THE SOLICITOR	1			1				1			2	1	1	1	1	1	2	4	1	17
<b>Grand Total</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>9</b>	<b>12</b>	<b>21</b>	<b>16</b>	<b>11</b>	<b>25</b>	<b>37</b>	<b>45</b>	<b>19</b>	<b>224</b>
% of SES	0.4%	0.9%	0.4%	1.3%	0.9%	2.2%	1.3%	2.7%	0.9%	1.8%	4.0%	5.4%	9.4%	7.1%	4.9%	11.2%	16.5%	20.1%	8.5%	1
	<b>Cumulative</b>											<b>22.3%</b>	<b>31.7%</b>							

All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
BUREAU OF INDIAN AFFAIRS	SPEAKS, STANLEY M.	0340	REGIONAL DIRECTOR,NORTHWEST REGION	PORTLAND,OREGON	02/22/04		(b)(6)
BUREAU OF INDIAN AFFAIRS	DEERINWATER, DANIEL J.	0340	REGIONAL DIRECTOR,SOUTHERN PLAINS	ANADARKO,OKLAHOMA	06/26/05		
BUREAU OF INDIAN AFFAIRS	HAMLEY, JEFFREY L.	1720	ASSOC DEP DIR - PERFORMANCE & ACCTBY	WASHINGTON,DC	04/26/09		
BUREAU OF INDIAN AFFAIRS	WALKER, WILLIAM T.	0340	REGIONAL DIRECTOR, SOUTHWEST REGION	ALBUQUERQUE,NEW MEXICO	12/20/09		
BUREAU OF INDIAN AFFAIRS	BOWKER, BRYAN L.	0340	REGIONAL DIRECTOR, WESTERN	PHOENIX,ARIZONA	07/04/10		
BUREAU OF INDIAN AFFAIRS	DUTSCHKE, AMY L.	0340	REGIONAL DIRECTOR, PACIFIC	SACRAMENTO,CALIFORNIA	10/10/10		
BUREAU OF INDIAN AFFAIRS	PINTO, SHARON ANN	0340	REGIONAL DIRECTOR, NAVAJO	GALLUP,NEW MEXICO	10/09/11		
BUREAU OF INDIAN AFFAIRS	ORTIZ, HANKIE P.	0340	DEPUTY BUREAU DIRECTOR, INDIAN SVS.	WASHINGTON,DC	03/25/12		
BUREAU OF INDIAN AFFAIRS	HANNA, JEANETTE D.	0301	SPECIAL ASST TO THE DIRECTOR-BIA	WASHINGTON,DC	07/13/14		
BUREAU OF INDIAN AFFAIRS	LAPOINTE, TIMOTHY L.	0340	REGIONAL DIRECTOR, GREAT PLAINS	ABERDEEN,SOUTH DAKOTA	11/02/14		
BUREAU OF INDIAN AFFAIRS	RIGGS, HELEN	0340	DEPUTY BUREAU DIRECTOR-TRUST SVS.	WASHINGTON,DC	12/14/14		
BUREAU OF INDIAN AFFAIRS	LA COUNTE, DARRYL D. II	0340	REGIONAL DIRECTOR, ROCKY MTN	BILLINGS,MONTANA	03/08/15		
BUREAU OF INDIAN AFFAIRS	PFEIFFER, TAMARAH NMN	1701	ASSOC DEPUTY DIRECTOR-NAVAJO	WINDOW ROCK,ARIZONA	06/29/15		
BUREAU OF INDIAN AFFAIRS	STREATER, EDDIE R.	0340	REGIONAL DIRECTOR, EASTERN OKLA	MUSKOGEE,OKLAHOMA	07/12/15		
BUREAU OF INDIAN AFFAIRS	MAYTUBBY, BRUCE W.	0340	REGIONAL DIRECTOR, EASTERN	NASHVILLE,TENNESSEE	09/06/15		
BUREAU OF INDIAN AFFAIRS	DAVIS, ROSE MARIE	1701	ADD-TRIBALLY CONTROLLED SCHOOLS	BLOOMINGTON,MINNESOTA	02/21/16		
BUREAU OF INDIAN AFFAIRS	DEARMAN, TONY L.	1710	DIRECTOR, BUREAU OF INDIAN EDUCATION	WASHINGTON,DC	10/30/16		
BUREAU OF INDIAN AFFAIRS	LOUDERMILK, WELDON B.	0340	DIRECTOR, BUREAU OF INDIAN AFFAIRS	WASHINGTON,DC	11/02/16		
BUREAU OF INDIAN AFFAIRS	BLACK, MICHAEL S.	0301	SENIOR ADVISOR TO THE DIRECTOR-BIA	BILLINGS,MONTANA	11/02/16		
BUREAU OF INDIAN AFFAIRS	CRUZAN, DARREN A.	0340	SENIOR ADVISOR-LE, SECUR, SCHOOL SAFE	WASHINGTON,DC	01/08/17		
BUREAU OF INDIAN AFFAIRS	STEVENS, BARTHOLOMEW S.	0340	DEPUTY DIRECTOR FOR SCHOOL OPERATIONS	WASHINGTON,DC	01/22/17		
BUREAU OF LAND MANAGEMENT	VELASCO, JANINE M.	0340	ASSISTANT DIRECTOR, BUSINESS, FISCAL AND INFO RES MGMT	WASHINGTON,DC	09/24/06		
BUREAU OF LAND MANAGEMENT	NEDD, MICHAEL D.	0340	AD, MINS, REAL, & RES PRO	WASHINGTON,DC	09/14/08		
BUREAU OF LAND MANAGEMENT	CRIBLEY, BUD C	0340	STATE DIRECTOR, ALASKA	ANCHORAGE,ALASKA	11/07/10		
BUREAU OF LAND MANAGEMENT	LAURO, SALVATORE R.	1811	DIRECTOR, LAW ENFORCEMENT	WASHINGTON,DC	06/19/11		
BUREAU OF LAND MANAGEMENT	SUAZO, RAYMOND	0340	STATE DIRECTOR, ARIZONA	PHOENIX,ARIZONA	01/01/12		
BUREAU OF LAND MANAGEMENT	WELCH, RUTH L.	0340	STATE DIRECTOR, COLORADO	DENVER,COLORADO	05/18/14		
BUREAU OF LAND MANAGEMENT	MURPHY, TIMOTHY M.	0340	STATE DIRECTOR, IDAHO	BOISE,IDAHO	09/07/14		
BUREAU OF LAND MANAGEMENT	DUNTON, RONALD L.	0340	ASSISTANT DIRECTOR, FIRE & AVIATION	BOISE,IDAHO	06/14/15		
BUREAU OF LAND MANAGEMENT	RUHS, JOHN F	0340	STATE DIRECTOR, NEVADA	RENO,NEVADA	11/29/15		
BUREAU OF LAND MANAGEMENT	LUEDERS, AMY L.	0340	STATE DIRECTOR, NEW MEXICO	SANTA FE,NEW MEXICO	11/29/15		
BUREAU OF LAND MANAGEMENT	PEREZ, JEROME E	0340	STATE DIRECTOR, CALIFORNIA	SACRAMENTO,CALIFORNIA	01/10/16		
BUREAU OF LAND MANAGEMENT	RUGWELL, MARY J.	0340	STATE DIRECTOR, WYOMING	CHEYENNE,WYOMING	04/17/16		
BUREAU OF LAND MANAGEMENT	MOURITSEN, KAREN E.	0340	STATE DIRECTOR, EASTERN STATES	WASHINGTON,DC	05/29/16	05/29/17	
BUREAU OF LAND MANAGEMENT	BAIL, KRISTIN MARA	0340	ASSISTANT DIRECTOR, RES & PLANNING	WASHINGTON,DC	08/07/16		
BUREAU OF LAND MANAGEMENT	ROBERSON, EDWIN L	0340	STATE DIRECTOR, UTAH	SALT LAKE CITY,UTAH	10/02/16		

All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
BUREAU OF LAND MANAGEMENT	ALLEN, MATTHEW R	0340	ASST DIRECTOR, COMMUNICATION & PR	WASHINGTON,DC	10/16/16	10/16/17	(b)(6)
BUREAU OF LAND MANAGEMENT	CANTOR, HOWARD M	0340	DIRECTOR, NATIONAL OPERATIONS CENTER	LAKEWOOD,COLORADO	01/08/17		
BUREAU OF LAND MANAGEMENT	HUDSON, JODY LEE	0340	ASSISTANT DIRECTOR, HUMAN CAPITAL MGMT	WASHINGTON,DC	01/15/17		
BUREAU OF LAND MANAGEMENT	MCLEAR, CHRISTOPHER J	0340	ASSISTANT DIRECTOR, NLCS & CP	WASHINGTON,DC	02/10/17	02/10/18	
BUREAU OF LAND MANAGEMENT	CONNELL, JAMIE E.	0340	STATE DIRECTOR, OREGON	PORTLAND,OREGON	02/10/17		
BUREAU OF OCEAN ENERGY MANAGEMENT	ORR, L. RENEE	0340	STRATEGIC RESOURCES CHIEF	WASHINGTON,DC	10/09/11		
BUREAU OF OCEAN ENERGY MANAGEMENT	KENDALL, JAMES J. JR.	0340	ALASKA REGIONAL DIRECTOR	ANCHORAGE,ALASKA	10/09/11		
BUREAU OF OCEAN ENERGY MANAGEMENT	CRUICKSHANK, WALTER D.	0340	DEPUTY DIRECTOR	WASHINGTON,DC	10/09/11		
BUREAU OF OCEAN ENERGY MANAGEMENT	BROWN, WILLIAM Y	0340	CHIEF ENVIRONMENTAL OFFICER	WASHINGTON,DC	11/17/13		
BUREAU OF OCEAN ENERGY MANAGEMENT	CELATA, MICHAEL A.	0340	GULF OF MEXICO REGIONAL DIRECTOR	JEFFERSON,LOUISIANA	11/15/15		
BUREAU OF OCEAN ENERGY MANAGEMENT	ANDERSON, JAMES G.	0340	PROGRAM MANAGER, OFFICE OF BUDGET AND PROGRAM COORDINATION	WASHINGTON,DC	02/10/17	02/10/18	
BUREAU OF RECLAMATION	WOLF, ROBERT W	0340	DIR, PROGRAM & BUDGET	WASHINGTON,DC	01/27/02		
BUREAU OF RECLAMATION	GONZALES-SCHREINER, ROSEA	0340	DIRECTOR,POLICY AND ADMINISTRATION	LAKEWOOD,COLORADO	11/02/03		
BUREAU OF RECLAMATION	RYAN, MICHAEL J.	0340	REGIONAL DIRECTOR, GREAT PLAINS	BILLINGS,MONTANA	06/26/05		
BUREAU OF RECLAMATION	CORDOVA-HARRISON, ELIZABE	0340	DIR,MISSION SUPPORT ORGANIZATION	LAKEWOOD,COLORADO	04/16/06		
BUREAU OF RECLAMATION	PAYNE, GRAYFORD F.	0340	DEPUTY COMMISSIONER, PAB	WASHINGTON,DC	10/10/10		
BUREAU OF RECLAMATION	GRAY, LORRI J	0340	REGIONAL DIRECTOR, PACIFIC NORTHWEST	BOISE,IDAHO	01/01/12		
BUREAU OF RECLAMATION	FULP, TERRANCE J	0340	REGIONAL DIRECTOR, LOWER COLORADO	BOULDER CITY,NEVADA	09/23/12		
BUREAU OF RECLAMATION	MURILLO, DAVID G.	0340	REGIONAL DIRECTOR, MID PACIFIC REGION	SACRAMENTO,CALIFORNIA	12/16/12		
BUREAU OF RECLAMATION	LUEBKE, THOMAS A	0340	DIRECTOR, TECHNICAL SERVICE CENTER	LAKEWOOD,COLORADO	06/01/14		
BUREAU OF RECLAMATION	MULLER, BRUCE C JR	0340	DIR,SECURITY,SAFETY&LAW ENFORCEMENT	LAKEWOOD,COLORADO	09/21/14		
BUREAU OF RECLAMATION	RHEES, BRENT B.	0340	REGIONAL DIRECTOR, UPPER COLORADO	SALT LAKE CITY,UTAH	04/05/15		
BUREAU OF RECLAMATION	PALUMBO, DAVID M.	0340	DEPUTY COMMISSIONER- OPERATIONS	WASHINGTON,DC	10/04/15		
BUREAU OF RECLAMATION	SMILEY, KARLA J.	2210	ASSOCIATE CHIEF INFORMATION OFFICER	LAKEWOOD,COLORADO	01/13/16		
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	HERBST, LARS T.	0340	GULF OF MEXICO REGIONAL DIRECTOR	JEFFERSON,LOUISIANA	10/09/11		
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	MORRIS, DOUGLAS W.	0340	REGULATORY PROGRAMS CHIEF	WASHINGTON,DC	11/06/11		
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	SCHNEIDER, MARGARET N.	0340	DEPUTY DIRECTOR	WASHINGTON,DC	01/01/12		
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	MABRY, SCOTT L.	0340	ASSOC DIR FOR ADMINISTRATION	WASHINGTON,DC	11/04/12		
FISH AND WILDLIFE SERVICE	SHEEHAN, DENISE E.	0341	ASST-DIR BUDGET, PLNG & HR	BAILEYS CROSSROADS,VIRGI	06/21/98		
FISH AND WILDLIFE SERVICE	WOODY, WILLIAM C.	1811	CHIEF, OFFICE OF LAW ENFORCEMENT	BAILEYS CROSSROADS,VIRGI	09/08/03		
FISH AND WILDLIFE SERVICE	TUGGLE, BENJAMIN N.	0480	REGIONAL DIRECTOR, ALBUQUERQUE	ALBUQUERQUE,NEW MEXICO	09/17/06		
FISH AND WILDLIFE SERVICE	SLACK, JAMES J.	0340	DIRECTOR, NCTC	SHEPHERDSTOWN, WEST VIRGI	09/21/08		
FISH AND WILDLIFE SERVICE	THORSON, ROBYN	0480	REGIONAL DIRECTOR -PORTLAND	PORTLAND,OREGON	10/12/08		
FISH AND WILDLIFE SERVICE	MELIUS, THOMAS O	0480	REGIONAL DIRECTOR - TWIN CITIES	MINNEAPOLIS,MINNESOTA	10/12/08		
FISH AND WILDLIFE SERVICE	FRAZER, GARY D.	0480	ASST DIRECTOR - ENDANGERED SPECIES	WASHINGTON,DC	07/31/09		
FISH AND WILDLIFE SERVICE	DOHNER, CYNTHIA	0480	REGIONAL DIRECTOR - ATLANTA	ATLANTA,GEORGIA	11/08/09		

All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
FISH AND WILDLIFE SERVICE	FORD, JEROME E.	0480	ASST DIRECTOR - MIGRATORY BIRDS & STATE	BAILEYS CROSSROADS,VIRGI	06/29/11		
FISH AND WILDLIFE SERVICE	WEBER, WENDI	0480	REGIONAL DIRECTOR - HADLEY MA	HADLEY,MASSACHUSETTS	10/05/11		
FISH AND WILDLIFE SERVICE	ARROYO, BRYAN	0480	ASST DIRECTOR - INTERNATIONAL AFFAIRS	WASHINGTON,DC	07/01/12		
FISH AND WILDLIFE SERVICE	GUERTIN, STEPHEN D.	0480	DEPUTY DIRECTOR (PROG. MGMT. & PLCY)	ARLINGTON,VIRGINIA	11/04/12		
FISH AND WILDLIFE SERVICE	WALSH, NOREEN E.	0480	REGIONAL DIRECTOR - DENVER, CO.	LAKEWOOD,COLORADO	11/29/12		
FISH AND WILDLIFE SERVICE	HOSKINS, DAVID WILLIAM	0480	AD-FISHERIES & HABITAT CONSERVATION	WASHINGTON,DC	11/03/13		
FISH AND WILDLIFE SERVICE	HILDEBRANDT, BETSY J.	0340	ASSISTANT DIRECTOR - EXTERNAL AFFAIRS	WASHINGTON,DC	11/17/13		
FISH AND WILDLIFE SERVICE	KURTH, JAMES W.	0480	DEPUTY DIRECTOR (OPERATIONS)	WASHINGTON,DC	01/11/15		
FISH AND WILDLIFE SERVICE	MARTINEZ, CYNTHIA T	0480	AD-NATIONAL WLDLFE REFUGE MANAGER	WASHINGTON,DC	05/11/15		
FISH AND WILDLIFE SERVICE	SIEKANIEC, GREGORY EUGENE	0480	REGIONAL DIRECTOR - ANCHORAGE	ANCHORAGE,ALASKA	08/01/16		
FISH AND WILDLIFE SERVICE	SOUZA, PAUL	0480	REGIONAL DIRECTOR, SACRAMENTO, CA	SACRAMENTO,CALIFORNIA	08/07/16		
FISH AND WILDLIFE SERVICE	RAUCH, PAUL A.	0340	AD-WLDLFE & SPORT FISH RESTOR PROGRAM	WASHINGTON,DC	09/04/16		
GEOLOGICAL SURVEY	WAINMAN, BARBARA W.	0340	ASSOCIATE DIRECTOR FOR COMM	RESTON,VIRGINIA	03/21/04		
GEOLOGICAL SURVEY	CARL, LEON M.	0401	REGIONAL EXECUTIVE - EASTERN REGION	ANN ARBOR,MICHIGAN	03/13/11		
GEOLOGICAL SURVEY	KINSINGER, ANNE E.	0401	ASSOCIATE DIRECTOR FOR ECOSYSTEMS	RESTON,VIRGINIA	04/19/11		
GEOLOGICAL SURVEY	GALLAGHER, KEVIN T	0340	ASSOCIATE DIRECTOR FOR CORE SCI SYS	RESTON,VIRGINIA	04/21/11		
GEOLOGICAL SURVEY	APPLEGATE, JAMES D. R.	1301	ASSOCIATE DIR FOR NATURAL HAZARDS	RESTON,VIRGINIA	05/22/11		
GEOLOGICAL SURVEY	KELLY, FRANCIS P.	1301	DIR (EROS) CENTER & POLICY ADVISOR	SIOUX FALLS,SOUTH DAKOTA	12/04/11		
GEOLOGICAL SURVEY	SOGGE, MARK K.	0401	REGIONAL EXECUTIVE - PACIFIC REGION	SACRAMENTO,CALIFORNIA	06/30/13		
GEOLOGICAL SURVEY	ETHRIDGE, MAX M.	1301	REGIONAL DIRECTOR - SOUTHWEST REGION	LAKEWOOD,COLORADO	11/30/14		
GEOLOGICAL SURVEY	ARAGON, JOSE RAMON	0340	ASSOCIATE DIRECTOR FOR ADMINISTRATION	ALBUQUERQUE,NEW MEXICO	12/28/14		
GEOLOGICAL SURVEY	LODGE, CYNTHIA LOUISE	0501	ASSOCIATE DIRECTOR FOR BUDGET, PLANNING AND INTEGRATION	RESTON,VIRGINIA	04/05/15		
GEOLOGICAL SURVEY	FERRERO, RICHARD C.	0401	REGIONAL DIRECTOR - NORTHWEST REGION	SEATTLE,WASHINGTON	05/31/15		
GEOLOGICAL SURVEY	BURKETT, VIRGINIA	0401	ASSOCIATE DIRECTOR FOR CLIMATE	MANY,LOUISIANA	09/17/15		
GEOLOGICAL SURVEY	DEVARIS, AIMEE MARIE	1301	REGIONAL DIRECTOR - ALASKA	ANCHORAGE,ALASKA	11/29/15		
GEOLOGICAL SURVEY	WERKHEISER, WILLIAM H.	1301	DEPUTY DIRECTOR	RESTON,VIRGINIA	12/27/15		
GEOLOGICAL SURVEY	CLINE, DONALD WALTER	1301	ASSOCIATE DIRECTOR FOR WATER	RESTON,VIRGINIA	01/10/16		
GEOLOGICAL SURVEY	TUPPER, MICHAEL H.	0340	REGIONAL DIRECTOR-NORTHEAST	RESTON,VIRGINIA	03/06/16		
GEOLOGICAL SURVEY	HITZMAN, MURRAY WALTER	1350	ASSOC DIRECTOR FOR ENERGY & MINERALS	RESTON,VIRGINIA	09/11/16	09/11/17	
GEOLOGICAL SURVEY	WEYERS, HOLLY S.	0401	REGIONAL DIRECTOR - SOUTHEAST	NORCROSS,GEORGIA	10/16/16	10/16/17	
GEOLOGICAL SURVEY	NOWAKOWSKI, JUDY JENNIFER	0301	SENIOR ADVISOR TO THE DIRECTOR	RESTON,VIRGINIA	01/08/17	Limited Term	
NATIONAL PARK SERVICE	TOOTHMAN, STEPHANIE S.	0340	ASSOC DIRECTOR, CULTURAL RESOURCES	WASHINGTON,DC	07/04/10		
NATIONAL PARK SERVICE	WENK, DANIEL N.	0025	PARK MANAGER (SUPERINTENDENT)	YELLOWSTONE PARK,WYOMING	02/27/11		
NATIONAL PARK SERVICE	LAIRD, JOSHUA RADBILL	0301	EXECUTIVE DIRECTOR - NATIONAL PARKS OF NY HARBOR	NEW YORK, NEW YORK	06/16/13		
NATIONAL PARK SERVICE	AUSTIN, STANLEY J.	0340	REGIONAL DIRECTOR	ATLANTA,GEORGIA	07/14/13		
NATIONAL PARK SERVICE	MASICA, SUE E.	0340	REGIONAL DIRECTOR, INTERMTN. REGION	LAKEWOOD,COLORADO	01/12/14		

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All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
NATIONAL PARK SERVICE	CALDWELL, MICHAEL A.	0340	REGIONAL DIRECTOR	PHILADELPHIA,PENNSYLVANI	02/09/14		
NATIONAL PARK SERVICE	VELA, RAYMOND DAVID	0025	PARK MANAGER (SUPERINTENDENT)	MOOSE,WYOMING	03/09/14		
NATIONAL PARK SERVICE	FROST, HERBERT C.	0340	REGIONAL DIRECTOR, ALASKA	ANCHORAGE,ALASKA	04/20/14		
NATIONAL PARK SERVICE	SAUVAJOT, RAYMOND MARC	0401	AD,NATURAL RESOURCE STEWARD & SCIENCE	WASHINGTON,DC	12/14/14		
NATIONAL PARK SERVICE	VOGEL, ROBERT A.	0340	REGIONAL DIR, NATL CAPITOL REGION	WASHINGTON,DC	12/14/14		
NATIONAL PARK SERVICE	MCDOWALL, LENA E	0340	CHIEF FINANCIAL OFFICER	WASHINGTON,DC	01/11/15		
NATIONAL PARK SERVICE	RAMOS, PEDRO M	0025	PARK MANAGER (SUPERINTENDENT)	MIAMI-DADE,FLORIDA	01/25/15		
NATIONAL PARK SERVICE	CASH, CASSIUS M	0025	PARK MANAGER (SUPERINTENDENT)	GATLINBURG,TENNESSEE	02/08/15		
NATIONAL PARK SERVICE	SHOLLY, CAMERON H	0340	REGIONAL DIRECTOR, MIDWEST REGION	OMAHA,NEBRASKA	03/08/15		
NATIONAL PARK SERVICE	VIETZKE, GAY E.	0340	PARK MANAGER (SUPERINTENDENT)	WASHINGTON,DC	09/20/15		
NATIONAL PARK SERVICE	OBERNESSER, RICHARD	0340	ASSOCIATE DIRECTOR, VISITOR & RESOURCE PROTECTION	WASHINGTON,DC	10/04/15		
NATIONAL PARK SERVICE	RICHARDSON, LIZETTE	0340	PARK MANAGER (SUPERINTENDENT)	BOULDER CITY,NEVADA	10/04/15		
NATIONAL PARK SERVICE	TODD, RAYMOND K.	0340	DIRECTOR, DENVER SERVICE CENTER	LAKEWOOD,COLORADO	03/06/16		
NATIONAL PARK SERVICE	JOSS, LAURA	0340	REGIONAL DIRECTOR, PACIFIC WEST REG	OAKLAND,CALIFORNIA	03/06/16		
NATIONAL PARK SERVICE	REYNOLDS, MICHAEL T.	0340	DEPUTY DIRECTOR, OPERATIONS	WASHINGTON,DC	07/31/16		
NATIONAL PARK SERVICE	LEHNERTZ, CHRISTINE S.	0340	PARK MANAGER	GRAND CANYON,ARIZONA	08/21/16		
NATIONAL PARK SERVICE	COMPTON, JEFFREY S.	2210	ASSOC CHIEF INFORMATION OFFICER	WASHINGTON,DC	09/18/16	09/18/17	
NATIONAL PARK SERVICE	BENGE, SHAWN T.	0340	ASSOC DIR,PARK,PLAN,FACILIT & LANDS	WASHINGTON,DC	10/02/16	10/02/17	
NATIONAL PARK SERVICE	AUSTIN, TERESA MADEYA	0340	ASSOCIATE DIRECTOR, BUSINESS SERVICES	WASHINGTON,DC	10/30/16	10/30/17	
NATIONAL PARK SERVICE	BOWRON, JESSICA L.	0501	COMPTROLLER	WASHINGTON,DC	01/08/17	01/08/18	
OFC OF SURFACE MINING, RECLAMATION & ENF	OWENS, GLENDA HUDSON	0340	DEPUTY DIRECTOR - OSM	WASHINGTON,DC	01/14/01		
OFC OF SURFACE MINING, RECLAMATION & ENF	WORONKA, THEODORE	0340	ASST DIR-FOR FINANCE & ADMIN.	WASHINGTON,DC	04/04/04		
OFC OF SURFACE MINING, RECLAMATION & ENF	RIDEOUT, STERLING J. JR	0340	ASST DIRECTOR-PROGRAM SUPPORT	WASHINGTON,DC	10/03/04		
OFC OF SURFACE MINING, RECLAMATION & ENF	SHOPE, THOMAS D.	0340	REGIONAL DIRECTOR	GREEN TREE,PENNSYLVANIA	10/14/07		
OFC OF SURFACE MINING, RECLAMATION & ENF	BERRY, DAVID A	0340	REGIONAL DIRECTOR	DENVER,COLORADO	03/08/15		
OFC OF SURFACE MINING, RECLAMATION & ENF	CLAYBORNE, ALFRED L	0340	REGIONAL DIRECTOR-MCRO	ALTON,ILLINOIS	02/19/17	02/19/18	
OFFICE OF THE SECRETARY OF THE INTERIOR	SALOTTI, CHRISTOPHER P.	0905	LEGISLATIVE COUNSEL	WASHINGTON,DC	01/18/09		
OFFICE OF THE SECRETARY OF THE INTERIOR	ESTENOZ, SHANNON A.	0340	DIRECTOR, EVERGLADES RESTORATION	MIAMI,FLORIDA	08/24/14		
OFFICE OF THE SECRETARY OF THE INTERIOR	CARDINALE, RICHARD T.	0301	SENIOR POLICY PROGRAM MANAGER	WASHINGTON,DC	10/18/15		
OFFICE OF THE SECRETARY OF THE INTERIOR	LILLIE, JULIETTE ANNE FAL	0301	DIRECTOR, OFFICE OF THE EXECUTIVE SEC	WASHINGTON,DC	08/07/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	BURCH, MELVIN E.	0340	REGIONAL FIDUCIARY TRUST	ALBUQUERQUE,NEW MEXICO	03/07/04		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	REYNOLDS, THOMAS G.	0340	REGIONAL FIDUCIARY TRUST ADMIN	ALBUQUERQUE,NEW MEXICO	05/24/06		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	CRAFF, ROBERT C.	0340	REG FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	05/28/06		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	WILLIAMS, MARGARET C.	0340	REG FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	08/31/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	JAMES, JAMES D. JR.	0340	DEP SPEC TRUSTEE-FIELD OPS	ALBUQUERQUE,NEW MEXICO	12/02/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	LORDS, DOUGLAS A.	0340	DEP SPEC TRUSTEE TRUST SVS	ALBUQUERQUE,NEW MEXICO	12/02/12		

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All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	WHITE, JOHN ETHAN	0340	DEPUTY SPECIAL TRUSTEE FOR PROGRAM	ALBUQUERQUE, NEW MEXICO	01/13/13		(b)(6)
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	LAKE, TIMOTHY CHARLES	0340	REGIONAL FIDUCIARY	ABERDEEN, SOUTH DAKOTA	08/07/16	08/07/17	
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	DUMONTIER, DEBRA L.	0340	DEPUTY SPECIAL TRUSTEE FOR BUSINESS	ARLEE, MONTANA	01/08/17		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	FREEMAN, SHAREE M.	0340	DIRECTOR, OFC OF SELF-GOV	WASHINGTON, DC	01/21/07		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	BURCKMAN, JAMES N.	0301	DIRECTOR OF HUMAN CAPITAL MGMT	WASHINGTON, DC	02/01/09		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	HART, PAULA L.	0301	DIR, OFF OF INDIAN GAMING MGT	WASHINGTON, DC	01/31/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	SCHOCK, JAMES H.	0501	CHIEF FINANCIAL OFFICER	WASHINGTON, DC	12/29/13		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	BEARPAW, GEORGE WATIE	0560	BUDGET OFFICER	WASHINGTON, DC	02/09/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	LAROCHE, DARRELL WILLIAM	0340	DIR, FACILITIES, SAFETY & PROP MGMT	RESTON, VIRGINIA	06/01/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	WILLIAMS, LC	0340	ASSOCIATE DIRECTOR, HRD	LAKEWOOD, COLORADO	01/31/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	ONEILL, KEITH JAMES	1102	ASSOCIATE DIRECTOR FOR ACQ SERVICES	HERNDON, VIRGINIA	08/12/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	EDSALL, DONNA LYNN	0505	ASSOCIATE DIRECTOR, FMD	LAKEWOOD, COLORADO	10/19/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	HOLMES, TROY EDWARD	0340	PROGRAM MANAGER FOR DHS	WASHINGTON, DC	09/04/16	09/04/17	
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	BEALL, JAMES W	0340	ASSOCIATE DIRECTOR, ENTERPRISE MGMT	WASHINGTON, DC	10/16/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	SINGER, MICHELE F.	0340	DIRECTOR, INTERIOR BUSINESS CENTER	KINGS, NEW YORK	11/27/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - Insular	PULA, NIKOLAO IULI	0301	DIRECTOR, OFFICE OF INSULAR AFFAIRS	WASHINGTON, DC	03/28/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	GOULD, GREGORY J.	0340	DIR, OFC OF NATURAL RESOURCES REVENUE	LAKEWOOD, COLORADO	10/10/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	MEHLHOFF, JOHN J.	0340	PROGRAM DIRECTOR (CEVA)	LAKEWOOD, COLORADO	02/09/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	STEWART, JAMES D.	0340	DEP DIR, OFC OF NATURAL RESOURCES REV	LAKEWOOD, COLORADO	09/06/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	TYLER, PAUL GRAHAM	0340	PRGM DIR FOR AUDIT & COMPLIANCE MGMT	LAKEWOOD, COLORADO	12/13/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	DAVIS, KIMBRA G	0340	PRGM DIR FOR FIN & PRODUCTION MGMT	LAKEWOOD, COLORADO	04/17/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	GIDNER, JEROLD L.	0301	SENIOR PROGRAM ADVISOR	WASHINGTON, DC	08/21/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	SONDERMAN, DEBRA E.	1102	DIR, OFFICE OF ACQUISITION & PROP. MGMT.	WASHINGTON, DC	10/11/98		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BLANCHARD, MARY JOSIE	0340	DEPUTY DIRECTOR, OFFICE OF ENVIRONMENTAL POLICY & COMPLNC	WASHINGTON, DC	10/06/02		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BATHRICK, MARK L.	0340	DIRECTOR, OFFICE OF AVIATION SERVICES	BOISE, IDAHO	11/01/05		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	MOSS, ADRIANNE L.	0560	DEPUTY DIRECTOR, OFFICE OF BUDGET	WASHINGTON, DC	02/01/09		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BECK, RICHARD T.	0340	DIRECTOR, OFFICE OF PLANNING & PERFORMANCE MGMT	WASHINGTON, DC	01/17/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	FLANAGAN, DENISE A.	0560	DIRECTOR, OFFICE OF BUDGET	WASHINGTON, DC	01/31/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	CLEMENT, JOEL P.	0340	DIRECTOR, OFFICE OF POLICY ANALYSIS	WASHINGTON, DC	01/02/11		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	ROSS, JOHN W	0340	DIRECTOR, OFFICE OF VALUATION	WASHINGTON, DC	02/27/11		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GLENN, DOUGLAS A	0505	DIRECTOR, OFFICE OF FINANCIAL MNGT &	WASHINGTON, DC	05/08/11		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GLOMB, STEPHEN J.	0340	DIRECTOR, OFFICE OF NATURAL RESOURCE RESTORATION	WASHINGTON, DC	06/19/11		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	ANDREW, JONATHAN M.	0301	INTERAGENCY BORDERLAND COORDINATOR	WASHINGTON, DC	07/17/11		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GOKLANY, INDUR M.	0301	SENIOR ADVISOR	WASHINGTON, DC	07/29/12		

All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	HUNTER, TERESA R	0505	DEPUTY DIRECTOR, OFFICE OF FINANCIAL MGMT	WASHINGTON,DC	11/03/13		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	PLETCHER, MARY F.	0340	DAS, HUMAN CAPITAL AND DIVERSITY	WASHINGTON,DC	12/15/13		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BURDEN, JOHN W.	0340	CHIEF DIVERSITY OFFICER/DIRECTOR,	WASHINGTON,DC	06/15/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BURNS, SYLVIA W.	2210	CHIEF INFORMATION OFFICER	WASHINGTON,DC	08/24/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	FREIHAGE, JASON E.	0560	CHIEF, DIV OF BUDGET & PROG REVIEW	WASHINGTON,DC	10/05/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	FERRITER, OLIVIA B.	0501	DEP ASST SECY-BUDGT,FIN,PERF&AC	WASHINGTON,DC	11/30/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	PIERRE-LOUIS, ALESIA J.	0340	CHIEF LEARNING OFFICER/DIR.OSEOD	WASHINGTON,DC	05/31/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	OLSEN, MEGAN C.	0340	DIRECTOR, OFFICE OF SMALL & DISADV BUS UTL	WASHINGTON,DC	07/12/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	WAYSON, THOMAS C.	0560	CHIEF, BUDGET ADMINISTRATION AND DEPT MGMT	WASHINGTON,DC	07/26/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BRANUM, LISA A.	0089	DIRECTOR, OFFICE OF EMERGENCY MGMT	WASHINGTON,DC	08/09/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	SIMMONS, SHAYLA F.	0905	DIRECTOR, OFFICE OF HEARINGS AND APPEALS	ARLINGTON,VIRGINIA	08/09/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	LIMON, RAYMOND A	0201	DEPUTY CHIEF HUMAN CAP. OFFICER	WASHINGTON,DC	08/09/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	NASSAR, JOSEPH W	0340	DIRECTOR, OFFICE OF FACILITIES & ADMINISTRATIVE SVCS	WASHINGTON,DC	11/29/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	HUMBERT, HARRY L	0340	DAS-PUBLIC SAFETY,RESOURCE PROTEC.,&	WASHINGTON,DC	01/10/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GONZALEZ, MARIA E	0340	DEPUTY ASSISTANT SECRETARY-TECHNOLOGY	WASHINGTON,DC	02/28/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	DOWNES, BRUCE M	2210	DEPUTY CHIEF INFORMATION OFFICER	WASHINGTON,DC	03/06/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	RICE, BRYAN C	0340	DIRECTOR,OFFICE OF WILDLAND FIRE	WASHINGTON,DC	05/01/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	QUINLAN, MARTIN J.	0340	DIRECTOR, BUSINESS INTEGRATION OFFICE	LAKEWOOD,COLORADO	05/01/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	NOBLE, MICHAELA E	0340	DIRECTOR, OFFICE OF ENVIRONMENTAL POLICY & COMPLIANCE	WASHINGTON,DC	07/24/16	07/24/17	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BUCKNER, SHAWN M	0340	DEPUTY DIRECTOR-OFFICE OF POLICY ANALYSIS	WASHINGTON,DC	09/04/16	09/04/17	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	DAVIS, MARK H	0340	DIRECTOR, BUSINESS SERVICES	WASHINGTON,DC	10/02/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BAGLEY, TAMMY L.	0340	ASSOCIATE DIRECTOR, OFFICE OF ACQUISITION & PROP MGT	WASHINGTON,DC	01/22/17	01/22/18	
OFFICE OF THE SOLICITOR	PETERSON, PENNY LYNN	0905	REGIONAL SOLICITOR	PORTLAND,OREGON	07/06/97		
OFFICE OF THE SOLICITOR	CLARK, HORACE G.	0905	REGIONAL SOLICITOR	ATLANTA,GEORGIA	03/28/02		
OFFICE OF THE SOLICITOR	LOFTIN, MELINDA J.	0905	DESIG. AGENCY ETHICS OFFICIAL	WASHINGTON,DC	10/01/06		
OFFICE OF THE SOLICITOR	BROWN, LAURA B.	0905	ASSOCIATE SOLICITOR	WASHINGTON,DC	01/04/09		
OFFICE OF THE SOLICITOR	MCKEOWN, MATTHEW J.	0905	REGIONAL SOLICITOR	LAKEWOOD,COLORADO	01/12/09		
OFFICE OF THE SOLICITOR	HAUGRUD, KEVIN JACK	0905	DEPUTY SOLICITOR	WASHINGTON,DC	11/07/10		
OFFICE OF THE SOLICITOR	HAWBECKER, KAREN S.	0905	ASSOCIATE SOLICITOR	WASHINGTON,DC	01/16/11		
OFFICE OF THE SOLICITOR	KEABLE, EDWARD T.	0905	DEPUTY SOLICITOR	WASHINGTON,DC	03/25/12		
OFFICE OF THE SOLICITOR	DARNELL, JOSEPH D.	0905	REGIONAL SOLICITOR	ANCHORAGE,ALASKA	02/10/13		
OFFICE OF THE SOLICITOR	JOSEPHSON, CLEMENTINE	0905	REGIONAL SOLICITOR	SACRAMENTO,CALIFORNIA	12/28/14		
OFFICE OF THE SOLICITOR	SHEPARD, ERIC N.	0905	ASSOCIATE SOLICITOR - INDIAN AFFAIRS	WASHINGTON,DC	08/30/15		
OFFICE OF THE SOLICITOR	ROMANIK, PEG A.	0905	REGIONAL SOLICITOR - NORTHEAST	WASHINGTON,DC	12/13/15		
OFFICE OF THE SOLICITOR	SMITH, MARC ALAN	0905	ASSOCIATE SOLICITOR FOR	WASHINGTON,DC	01/24/16		
OFFICE OF THE SOLICITOR	STEIGER, JOHN W.	0905	REGIONAL SOLICITOR-INTERMOUNTAIN	SALT LAKE CITY,UTAH	02/21/16		
OFFICE OF THE SOLICITOR	WENGER, LANCE C.	0905	REGIONAL SOLICITOR-SOUTHWEST	ALBUQUERQUE,NEW MEXICO	02/24/16		

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All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
OFFICE OF THE SOLICITOR	SAXE, KEITH E	0905	ASSOCIATE SOLICITOR - WATER RESOURCES	WASHINGTON,DC	03/06/16		(b)(6)
OFFICE OF THE SOLICITOR	TUCKER, KAPRICE LYNCH	0905	ASSOC SOL FOR GEN LAW	WASHINGTON,DC	01/15/17		



Indian Affairs and OST SES

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	Retirement Eligibility	Indian Preference Indicator
BUREAU OF INDIAN AFFAIRS	SPEAKS, STANLEY M.	0340	REGIONAL DIRECTOR,NORTHWEST REGION	PORTLAND,OREGON	02/22/04		
BUREAU OF INDIAN AFFAIRS	DEERINWATER, DANIEL J.	0340	REGIONAL DIRECTOR,SOUTHERN PLAINS	ANADARKO,OKLAHOMA	06/26/05		
BUREAU OF INDIAN AFFAIRS	HAMLEY, JEFFREY L.	1720	ASSOC DEP DIR - PERFORMANCE & ACCTBY	WASHINGTON,DC	04/26/09		
BUREAU OF INDIAN AFFAIRS	WALKER, WILLIAM T.	0340	REGIONAL DIRECTOR, SOUTHWEST REGION	ALBUQUERQUE,NEW MEXICO	12/20/09		
BUREAU OF INDIAN AFFAIRS	BOWKER, BRYAN L.	0340	REGIONAL DIRECTOR, WESTERN	PHOENIX,ARIZONA	07/04/10		
BUREAU OF INDIAN AFFAIRS	DUTSCHKE, AMY L.	0340	REGIONAL DIRECTOR, PACIFIC	SACRAMENTO,CALIFORNIA	10/10/10		
BUREAU OF INDIAN AFFAIRS	PINTO, SHARON ANN	0340	REGIONAL DIRECTOR, NAVAJO	GALLUP,NEW MEXICO	10/09/11		
BUREAU OF INDIAN AFFAIRS	ORTIZ, HANKIE P.	0340	DEPUTY BUREAU DIRECTOR, INDIAN SVS.	WASHINGTON,DC	03/25/12		
BUREAU OF INDIAN AFFAIRS	HANNA, JEANETTE D.	0301	SPECIAL ASST TO THE DIRECTOR-BIA	WASHINGTON,DC	07/13/14		
BUREAU OF INDIAN AFFAIRS	LAPOINTE, TIMOTHY L.	0340	REGIONAL DIRECTOR, GREAT PLAINS	ABERDEEN,SOUTH DAKOTA	11/02/14		
BUREAU OF INDIAN AFFAIRS	RIGGS, HELEN	0340	DEPUTY BUREAU DIRECTOR-TRUST SVS.	WASHINGTON,DC	12/14/14		
BUREAU OF INDIAN AFFAIRS	LA COUNTE, DARRYL D. II	0340	REGIONAL DIRECTOR, ROCKY MTN	BILLINGS,MONTANA	03/08/15		
BUREAU OF INDIAN AFFAIRS	PFEIFFER, TAMARAH NMN	1701	ASSOC DEPUTY DIRECTOR-NAVAJO	WINDOW ROCK,ARIZONA	06/29/15		
BUREAU OF INDIAN AFFAIRS	STREATER, EDDIE R.	0340	REGIONAL DIRECTOR, EASTERN OKLA	MUSKOGEE,OKLAHOMA	07/12/15		
BUREAU OF INDIAN AFFAIRS	MAYTUBBY, BRUCE W.	0340	REGIONAL DIRECTOR, EASTERN	NASHVILLE,TENNESSEE	09/06/15		
BUREAU OF INDIAN AFFAIRS	DAVIS, ROSE MARIE	1701	ADD-TRIBALLY CONTROLLED SCHOOLS	BLOOMINGTON,MINNESOTA	02/21/16		
BUREAU OF INDIAN AFFAIRS	DEARMAN, TONY L.	1710	DIRECTOR, BUREAU OF INDIAN EDUCATION	WASHINGTON,DC	10/30/16		
BUREAU OF INDIAN AFFAIRS	BLACK, MICHAEL S.	0301	SENIOR ADVISOR TO THE DIRECTOR-BIA	BILLINGS,MONTANA	11/02/16		
BUREAU OF INDIAN AFFAIRS	LOUDERMILK, WELDON B.	0340	DIRECTOR, BUREAU OF INDIAN AFFAIRS	WASHINGTON,DC	11/02/16		
BUREAU OF INDIAN AFFAIRS	CRUZAN, DARREN A.	0340	SENIOR ADVISOR-LE, SECUR, SCHOOL SAFE	WASHINGTON,DC	01/08/17		
BUREAU OF INDIAN AFFAIRS	STEVENS, BARTHOLOMEW S.	0340	DEPUTY DIRECTOR FOR SCHOOL OPERATIONS	WASHINGTON,DC	01/22/17		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	BURCH, MELVIN E.	0340	REGIONAL FIDUCIARY TRUST	ALBUQUERQUE,NEW MEXICO	03/07/04		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	REYNOLDS, THOMAS G.	0340	REGIONAL FIDUCIARY TRUST ADMIN	ALBUQUERQUE,NEW MEXICO	05/24/06		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	CRAFF, ROBERT C.	0340	REG FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	05/28/06		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	WILLIAMS, MARGARET C.	0340	REG FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	08/31/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	JAMES, JAMES D. JR.	0340	DEP SPEC TRUSTEE-FIELD OPS	ALBUQUERQUE,NEW MEXICO	12/02/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	LORDS, DOUGLAS A.	0340	DEP SPEC TRUSTEE TRUST SVS	ALBUQUERQUE,NEW MEXICO	12/02/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	WHITE, JOHN ETHAN	0340	DEPUTY SPECIAL TRUSTEE FOR PROGRAM	ALBUQUERQUE,NEW MEXICO	01/13/13		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	LAKE, TIMOTHY CHARLES	0340	REGIONAL FIDUCIARY	ABERDEEN,SOUTH DAKOTA	08/07/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	DUMONTIER, DEBRA L.	0340	DEPUTY SPECIAL TRUSTEE FOR BUSINESS	ARLEE,MONTANA	01/08/17		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	FREEMAN, SHAREE M.	0340	DIRECTOR, OFC OF SELF-GOV	WASHINGTON,DC	01/21/07		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	BURCKMAN, JAMES N.	0301	DIRECTOR OF HUMAN CAPITAL MGMT	WASHINGTON,DC	02/01/09		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	HART, PAULA L.	0301	DIR, OFF OF INDIAN GAMING MGT	WASHINGTON,DC	01/31/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	SCHOCK, JAMES H.	0501	CHIEF FINANCIAL OFFICER	WASHINGTON,DC	12/29/13		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	BEARPAW, GEORGE WATIE	0560	BUDGET OFFICER	WASHINGTON,DC	02/09/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	LAROCHE, DARRELL WILLIAM	0340	DIR, FACILITIES, SAFETY & PROP MGMT	RESTON,VIRGINIA	06/01/14		

(b) (6)

Note: Two other DOI SES (Gidner, Rice) have Indian Preference. Both are located within PMB.

SES in positions prior to 2012

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	Retirement Eligibility
OFFICE OF THE SOLICITOR	PETERSON, PENNY LYNN	0905	REGIONAL SOLICITOR	PORTLAND, OREGON	07/06/97	(b)(6)
FISH AND WILDLIFE SERVICE	SHEEHAN, DENISE E.	0341	ASST-DIR BUDGET, PLNG & HR	BAILEYS CROSSROADS, VIRGI	06/21/98	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	SONDERMAN, DEBRA E.	1102	DIR, OFFICE OF ACQUISITION & PROP. MGMT.	WASHINGTON, DC	10/11/98	
OFC OF SURFACE MINING, RECLAMATION & ENF	OWENS, GLENDA HUDSON	0340	DEPUTY DIRECTOR - OSM	WASHINGTON, DC	01/14/01	
BUREAU OF RECLAMATION	WOLF, ROBERT W	0340	DIR, PROGRAM & BUDGET	WASHINGTON, DC	01/27/02	
OFFICE OF THE SOLICITOR	CLARK, HORACE G.	0905	REGIONAL SOLICITOR	ATLANTA, GEORGIA	03/28/02	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BLANCHARD, MARY JOSIE	0340	DEPUTY DIRECTOR, OFFICE OF ENVRNMTL POLICY & CMLNLC	WASHINGTON, DC	10/06/02	
FISH AND WILDLIFE SERVICE	WOODY, WILLIAM C.	1811	CHIEF, OFFICE OF LAW ENFORCEMENT	BAILEYS CROSSROADS, VIRGI	09/08/03	
BUREAU OF RECLAMATION	GONZALES-SCHREINER, ROSEA	0340	DIRECTOR, POLICY AND ADMINISTRATION	LAKEWOOD, COLORADO	11/02/03	
BUREAU OF INDIAN AFFAIRS	SPEAKS, STANLEY M.	0340	REGIONAL DIRECTOR, NORTHWEST REGION	PORTLAND, OREGON	02/22/04	
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	BURCH, MELVIN E.	0340	REGIONAL FIDUCIARY TRUST	ALBUQUERQUE, NEW MEXICO	03/07/04	
GEOLOGICAL SURVEY	WAINMAN, BARBARA W.	0340	ASSOCIATE DIRECTOR FOR COMM	RESTON, VIRGINIA	03/21/04	
OFC OF SURFACE MINING, RECLAMATION & ENF	WORONKA, THEODORE	0340	ASST DIR-FOR FINANCE & ADMIN.	WASHINGTON, DC	04/04/04	
OFC OF SURFACE MINING, RECLAMATION & ENF	RIDEOUT, STERLING J. JR	0340	ASST DIRECTOR-PROGRAM SUPPORT	WASHINGTON, DC	10/03/04	
BUREAU OF INDIAN AFFAIRS	DEERINWATER, DANIEL J.	0340	REGIONAL DIRECTOR, SOUTHERN PLAINS	ANADARKO, OKLAHOMA	06/26/05	
BUREAU OF RECLAMATION	RYAN, MICHAEL J.	0340	REGIONAL DIRECTOR, GREAT PLAINS	BILLINGS, MONTANA	06/26/05	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BATHRICK, MARK L.	0340	DIRECTOR, OFFICE OF AVIATION SERVICES	BOISE, IDAHO	11/01/05	
BUREAU OF RECLAMATION	CORDOVA-HARRISON, ELIZABE	0340	DIR, MISSION SUPPORT ORGANIZATION	LAKEWOOD, COLORADO	04/16/06	
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	REYNOLDS, THOMAS G.	0340	REGIONAL FIDUCIARY TRUST ADMIN	ALBUQUERQUE, NEW MEXICO	05/24/06	
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	CRAFF, ROBERT C.	0340	REG FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE, NEW MEXICO	05/28/06	
FISH AND WILDLIFE SERVICE	TUGGLE, BENJAMIN N.	0480	REGIONAL DIRECTOR, ALBUQUERQUE	ALBUQUERQUE, NEW MEXICO	09/17/06	
BUREAU OF LAND MANAGEMENT	VELASCO, JANINE M.	0340	ASSISTANT DIRECTOR, BUSINESS, FISCAL AND INFO RES MGMT	WASHINGTON, DC	09/24/06	
OFFICE OF THE SOLICITOR	LOFTIN, MELINDA J.	0905	DESIG. AGENCY ETHICS OFFICIAL	WASHINGTON, DC	10/01/06	
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	FREEMAN, SHAREE M.	0340	DIRECTOR, OFC OF SELF-GOV	WASHINGTON, DC	01/21/07	
OFC OF SURFACE MINING, RECLAMATION & ENF	SHOPE, THOMAS D.	0340	REGIONAL DIRECTOR	GREEN TREE, PENNSYLVANIA	10/14/07	
BUREAU OF LAND MANAGEMENT	NEDD, MICHAEL D.	0340	AD, MINS, REAL, & RES PRO	WASHINGTON, DC	09/14/08	
FISH AND WILDLIFE SERVICE	SLACK, JAMES J.	0340	DIRECTOR, NCTC	SHEPHERDSTOWN, WEST VIRGI	09/21/08	
FISH AND WILDLIFE SERVICE	THORSON, ROBYN	0480	REGIONAL DIRECTOR-PORTLAND	PORTLAND, OREGON	10/12/08	
FISH AND WILDLIFE SERVICE	MELIUS, THOMAS O	0480	REGIONAL DIRECTOR - TWIN CITIES	MINNEAPOLIS, MINNESOTA	10/12/08	
OFFICE OF THE SOLICITOR	BROWN, LAURA B.	0905	ASSOCIATE SOLICITOR	WASHINGTON, DC	01/04/09	
OFFICE OF THE SOLICITOR	MCKEOWN, MATTHEW J.	0905	REGIONAL SOLICITOR	LAKEWOOD, COLORADO	01/12/09	
OFFICE OF THE SECRETARY OF THE INTERIOR	SALOTTI, CHRISTOPHER P.	0905	LEGISLATIVE COUNSEL	WASHINGTON, DC	01/18/09	
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	BURCKMAN, JAMES N.	0301	DIRECTOR OF HUMAN CAPITAL MGMT	WASHINGTON, DC	02/01/09	

SES in positions prior to 2012

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	Retirement Eligibility
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	MOSS, ADRIANNE L.	0560	DEPUTY DIRECTOR, OFFICE OF BUDGET	WASHINGTON,DC	02/01/09	(b) (6)
BUREAU OF INDIAN AFFAIRS	HAMLEY, JEFFREY L.	1720	ASSOC DEP DIR - PERFORMANCE & ACCTBY	WASHINGTON,DC	04/26/09	
FISH AND WILDLIFE SERVICE	FRAZER, GARY D.	0480	ASST DIRECTOR - ENDANGERED SPECIES	WASHINGTON,DC	07/31/09	
FISH AND WILDLIFE SERVICE	DOHNER, CYNTHIA	0480	REGIONAL DIRECTOR - ATLANTA	ATLANTA,GEORGIA	11/08/09	
BUREAU OF INDIAN AFFAIRS	WALKER, WILLIAM T.	0340	REGIONAL DIRECTOR, SOUTHWEST REGION	ALBUQUERQUE,NEW MEXICO	12/20/09	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BECK, RICHARD T.	0340	DIRECTOR, OFFICE OF PLANNING & PERFORMANCE MGMT	WASHINGTON,DC	01/17/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	HART, PAULA L.	0301	DIR, OFF OF INDIAN GAMING MGT	WASHINGTON,DC	01/31/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	WILLIAMS, LC	0340	ASSOCIATE DIRECTOR, HRD	LAKEWOOD,COLORADO	01/31/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	FLANAGAN, DENISE A.	0560	DIRECTOR, OFFICE OF BUDGET	WASHINGTON,DC	01/31/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - Insular	PULA, NIKOLAO IULI	0301	DIRECTOR, OFFICE OF INSULAR AFFAIRS	WASHINGTON,DC	03/28/10	
BUREAU OF INDIAN AFFAIRS	BOWKER, BRYAN L.	0340	REGIONAL DIRECTOR, WESTERN	PHOENIX,ARIZONA	07/04/10	
NATIONAL PARK SERVICE	TOOTHMAN, STEPHANIE S.	0340	ASSOC DIRECTOR, CULTURAL RESOURCES	WASHINGTON,DC	07/04/10	
BUREAU OF INDIAN AFFAIRS	DUTSCHKE, AMY L.	0340	REGIONAL DIRECTOR, PACIFIC	SACRAMENTO,CALIFORNIA	10/10/10	
BUREAU OF RECLAMATION	PAYNE, GRAYFORD F.	0340	DEPUTY COMMISSIONER, PAB	WASHINGTON,DC	10/10/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	GOULD, GREGORY J.	0340	DIR, OFC OF NATURAL RESOURCES REVENUE	LAKEWOOD,COLORADO	10/10/10	
BUREAU OF LAND MANAGEMENT	CRIBLEY, BUD C	0340	STATE DIRECTOR, ALASKA	ANCHORAGE,ALASKA	11/07/10	
OFFICE OF THE SOLICITOR	HAUGRUD, KEVIN JACK	0905	DEPUTY SOLICITOR	WASHINGTON,DC	11/07/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	CLEMENT, JOEL P.	0340	DIRECTOR, OFFICE OF POLICY ANALYSIS	WASHINGTON,DC	01/02/11	
OFFICE OF THE SOLICITOR	HAWBECKER, KAREN S.	0905	ASSOCIATE SOLICITOR	WASHINGTON,DC	01/16/11	
NATIONAL PARK SERVICE	WENK, DANIEL N.	0025	PARK MANAGER (SUPERINTENDENT)	YELLOWSTONE PARK,WYOMING	02/27/11	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	ROSS, JOHN W	0340	DIRECTOR, OFFICE OF VALUATION	WASHINGTON,DC	02/27/11	
GEOLOGICAL SURVEY	CARL, LEON M.	0401	REGIONAL EXECUTIVE - EASTERN REGION	ANN ARBOR,MICHIGAN	03/13/11	
GEOLOGICAL SURVEY	KINSINGER, ANNE E.	0401	ASSOCIATE DIRECTOR FOR ECOSYSTEMS	RESTON,VIRGINIA	04/19/11	
GEOLOGICAL SURVEY	GALLAGHER, KEVIN T	0340	ASSOCIATE DIRECTOR FOR CORE SCI SYS	RESTON,VIRGINIA	04/21/11	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GLENN, DOUGLAS A	0505	DIRECTOR, OFFICE OF FINANCIAL MNGT &	WASHINGTON,DC	05/08/11	
GEOLOGICAL SURVEY	APPLEGATE, JAMES D. R.	1301	ASSOCIATE DIR FOR NATURAL HAZARDS	RESTON,VIRGINIA	05/22/11	
BUREAU OF LAND MANAGEMENT	LAURO, SALVATORE R.	1811	DIRECTOR, LAW ENFORCEMENT	WASHINGTON,DC	06/19/11	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GLOMB, STEPHEN J.	0340	DIRECTOR, OFFICE OF NATURAL RESOURCE RESTORATION	WASHINGTON,DC	06/19/11	
FISH AND WILDLIFE SERVICE	FORD, JEROME E.	0480	ASST DIRECTOR - MIGRATORY BIRDS & STATE	BAILEYS CROSSROADS,VIRGI	06/29/11	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	ANDREW, JONATHAN M.	0301	INTERAGENCY BORDERLAND COORDINATOR	WASHINGTON,DC	07/17/11	

SES in positions prior to 2012

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	Retirement Eligibility
FISH AND WILDLIFE SERVICE	WEBER, WENDI	0480	REGIONAL DIRECTOR - HADLEY MA	HADLEY, MASSACHUSETTS	10/05/11	(b) (6)
BUREAU OF INDIAN AFFAIRS	PINTO, SHARON ANN	0340	REGIONAL DIRECTOR, NAVAJO	GALLUP, NEW MEXICO	10/09/11	
BUREAU OF OCEAN ENERGY MANAGEMENT	ORR, L. RENEE	0340	STRATEGIC RESOURCES CHIEF	WASHINGTON, DC	10/09/11	
BUREAU OF OCEAN ENERGY MANAGEMENT	KENDALL, JAMES J. JR.	0340	ALASKA REGIONAL DIRECTOR	ANCHORAGE, ALASKA	10/09/11	
BUREAU OF OCEAN ENERGY MANAGEMENT	CRUICKSHANK, WALTER D.	0340	DEPUTY DIRECTOR	WASHINGTON, DC	10/09/11	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	HERBST, LARS T.	0340	GULF OF MEXICO REGIONAL DIRECTOR	JEFFERSON, LOUISIANA	10/09/11	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	MORRIS, DOUGLAS W.	0340	REGULATORY PROGRAMS CHIEF	WASHINGTON, DC	11/06/11	
GEOLOGICAL SURVEY	KELLY, FRANCIS P.	1301	DIR (EROS) CENTER & POLICY ADVISOR	SIOUX FALLS, SOUTH DAKOTA	12/04/11	

**Land Management SES**

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
BUREAU OF LAND MANAGEMENT	VELASCO, JANINE M.	0340	ASSISTANT DIRECTOR, BUSINESS, FISCAL AND INFO RES MGMT	WASHINGTON,DC	09/24/06		
BUREAU OF LAND MANAGEMENT	NEDD, MICHAEL D.	0340	AD, MINS, REAL, & RES PRO	WASHINGTON,DC	09/14/08		
BUREAU OF LAND MANAGEMENT	CRIBLEY, BUD C	0340	STATE DIRECTOR, ALASKA	ANCHORAGE,ALASKA	11/07/10		
BUREAU OF LAND MANAGEMENT	LAURO, SALVATORE R.	1811	DIRECTOR, LAW ENFORCEMENT	WASHINGTON,DC	06/19/11		
BUREAU OF LAND MANAGEMENT	SUAZO, RAYMOND	0340	STATE DIRECTOR, ARIZONA	PHOENIX,ARIZONA	01/01/12		
BUREAU OF LAND MANAGEMENT	WELCH, RUTH L.	0340	STATE DIRECTOR, COLORADO	DENVER,COLORADO	05/18/14		
BUREAU OF LAND MANAGEMENT	MURPHY, TIMOTHY M.	0340	STATE DIRECTOR, IDAHO	BOISE,IDAHO	09/07/14		
BUREAU OF LAND MANAGEMENT	DUNTON, RONALD L	0340	ASSISTANT DIRECTOR, FIRE & AVIATION	BOISE,IDAHO	06/14/15		
BUREAU OF LAND MANAGEMENT	RUHS, JOHN F	0340	STATE DIRECTOR, NEVADA	RENO,NEVADA	11/29/15		
BUREAU OF LAND MANAGEMENT	LUEEDERS, AMY L.	0340	STATE DIRECTOR. NEW MEXICO	SANTA FE,NEW MEXICO	11/29/15		
BUREAU OF LAND MANAGEMENT	PEREZ, JEROME E	0340	STATE DIRECTOR, CALIFORNIA	SACRAMENTO,CALIFORNIA	01/10/16		
BUREAU OF LAND MANAGEMENT	RUGWELL, MARY J.	0340	STATE DIRECTOR, WYOMING	CHEYENNE,WYOMING	04/17/16		
BUREAU OF LAND MANAGEMENT	MOURITSEN, KAREN E.	0340	STATE DIRECTOR, EASTERN STATES	WASHINGTON,DC	05/29/16	05/29/17	
BUREAU OF LAND MANAGEMENT	BAIL, KRISTIN MARA	0340	ASSISTANT DIRECTOR, RES & PLANNING	WASHINGTON,DC	08/07/16		
BUREAU OF LAND MANAGEMENT	ROBERSON, EDWIN L	0340	STATE DIRECTOR, UTAH	SALT LAKE CITY,UTAH	10/02/16		
BUREAU OF LAND MANAGEMENT	ALLEN, MATTHEW R	0340	ASST DIRECTOR, COMMUNICATION & PR	WASHINGTON,DC	10/16/16	10/16/17	
BUREAU OF LAND MANAGEMENT	CANTOR, HOWARD M	0340	DIRECTOR, NATIONAL OPERATIONS CENTER	LAKEWOOD,COLORADO	01/08/17		
BUREAU OF LAND MANAGEMENT	HUDSON, JODY LEE	0340	ASSISTANT DIRECTOR, HUMAN CAPITAL MGMT	WASHINGTON,DC	01/15/17		
BUREAU OF LAND MANAGEMENT	MCLEAR, CHRISTOPHER J	0340	ASSISTANT DIRECTOR, NLCS & CP	WASHINGTON,DC	02/10/17	02/10/18	
BUREAU OF LAND MANAGEMENT	CONNELL, JAMIE E.	0340	STATE DIRECTOR, OREGON	PORTLAND,OREGON	02/10/17		
FISH AND WILDLIFE SERVICE	SHEEHAN, DENISE E.	0341	ASST-DIR BUDGET, PLNG & HR	BAILEYS CROSSROADS,VIRGI	06/21/98		
FISH AND WILDLIFE SERVICE	WOODY, WILLIAM C.	1811	CHIEF, OFFICE OF LAW ENFORCEMENT	BAILEYS CROSSROADS,VIRGI	09/08/03		
FISH AND WILDLIFE SERVICE	TUGGLE, BENJAMIN N.	0480	REGIONAL DIRECTOR, ALBUQUERQUE	ALBUQUERQUE,NEW MEXICO	09/17/06		
FISH AND WILDLIFE SERVICE	SLACK, JAMES J.	0340	DIRECTOR, NCTC	SHEPHERDSTOWN,WEST VIRGI	09/21/08		
FISH AND WILDLIFE SERVICE	THORSON, ROBYN	0480	REGIONAL DIRECTOR-PORTLAND	PORTLAND,OREGON	10/12/08		
FISH AND WILDLIFE SERVICE	MELIUS, THOMAS O	0480	REGIONAL DIRECTOR - TWIN CITIES	MINNEAPOLIS,MINNESOTA	10/12/08		
FISH AND WILDLIFE SERVICE	FRAZER, GARY D.	0480	ASST DIRECTOR - ENDANGERED SPECIES	WASHINGTON,DC	07/31/09		
FISH AND WILDLIFE SERVICE	DOHNER, CYNTHIA	0480	REGIONAL DIRECTOR - ATLANTA	ATLANTA,GEORGIA	11/08/09		
FISH AND WILDLIFE SERVICE	FORD, JEROME E.	0480	ASST DIRECTOR - MIGRATORY BIRDS & STATE	BAILEYS CROSSROADS,VIRGI	06/29/11		
FISH AND WILDLIFE SERVICE	WEBER, WENDI	0480	REGIONAL DIRECTOR - HADLEY MA	HADLEY,MASSACHUSETTS	10/05/11		
FISH AND WILDLIFE SERVICE	ARROYO, BRYAN	0480	ASST DIRECTOR - INTERNATIONAL AFFAIRS	WASHINGTON,DC	07/01/12		
FISH AND WILDLIFE SERVICE	GUERTIN, STEPHEN D.	0480	DEPUTY DIRECTOR (PROG. MGMT. & PLCY)	ARLINGTON,VIRGINIA	11/04/12		
FISH AND WILDLIFE SERVICE	WALSH, NOREEN E.	0480	REGIONAL DIRECTOR - DENVER, CO.	LAKEWOOD,COLORADO	11/29/12		
FISH AND WILDLIFE SERVICE	HOSKINS, DAVID WILLIAM	0480	AD-FISHERIES & HABITAT CONSERVATION	WASHINGTON,DC	11/03/13		
FISH AND WILDLIFE SERVICE	HILDEBRANDT, BETSY J.	0340	ASSISTANT DIRECTOR - EXTERNAL AFFAIRS	WASHINGTON,DC	11/17/13		
FISH AND WILDLIFE SERVICE	KURTH, JAMES W.	0480	DEPUTY DIRECTOR (OPERATIONS)	WASHINGTON,DC	01/11/15		

(b) (6)

Land Management SES

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
FISH AND WILDLIFE SERVICE	MARTINEZ, CYNTHIA T	0480	AD-NATIONAL WLDLFE REFUGE MANAGER	WASHINGTON,DC	05/11/15		(b) (6)
FISH AND WILDLIFE SERVICE	SEKANIEC, GREGORY EUGENE	0480	REGIONAL DIRECTOR - ANCHORAGE	ANCHORAGE,ALASKA	08/01/16		
FISH AND WILDLIFE SERVICE	SOUZA, PAUL	0480	REGIONAL DIRECTOR, SACRAMENTO, CA	SACRAMENTO,CALIFORNIA	08/07/16		
FISH AND WILDLIFE SERVICE	RAUCH, PAUL A.	0340	AD-WLDLFE & SPORT FISH RESTOR PROGRAM	WASHINGTON,DC	09/04/16		
NATIONAL PARK SERVICE	TOOTHMAN, STEPHANIE S.	0340	ASSOC DIRECTOR, CULTURAL RESOURCES	WASHINGTON,DC	07/04/10		
NATIONAL PARK SERVICE	WENK, DANIEL N.	0025	PARK MANAGER (SUPERINTENDENT)	YELLOWSTONE PARK,WYOMING	02/27/11		
NATIONAL PARK SERVICE	LAIRD, JOSHUA RADBILL	0301	EXECUTIVE DIRECTOR - NATIONAL PARKS OF NY HARBOR	NEW YORK, NEW YORK	06/16/13		
NATIONAL PARK SERVICE	AUSTIN, STANLEY J.	0340	REGIONAL DIRECTOR	ATLANTA,GEORGIA	07/14/13		
NATIONAL PARK SERVICE	MASICA, SUE E.	0340	REGIONAL DIRECTOR, INTERMTN. REGION	LAKEWOOD,COLORADO	01/12/14		
NATIONAL PARK SERVICE	CALDWELL, MICHAEL A.	0340	REGIONAL DIRECTOR	PHILADELPHIA,PENNSYLVANI	02/09/14		
NATIONAL PARK SERVICE	VELA, RAYMOND DAVID	0025	PARK MANAGER (SUPERINTENDENT)	MOOSE,WYOMING	03/09/14		
NATIONAL PARK SERVICE	FROST, HERBERT C.	0340	REGIONAL DIRECTOR, ALASKA	ANCHORAGE,ALASKA	04/20/14		
NATIONAL PARK SERVICE	SAUVAJOT, RAYMOND MARC	0401	AD,NATURAL RESOURCE STEWARD & SCIENCE	WASHINGTON,DC	12/14/14		
NATIONAL PARK SERVICE	VOGEL, ROBERT A.	0340	REGIONAL DIR, NATL CAPITOL REGION	WASHINGTON,DC	12/14/14		
NATIONAL PARK SERVICE	MCDOWALL, LENA E	0340	CHIEF FINANCIAL OFFICER	WASHINGTON,DC	01/11/15		
NATIONAL PARK SERVICE	RAMOS, PEDRO M	0025	PARK MANAGER (SUPERINTENDENT)	MIAMI-DADE,FLORIDA	01/25/15		
NATIONAL PARK SERVICE	CASH, CASSIUS M	0025	PARK MANAGER (SUPERINTENDENT)	GATLINBURG,TENNESSEE	02/08/15		
NATIONAL PARK SERVICE	SHOLLY, CAMERON H	0340	REGIONAL DIRECTOR, MIDWEST REGION	OMAHA,NEBRASKA	03/08/15		
NATIONAL PARK SERVICE	VIETZKE, GAY E.	0340	PARK MANAGER (SUPERINTENDENT)	WASHINGTON,DC	09/20/15		
NATIONAL PARK SERVICE	OBERNESSER, RICHARD	0340	ASSOCIATE DIRECTOR, VISITOR & RESOURCE PROTECTION	WASHINGTON,DC	10/04/15		
NATIONAL PARK SERVICE	RICHARDSON, LIZETTE	0340	PARK MANAGER (SUPERINTENDENT)	BOULDER CITY,NEVADA	10/04/15		
NATIONAL PARK SERVICE	TODD, RAYMOND K.	0340	DIRECTOR, DENVER SERVICE CENTER	LAKEWOOD,COLORADO	03/06/16		
NATIONAL PARK SERVICE	JOSS, LAURA	0340	REGIONAL DIRECTOR, PACIFIC WEST REG	OAKLAND,CALIFORNIA	03/06/16		
NATIONAL PARK SERVICE	REYNOLDS, MICHAEL T.	0340	DEPUTY DIRECTOR, OPERATIONS	WASHINGTON,DC	07/31/16		
NATIONAL PARK SERVICE	LEHNERTZ, CHRISTINE S.	0340	PARK MANAGER	GRAND CANYON,ARIZONA	08/21/16		
NATIONAL PARK SERVICE	COMPTON, JEFFREY S.	2210	ASSOC CHIEF INFORMATION OFFICER	WASHINGTON,DC	09/18/16	09/18/17	
NATIONAL PARK SERVICE	BENGE, SHAWN T.	0340	ASSOC DIR,PARK,PLAN,FACILIT & LANDS	WASHINGTON,DC	10/02/16	10/02/17	
NATIONAL PARK SERVICE	AUSTIN, TERESA MADEYA	0340	ASSOCIATE DIRECTOR, BUSINESS SERVICES	WASHINGTON,DC	10/30/16	10/30/17	
NATIONAL PARK SERVICE	BOWRON, JESSICA L.	0501	COMPTROLLER	WASHINGTON,DC	01/08/17	01/08/18	









Bureau	Year Entered Current Job																	Grand Total		
	1997	1998	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015		2016	2017
BUREAU OF INDIAN AFFAIRS						1	1				2	2	1	1		3	4	4	2	21
BUREAU OF LAND MANAGEMENT								1		1		1	1	1		2	3	6	4	20
BUREAU OF OCEAN ENERGY MANAGEMENT													3		1		1		1	6
BUREAU OF RECLAMATION				1	1		1	1				1		3		2	2	1	1	14
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR													2	2						4
FISH AND WILDLIFE SERVICE		1			1			1		3	2		2	3	2		2	3		20
GEOLOGICAL SURVEY						1							5		1	2	5	4	1	19
NATIONAL PARK SERVICE												1	1		2	6	7	7	1	25
OFC OF SURFACE MINING, RECLAMATION & ENF			1			2			1								1		1	6
OFFICE OF THE SECRETARY OF THE INTERIOR											1					1	1	1	5	9
OFFICE OF THE SECRETARY OF THE INTERIOR - OST						1		2						3	1			1	1	9
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA									1		1	1			1	2				6
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC												1		1		1			3	6
OFFICE OF THE SECRETARY OF THE INTERIOR - Insular												1								1
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR												1				1	2	2		6
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB		1		1			1				1	2	5	1	2	4	7	9	1	35
OFFICE OF THE SOLICITOR	1			1				1			2	1	1	1	1	1	2	4	1	17
<b>Grand Total</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>9</b>	<b>12</b>	<b>21</b>	<b>16</b>	<b>11</b>	<b>25</b>	<b>37</b>	<b>45</b>	<b>19</b>	<b>224</b>
% of SES	0.4%	0.9%	0.4%	1.3%	0.9%	2.2%	1.3%	2.7%	0.9%	1.8%	4.0%	5.4%	9.4%	7.1%	4.9%	11.2%	16.5%	20.1%	8.5%	1
	<b>Cumulative</b>											<b>22.3%</b>	<b>31.7%</b>							

All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
BUREAU OF INDIAN AFFAIRS	SPEAKS, STANLEY M.	0340	REGIONAL DIRECTOR,NORTHWEST REGION	PORTLAND,OREGON	02/22/04		(b)(6)
BUREAU OF INDIAN AFFAIRS	DEERINWATER, DANIEL J.	0340	REGIONAL DIRCTOR,SOUTHERN PLAINS	ANADARKO,OKLAHOMA	06/26/05		
BUREAU OF INDIAN AFFAIRS	HAMLEY, JEFFREY L.	1720	ASSOC DEP DIR - PERFORMANCE & ACCTBY	WASHINGTON,DC	04/26/09		
BUREAU OF INDIAN AFFAIRS	WALKER, WILLIAM T.	0340	REGIONAL DIRECTOR, SOUTHWEST REGION	ALBUQUERQUE,NEW MEXICO	12/20/09		
BUREAU OF INDIAN AFFAIRS	BOWKER, BRYAN L.	0340	REGIONAL DIRECTOR, WESTERN	PHOENIX,ARIZONA	07/04/10		
BUREAU OF INDIAN AFFAIRS	DUTSCHKE, AMY L.	0340	REGIONAL DIRECTOR, PACIFIC	SACRAMENTO,CALIFORNIA	10/10/10		
BUREAU OF INDIAN AFFAIRS	PINTO, SHARON ANN	0340	REGIONAL DIRECTOR, NAVAJO	GALLUP,NEW MEXICO	10/09/11		
BUREAU OF INDIAN AFFAIRS	ORTIZ, HANKIE P.	0340	DEPUTY BUREAU DIRECTOR, INDIAN SVS.	WASHINGTON,DC	03/25/12		
BUREAU OF INDIAN AFFAIRS	HANNA, JEANETTE D.	0301	SPECIAL ASST TO THE DIRECTOR-BIA	WASHINGTON,DC	07/13/14		
BUREAU OF INDIAN AFFAIRS	LAPOINTE, TIMOTHY L.	0340	REGIONAL DIRECTOR, GREAT PLAINS	ABERDEEN,SOUTH DAKOTA	11/02/14		
BUREAU OF INDIAN AFFAIRS	RIGGS, HELEN	0340	DEPUTY BUREAU DIRECTOR-TRUST SVS.	WASHINGTON,DC	12/14/14		
BUREAU OF INDIAN AFFAIRS	LA COUNTE, DARRYL D. II	0340	REGIONAL DIRECTOR, ROCKY MTN	BILLINGS,MONTANA	03/08/15		
BUREAU OF INDIAN AFFAIRS	PFEIFFER, TAMARAH NMN	1701	ASSOC DEPUTY DIRECTOR-NAVAJO	WINDOW ROCK,ARIZONA	06/29/15		
BUREAU OF INDIAN AFFAIRS	STREATER, EDDIE R.	0340	REGIONAL DIRECTOR, EASTERN OKLA	MUSKOGEE,OKLAHOMA	07/12/15		
BUREAU OF INDIAN AFFAIRS	MAYTUBBY, BRUCE W.	0340	REGIONAL DIRECTOR, EASTERN	NASHVILLE,TENNESSEE	09/06/15		
BUREAU OF INDIAN AFFAIRS	DAVIS, ROSE MARIE	1701	ADD-TRIBALLY CONTROLLED SCHOOLS	BLOOMINGTON,MINNESOTA	02/21/16		
BUREAU OF INDIAN AFFAIRS	DEARMAN, TONY L.	1710	DIRECTOR, BUREAU OF INDIAN EDUCATION	WASHINGTON,DC	10/30/16		
BUREAU OF INDIAN AFFAIRS	LOUDERMILK, WELDON B.	0340	DIRECTOR, BUREAU OF INDIAN AFFAIRS	WASHINGTON,DC	11/02/16		
BUREAU OF INDIAN AFFAIRS	BLACK, MICHAEL S.	0301	SENIOR ADVISOR TO THE DIRECTOR-BIA	BILLINGS,MONTANA	11/02/16		
BUREAU OF INDIAN AFFAIRS	CRUZAN, DARREN A.	0340	SENIOR ADVISOR-LE, SECUR, SCHOOL SAFE	WASHINGTON,DC	01/08/17		
BUREAU OF INDIAN AFFAIRS	STEVENS, BARTHOLOMEW S.	0340	DEPUTY DIRECTOR FOR SCHOOL OPERATIONS	WASHINGTON,DC	01/22/17		
BUREAU OF LAND MANAGEMENT	VELASCO, JANINE M.	0340	ASSISTANT DIRECTOR, BUSINESS, FISCAL AND INFO RES MGMT	WASHINGTON,DC	09/24/06		
BUREAU OF LAND MANAGEMENT	NEDD, MICHAEL D.	0340	AD, MINS, REAL, & RES PRO	WASHINGTON,DC	09/14/08		
BUREAU OF LAND MANAGEMENT	CRIBLEY, BUD C	0340	STATE DIRECTOR, ALASKA	ANCHORAGE,ALASKA	11/07/10		
BUREAU OF LAND MANAGEMENT	LAURO, SALVATORE R.	1811	DIRECTOR, LAW ENFORCEMENT	WASHINGTON,DC	06/19/11		
BUREAU OF LAND MANAGEMENT	SUAZO, RAYMOND	0340	STATE DIRECTOR, ARIZONA	PHOENIX,ARIZONA	01/01/12		
BUREAU OF LAND MANAGEMENT	WELCH, RUTH L.	0340	STATE DIRECTOR, COLORADO	DENVER,COLORADO	05/18/14		
BUREAU OF LAND MANAGEMENT	MURPHY, TIMOTHY M.	0340	STATE DIRECTOR, IDAHO	BOISE,IDAHO	09/07/14		
BUREAU OF LAND MANAGEMENT	DUNTON, RONALD L.	0340	ASSISTANT DIRECTOR, FIRE & AVIATION	BOISE,IDAHO	06/14/15		
BUREAU OF LAND MANAGEMENT	RUHS, JOHN F	0340	STATE DIRECTOR, NEVADA	RENO,NEVADA	11/29/15		
BUREAU OF LAND MANAGEMENT	LUEDERS, AMY L.	0340	STATE DIRECTOR, NEW MEXICO	SANTA FE,NEW MEXICO	11/29/15		
BUREAU OF LAND MANAGEMENT	PEREZ, JEROME E	0340	STATE DIRECTOR, CALIFORNIA	SACRAMENTO,CALIFORNIA	01/10/16		
BUREAU OF LAND MANAGEMENT	RUGWELL, MARY J.	0340	STATE DIRECTOR, WYOMING	CHEYENNE,WYOMING	04/17/16		
BUREAU OF LAND MANAGEMENT	MOURITSEN, KAREN E.	0340	STATE DIRECTOR, EASTERN STATES	WASHINGTON,DC	05/29/16	05/29/17	
BUREAU OF LAND MANAGEMENT	BAIL, KRISTIN MARA	0340	ASSISTANT DIRECTOR, RES & PLANNING	WASHINGTON,DC	08/07/16		
BUREAU OF LAND MANAGEMENT	ROBERSON, EDWIN L	0340	STATE DIRECTOR, UTAH	SALT LAKE CITY,UTAH	10/02/16		

All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
BUREAU OF LAND MANAGEMENT	ALLEN, MATTHEW R	0340	ASST DIRECTOR, COMMUNICATION & PR	WASHINGTON,DC	10/16/16	10/16/17	(b)(6)
BUREAU OF LAND MANAGEMENT	CANTOR, HOWARD M	0340	DIRECTOR, NATIONAL OPERATIONS CENTER	LAKEWOOD,COLORADO	01/08/17		
BUREAU OF LAND MANAGEMENT	HUDSON, JODY LEE	0340	ASSISTANT DIRECTOR, HUMAN CAPITAL MGMT	WASHINGTON,DC	01/15/17		
BUREAU OF LAND MANAGEMENT	MCLEAR, CHRISTOPHER J	0340	ASSISTANT DIRECTOR, NLCS & CP	WASHINGTON,DC	02/10/17	02/10/18	
BUREAU OF LAND MANAGEMENT	CONNELL, JAMIE E.	0340	STATE DIRECTOR, OREGON	PORTLAND,OREGON	02/10/17		
BUREAU OF OCEAN ENERGY MANAGEMENT	ORR, L. RENEE	0340	STRATEGIC RESOURCES CHIEF	WASHINGTON,DC	10/09/11		
BUREAU OF OCEAN ENERGY MANAGEMENT	KENDALL, JAMES J. JR.	0340	ALASKA REGIONAL DIRECTOR	ANCHORAGE,ALASKA	10/09/11		
BUREAU OF OCEAN ENERGY MANAGEMENT	CRUICKSHANK, WALTER D.	0340	DEPUTY DIRECTOR	WASHINGTON,DC	10/09/11		
BUREAU OF OCEAN ENERGY MANAGEMENT	BROWN, WILLIAM Y	0340	CHIEF ENVIRONMENTAL OFFICER	WASHINGTON,DC	11/17/13		
BUREAU OF OCEAN ENERGY MANAGEMENT	CELATA, MICHAEL A.	0340	GULF OF MEXICO REGIONAL DIRECTOR	JEFFERSON,LOUISIANA	11/15/15		
BUREAU OF OCEAN ENERGY MANAGEMENT	ANDERSON, JAMES G.	0340	PROGRAM MANAGER, OFFICE OF BUDGET AND PROGRAM COORDINATION	WASHINGTON,DC	02/10/17	02/10/18	
BUREAU OF RECLAMATION	WOLF, ROBERT W	0340	DIR, PROGRAM & BUDGET	WASHINGTON,DC	01/27/02		
BUREAU OF RECLAMATION	GONZALES-SCHREINER, ROSEA	0340	DIRECTOR,POLICY AND ADMINISTRATION	LAKEWOOD,COLORADO	11/02/03		
BUREAU OF RECLAMATION	RYAN, MICHAEL J.	0340	REGIONAL DIRECTOR, GREAT PLAINS	BILLINGS,MONTANA	06/26/05		
BUREAU OF RECLAMATION	CORDOVA-HARRISON, ELIZABE	0340	DIR,MISSION SUPPORT ORGANIZATION	LAKEWOOD,COLORADO	04/16/06		
BUREAU OF RECLAMATION	PAYNE, GRAYFORD F.	0340	DEPUTY COMMISSIONER, PAB	WASHINGTON,DC	10/10/10		
BUREAU OF RECLAMATION	GRAY, LORRI J	0340	REGIONAL DIRECTOR, PACIFIC NORTHWEST	BOISE,IDAHO	01/01/12		
BUREAU OF RECLAMATION	FULP, TERRANCE J	0340	REGIONAL DIRECTOR, LOWER COLORADO	BOULDER CITY,NEVADA	09/23/12		
BUREAU OF RECLAMATION	MURILLO, DAVID G.	0340	REGIONAL DIRECTOR, MID PACIFIC REGION	SACRAMENTO,CALIFORNIA	12/16/12		
BUREAU OF RECLAMATION	LUEBKE, THOMAS A	0340	DIRECTOR, TECHNICAL SERVICE CENTER	LAKEWOOD,COLORADO	06/01/14		
BUREAU OF RECLAMATION	MULLER, BRUCE C JR	0340	DIR,SECURITY,SAFETY&LAW ENFORCEMENT	LAKEWOOD,COLORADO	09/21/14		
BUREAU OF RECLAMATION	RHEES, BRENT B.	0340	REGIONAL DIRECTOR, UPPER COLORADO	SALT LAKE CITY,UTAH	04/05/15		
BUREAU OF RECLAMATION	PALUMBO, DAVID M.	0340	DEPUTY COMMISSIONER- OPERATIONS	WASHINGTON,DC	10/04/15		
BUREAU OF RECLAMATION	SMILEY, KARLA J.	2210	ASSOCIATE CHIEF INFORMATION OFFICER	LAKEWOOD,COLORADO	01/13/16		
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	HERBST, LARS T.	0340	GULF OF MEXICO REGIONAL DIRECTOR	JEFFERSON,LOUISIANA	10/09/11		
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	MORRIS, DOUGLAS W.	0340	REGULATORY PROGRAMS CHIEF	WASHINGTON,DC	11/06/11		
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	SCHNEIDER, MARGARET N.	0340	DEPUTY DIRECTOR	WASHINGTON,DC	01/01/12		
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	MABRY, SCOTT L.	0340	ASSOC DIR FOR ADMINISTRATION	WASHINGTON,DC	11/04/12		
FISH AND WILDLIFE SERVICE	SHEEHAN, DENISE E.	0341	ASST-DIR BUDGET, PLNG & HR	BAILEYS CROSSROADS,VIRGI	06/21/98		
FISH AND WILDLIFE SERVICE	WOODY, WILLIAM C.	1811	CHIEF, OFFICE OF LAW ENFORCEMENT	BAILEYS CROSSROADS,VIRGI	09/08/03		
FISH AND WILDLIFE SERVICE	TUGGLE, BENJAMIN N.	0480	REGIONAL DIRECTOR, ALBUQUERQUE	ALBUQUERQUE,NEW MEXICO	09/17/06		
FISH AND WILDLIFE SERVICE	SLACK, JAMES J.	0340	DIRECTOR, NCTC	SHEPHERDSTOWN, WEST VIRGI	09/21/08		
FISH AND WILDLIFE SERVICE	THORSON, ROBYN	0480	REGIONAL DIRECTOR -PORTLAND	PORTLAND,OREGON	10/12/08		
FISH AND WILDLIFE SERVICE	MELIUS, THOMAS O	0480	REGIONAL DIRECTOR - TWIN CITIES	MINNEAPOLIS,MINNESOTA	10/12/08		
FISH AND WILDLIFE SERVICE	FRAZER, GARY D.	0480	ASST DIRECTOR - ENDANGERED SPECIES	WASHINGTON,DC	07/31/09		
FISH AND WILDLIFE SERVICE	DOHNER, CYNTHIA	0480	REGIONAL DIRECTOR - ATLANTA	ATLANTA,GEORGIA	11/08/09		

All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
FISH AND WILDLIFE SERVICE	FORD, JEROME E.	0480	ASST DIRECTOR - MIGRATORY BIRDS & STATE	BAILEYS CROSSROADS,VIRGI	06/29/11		
FISH AND WILDLIFE SERVICE	WEBER, WENDI	0480	REGIONAL DIRECTOR - HADLEY MA	HADLEY,MASSACHUSETTS	10/05/11		
FISH AND WILDLIFE SERVICE	ARROYO, BRYAN	0480	ASST DIRECTOR - INTERNATIONAL AFFAIRS	WASHINGTON,DC	07/01/12		
FISH AND WILDLIFE SERVICE	GUERTIN, STEPHEN D.	0480	DEPUTY DIRECTOR (PROG. MGMT. & PLCY)	ARLINGTON,VIRGINIA	11/04/12		
FISH AND WILDLIFE SERVICE	WALSH, NOREEN E.	0480	REGIONAL DIRECTOR - DENVER, CO.	LAKEWOOD,COLORADO	11/29/12		
FISH AND WILDLIFE SERVICE	HOSKINS, DAVID WILLIAM	0480	AD-FISHERIES & HABITAT CONSERVATION	WASHINGTON,DC	11/03/13		
FISH AND WILDLIFE SERVICE	HILDEBRANDT, BETSY J.	0340	ASSISTANT DIRECTOR - EXTERNAL AFFAIRS	WASHINGTON,DC	11/17/13		
FISH AND WILDLIFE SERVICE	KURTH, JAMES W.	0480	DEPUTY DIRECTOR (OPERATIONS)	WASHINGTON,DC	01/11/15		
FISH AND WILDLIFE SERVICE	MARTINEZ, CYNTHIA T	0480	AD-NATIONAL WLDLFE REFUGE MANAGER	WASHINGTON,DC	05/11/15		
FISH AND WILDLIFE SERVICE	SIEKANIEC, GREGORY EUGENE	0480	REGIONAL DIRECTOR - ANCHORAGE	ANCHORAGE,ALASKA	08/01/16		
FISH AND WILDLIFE SERVICE	SOUZA, PAUL	0480	REGIONAL DIRECTOR, SACRAMENTO, CA	SACRAMENTO,CALIFORNIA	08/07/16		
FISH AND WILDLIFE SERVICE	RAUCH, PAUL A.	0340	AD-WLDLFE & SPORT FISH RESTOR PROGRAM	WASHINGTON,DC	09/04/16		
GEOLOGICAL SURVEY	WAINMAN, BARBARA W.	0340	ASSOCIATE DIRECTOR FOR COMM	RESTON,VIRGINIA	03/21/04		
GEOLOGICAL SURVEY	CARL, LEON M.	0401	REGIONAL EXECUTIVE - EASTERN REGION	ANN ARBOR,MICHIGAN	03/13/11		
GEOLOGICAL SURVEY	KINSINGER, ANNE E.	0401	ASSOCIATE DIRECTOR FOR ECOSYSTEMS	RESTON,VIRGINIA	04/19/11		
GEOLOGICAL SURVEY	GALLAGHER, KEVIN T	0340	ASSOCIATE DIRECTOR FOR CORE SCI SYS	RESTON,VIRGINIA	04/21/11		
GEOLOGICAL SURVEY	APPLEGATE, JAMES D. R.	1301	ASSOCIATE DIR FOR NATURAL HAZARDS	RESTON,VIRGINIA	05/22/11		
GEOLOGICAL SURVEY	KELLY, FRANCIS P.	1301	DIR (EROS) CENTER & POLICY ADVISOR	SIOUX FALLS,SOUTH DAKOTA	12/04/11		
GEOLOGICAL SURVEY	SOGGE, MARK K.	0401	REGIONAL EXECUTIVE - PACIFIC REGION	SACRAMENTO,CALIFORNIA	06/30/13		
GEOLOGICAL SURVEY	ETHRIDGE, MAX M.	1301	REGIONAL DIRECTOR - SOUTHWEST REGION	LAKEWOOD,COLORADO	11/30/14		
GEOLOGICAL SURVEY	ARAGON, JOSE RAMON	0340	ASSOCIATE DIRECTOR FOR ADMINISTRATION	ALBUQUERQUE,NEW MEXICO	12/28/14		
GEOLOGICAL SURVEY	LODGE, CYNTHIA LOUISE	0501	ASSOCIATE DIRECTOR FOR BUDGET, PLANNING AND INTEGRATION	RESTON,VIRGINIA	04/05/15		
GEOLOGICAL SURVEY	FERRERO, RICHARD C.	0401	REGIONAL DIRECTOR - NORTHWEST REGION	SEATTLE,WASHINGTON	05/31/15		
GEOLOGICAL SURVEY	BURKETT, VIRGINIA	0401	ASSOCIATE DIRECTOR FOR CLIMATE	MANY,LOUISIANA	09/17/15		
GEOLOGICAL SURVEY	DEVARIS, AIMEE MARIE	1301	REGIONAL DIRECTOR - ALASKA	ANCHORAGE,ALASKA	11/29/15		
GEOLOGICAL SURVEY	WERKHEISER, WILLIAM H.	1301	DEPUTY DIRECTOR	RESTON,VIRGINIA	12/27/15		
GEOLOGICAL SURVEY	CLINE, DONALD WALTER	1301	ASSOCIATE DIRECTOR FOR WATER	RESTON,VIRGINIA	01/10/16		
GEOLOGICAL SURVEY	TUPPER, MICHAEL H.	0340	REGIONAL DIRECTOR-NORTHEAST	RESTON,VIRGINIA	03/06/16		
GEOLOGICAL SURVEY	HITZMAN, MURRAY WALTER	1350	ASSOC DIRECTOR FOR ENERGY & MINERALS	RESTON,VIRGINIA	09/11/16	09/11/17	
GEOLOGICAL SURVEY	WEYERS, HOLLY S.	0401	REGIONAL DIRECTOR - SOUTHEAST	NORCROSS,GEORGIA	10/16/16	10/16/17	
GEOLOGICAL SURVEY	NOWAKOWSKI, JUDY JENNIFER	0301	SENIOR ADVISOR TO THE DIRECTOR	RESTON,VIRGINIA	01/08/17	Limited Term	
NATIONAL PARK SERVICE	TOOTHMAN, STEPHANIE S.	0340	ASSOC DIRECTOR, CULTURAL RESOURCES	WASHINGTON,DC	07/04/10		
NATIONAL PARK SERVICE	WENK, DANIEL N.	0025	PARK MANAGER (SUPERINTENDENT)	YELLOWSTONE PARK,WYOMING	02/27/11		
NATIONAL PARK SERVICE	LAIRD, JOSHUA RADBILL	0301	EXECUTIVE DIRECTOR - NATIONAL PARKS OF NY HARBOR	NEW YORK, NEW YORK	06/16/13		
NATIONAL PARK SERVICE	AUSTIN, STANLEY J.	0340	REGIONAL DIRECTOR	ATLANTA,GEORGIA	07/14/13		
NATIONAL PARK SERVICE	MASICA, SUE E.	0340	REGIONAL DIRECTOR, INTERMTN. REGION	LAKEWOOD,COLORADO	01/12/14		

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Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
NATIONAL PARK SERVICE	CALDWELL, MICHAEL A.	0340	REGIONAL DIRECTOR	PHILADELPHIA,PENNSYLVANI	02/09/14		
NATIONAL PARK SERVICE	VELA, RAYMOND DAVID	0025	PARK MANAGER (SUPERINTENDENT)	MOOSE,WYOMING	03/09/14		
NATIONAL PARK SERVICE	FROST, HERBERT C.	0340	REGIONAL DIRECTOR, ALASKA	ANCHORAGE,ALASKA	04/20/14		
NATIONAL PARK SERVICE	SAUVAJOT, RAYMOND MARC	0401	AD,NATURAL RESOURCE STEWARD & SCIENCE	WASHINGTON,DC	12/14/14		
NATIONAL PARK SERVICE	VOGEL, ROBERT A.	0340	REGIONAL DIR, NATL CAPITOL REGION	WASHINGTON,DC	12/14/14		
NATIONAL PARK SERVICE	MCDOWALL, LENA E	0340	CHIEF FINANCIAL OFFICER	WASHINGTON,DC	01/11/15		
NATIONAL PARK SERVICE	RAMOS, PEDRO M	0025	PARK MANAGER (SUPERINTENDENT)	MIAMI-DADE,FLORIDA	01/25/15		
NATIONAL PARK SERVICE	CASH, CASSIUS M	0025	PARK MANAGER (SUPERINTENDENT)	GATLINBURG,TENNESSEE	02/08/15		
NATIONAL PARK SERVICE	SHOLLY, CAMERON H	0340	REGIONAL DIRECTOR, MIDWEST REGION	OMAHA,NEBRASKA	03/08/15		
NATIONAL PARK SERVICE	VIETZKE, GAY E.	0340	PARK MANAGER (SUPERINTENDENT)	WASHINGTON,DC	09/20/15		
NATIONAL PARK SERVICE	OBERNESSER, RICHARD	0340	ASSOCIATE DIRECTOR, VISITOR & RESOURCE PROTECTION	WASHINGTON,DC	10/04/15		
NATIONAL PARK SERVICE	RICHARDSON, LIZETTE	0340	PARK MANAGER (SUPERINTENDENT)	BOULDER CITY,NEVADA	10/04/15		
NATIONAL PARK SERVICE	TODD, RAYMOND K.	0340	DIRECTOR, DENVER SERVICE CENTER	LAKEWOOD,COLORADO	03/06/16		
NATIONAL PARK SERVICE	JOSS, LAURA	0340	REGIONAL DIRECTOR, PACIFIC WEST REG	OAKLAND,CALIFORNIA	03/06/16		
NATIONAL PARK SERVICE	REYNOLDS, MICHAEL T.	0340	DEPUTY DIRECTOR, OPERATIONS	WASHINGTON,DC	07/31/16		
NATIONAL PARK SERVICE	LEHNERTZ, CHRISTINE S.	0340	PARK MANAGER	GRAND CANYON,ARIZONA	08/21/16		
NATIONAL PARK SERVICE	COMPTON, JEFFREY S.	2210	ASSOC CHIEF INFORMATION OFFICER	WASHINGTON,DC	09/18/16	09/18/17	
NATIONAL PARK SERVICE	BENGE, SHAWN T.	0340	ASSOC DIR,PARK,PLAN,FACILIT & LANDS	WASHINGTON,DC	10/02/16	10/02/17	
NATIONAL PARK SERVICE	AUSTIN, TERESA MADEYA	0340	ASSOCIATE DIRECTOR, BUSINESS SERVICES	WASHINGTON,DC	10/30/16	10/30/17	
NATIONAL PARK SERVICE	BOWRON, JESSICA L.	0501	COMPTROLLER	WASHINGTON,DC	01/08/17	01/08/18	
OFC OF SURFACE MINING, RECLAMATION & ENF	OWENS, GLENDA HUDSON	0340	DEPUTY DIRECTOR - OSM	WASHINGTON,DC	01/14/01		
OFC OF SURFACE MINING, RECLAMATION & ENF	WORONKA, THEODORE	0340	ASST DIR-FOR FINANCE & ADMIN.	WASHINGTON,DC	04/04/04		
OFC OF SURFACE MINING, RECLAMATION & ENF	RIDEOUT, STERLING J. JR	0340	ASST DIRECTOR-PROGRAM SUPPORT	WASHINGTON,DC	10/03/04		
OFC OF SURFACE MINING, RECLAMATION & ENF	SHOPE, THOMAS D.	0340	REGIONAL DIRECTOR	GREEN TREE,PENNSYLVANIA	10/14/07		
OFC OF SURFACE MINING, RECLAMATION & ENF	BERRY, DAVID A	0340	REGIONAL DIRECTOR	DENVER,COLORADO	03/08/15		
OFC OF SURFACE MINING, RECLAMATION & ENF	CLAYBORNE, ALFRED L	0340	REGIONAL DIRECTOR-MCRO	ALTON,ILLINOIS	02/19/17	02/19/18	
OFFICE OF THE SECRETARY OF THE INTERIOR	SALOTTI, CHRISTOPHER P.	0905	LEGISLATIVE COUNSEL	WASHINGTON,DC	01/18/09		
OFFICE OF THE SECRETARY OF THE INTERIOR	ESTENOZ, SHANNON A.	0340	DIRECTOR, EVERGLADES RESTORATION	MIAMI,FLORIDA	08/24/14		
OFFICE OF THE SECRETARY OF THE INTERIOR	CARDINALE, RICHARD T.	0301	SENIOR POLICY PROGRAM MANAGER	WASHINGTON,DC	10/18/15		
OFFICE OF THE SECRETARY OF THE INTERIOR	LILLIE, JULIETTE ANNE FAL	0301	DIRECTOR, OFFICE OF THE EXECUTIVE SEC	WASHINGTON,DC	08/07/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	BURCH, MELVIN E.	0340	REGIONAL FIDUCIARY TRUST	ALBUQUERQUE,NEW MEXICO	03/07/04		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	REYNOLDS, THOMAS G.	0340	REGIONAL FIDUCIARY TRUST ADMIN	ALBUQUERQUE,NEW MEXICO	05/24/06		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	CRAFF, ROBERT C.	0340	REG FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	05/28/06		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	WILLIAMS, MARGARET C.	0340	REG FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	08/31/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	JAMES, JAMES D. JR.	0340	DEP SPEC TRUSTEE-FIELD OPS	ALBUQUERQUE,NEW MEXICO	12/02/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	LORDS, DOUGLAS A.	0340	DEP SPEC TRUSTEE TRUST SVS	ALBUQUERQUE,NEW MEXICO	12/02/12		

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All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	WHITE, JOHN ETHAN	0340	DEPUTY SPECIAL TRUSTEE FOR PROGRAM	ALBUQUERQUE, NEW MEXICO	01/13/13		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	LAKE, TIMOTHY CHARLES	0340	REGIONAL FIDUCIARY	ABERDEEN, SOUTH DAKOTA	08/07/16	08/07/17	
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	DUMONTIER, DEBRA L.	0340	DEPUTY SPECIAL TRUSTEE FOR BUSINESS	ARLEE, MONTANA	01/08/17		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	FREEMAN, SHAREE M.	0340	DIRECTOR, OFC OF SELF-GOV	WASHINGTON, DC	01/21/07		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	BURCKMAN, JAMES N.	0301	DIRECTOR OF HUMAN CAPITAL MGMT	WASHINGTON, DC	02/01/09		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	HART, PAULA L.	0301	DIR, OFF OF INDIAN GAMING MGT	WASHINGTON, DC	01/31/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	SCHOCK, JAMES H.	0501	CHIEF FINANCIAL OFFICER	WASHINGTON, DC	12/29/13		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	BEARPAW, GEORGE WATIE	0560	BUDGET OFFICER	WASHINGTON, DC	02/09/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	LAROCHE, DARRELL WILLIAM	0340	DIR, FACILITIES, SAFETY & PROP MGMT	RESTON, VIRGINIA	06/01/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	WILLIAMS, LC	0340	ASSOCIATE DIRECTOR, HRD	LAKEWOOD, COLORADO	01/31/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	ONEILL, KEITH JAMES	1102	ASSOCIATE DIRECTOR FOR ACQ SERVICES	HERNDON, VIRGINIA	08/12/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	EDSALL, DONNA LYNN	0505	ASSOCIATE DIRECTOR, FMD	LAKEWOOD, COLORADO	10/19/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	HOLMES, TROY EDWARD	0340	PROGRAM MANAGER FOR DHS	WASHINGTON, DC	09/04/16	09/04/17	
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	BEALL, JAMES W	0340	ASSOCIATE DIRECTOR, ENTERPRISE MGMT	WASHINGTON, DC	10/16/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	SINGER, MICHELE F.	0340	DIRECTOR, INTERIOR BUSINESS CENTER	KINGS, NEW YORK	11/27/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - Insular	PULA, NIKOLAO IULI	0301	DIRECTOR, OFFICE OF INSULAR AFFAIRS	WASHINGTON, DC	03/28/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	GOULD, GREGORY J.	0340	DIR, OFC OF NATURAL RESOURCES REVENUE	LAKEWOOD, COLORADO	10/10/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	MEHLHOFF, JOHN J.	0340	PROGRAM DIRECTOR (CEVA)	LAKEWOOD, COLORADO	02/09/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	STEWART, JAMES D.	0340	DEP DIR, OFC OF NATURAL RESOURCES REV	LAKEWOOD, COLORADO	09/06/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	TYLER, PAUL GRAHAM	0340	PRGM DIR FOR AUDIT & COMPLIANCE MGMT	LAKEWOOD, COLORADO	12/13/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	DAVIS, KIMBRA G	0340	PRGM DIR FOR FIN & PRODUCTION MGMT	LAKEWOOD, COLORADO	04/17/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	GIDNER, JEROLD L.	0301	SENIOR PROGRAM ADVISOR	WASHINGTON, DC	08/21/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	SONDERMAN, DEBRA E.	1102	DIR, OFFICE OF ACQUISITION & PROP. MGMT.	WASHINGTON, DC	10/11/98		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BLANCHARD, MARY JOSIE	0340	DEPUTY DIRECTOR, OFFICE OF ENVIRONMENTAL POLICY & COMPLNC	WASHINGTON, DC	10/06/02		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BATHRICK, MARK L.	0340	DIRECTOR, OFFICE OF AVIATION SERVICES	BOISE, IDAHO	11/01/05		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	MOSS, ADRIANNE L.	0560	DEPUTY DIRECTOR, OFFICE OF BUDGET	WASHINGTON, DC	02/01/09		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BECK, RICHARD T.	0340	DIRECTOR, OFFICE OF PLANNING & PERFORMANCE MGMT	WASHINGTON, DC	01/17/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	FLANAGAN, DENISE A.	0560	DIRECTOR, OFFICE OF BUDGET	WASHINGTON, DC	01/31/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	CLEMENT, JOEL P.	0340	DIRECTOR, OFFICE OF POLICY ANALYSIS	WASHINGTON, DC	01/02/11		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	ROSS, JOHN W	0340	DIRECTOR, OFFICE OF VALUATION	WASHINGTON, DC	02/27/11		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GLENN, DOUGLAS A	0505	DIRECTOR, OFFICE OF FINANCIAL MNGT &	WASHINGTON, DC	05/08/11		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GLOMB, STEPHEN J.	0340	DIRECTOR, OFFICE OF NATURAL RESOURCE RESTORATION	WASHINGTON, DC	06/19/11		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	ANDREW, JONATHAN M.	0301	INTERAGENCY BORDERLAND COORDINATOR	WASHINGTON, DC	07/17/11		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GOKLANY, INDUR M.	0301	SENIOR ADVISOR	WASHINGTON, DC	07/29/12		

(b) (6)

All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	HUNTER, TERESA R	0505	DEPUTY DIRECTOR, OFFICE OF FINANCIAL MGMT	WASHINGTON,DC	11/03/13		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	PLETCHER, MARY F.	0340	DAS, HUMAN CAPITAL AND DIVERSITY	WASHINGTON,DC	12/15/13		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BURDEN, JOHN W.	0340	CHIEF DIVERSITY OFFICER/DIRECTOR,	WASHINGTON,DC	06/15/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BURNS, SYLVIA W.	2210	CHIEF INFORMATION OFFICER	WASHINGTON,DC	08/24/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	FREIHAGE, JASON E.	0560	CHIEF, DIV OF BUDGET & PROG REVIEW	WASHINGTON,DC	10/05/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	FERRITER, OLIVIA B.	0501	DEP ASST SECY-BUDGT,FIN,PERF&AC	WASHINGTON,DC	11/30/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	PIERRE-LOUIS, ALESIA J.	0340	CHIEF LEARNING OFFICER/DIR.OSEOD	WASHINGTON,DC	05/31/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	OLSEN, MEGAN C.	0340	DIRECTOR, OFFICE OF SMALL & DISADV BUS UTL	WASHINGTON,DC	07/12/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	WAYSON, THOMAS C.	0560	CHIEF, BUDGET ADMINISTRATION AND DEPT MGMT	WASHINGTON,DC	07/26/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BRANUM, LISA A.	0089	DIRECTOR, OFFICE OF EMERGENCY MGMT	WASHINGTON,DC	08/09/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	SIMMONS, SHAYLA F.	0905	DIRECTOR, OFFICE OF HEARINGS AND APPEALS	ARLINGTON,VIRGINIA	08/09/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	LIMON, RAYMOND A	0201	DEPUTY CHIEF HUMAN CAP. OFFICER	WASHINGTON,DC	08/09/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	NASSAR, JOSEPH W	0340	DIRECTOR, OFFICE OF FACILITIES & ADMINISTRATIVE SVCS	WASHINGTON,DC	11/29/15		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	HUMBERT, HARRY L	0340	DAS-PUBLIC SAFETY,RESOURCE PROTEC.,&	WASHINGTON,DC	01/10/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GONZALEZ, MARIA E	0340	DEPUTY ASSISTANT SECRETARY-TECHNOLOGY	WASHINGTON,DC	02/28/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	DOWNES, BRUCE M	2210	DEPUTY CHIEF INFORMATION OFFICER	WASHINGTON,DC	03/06/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	RICE, BRYAN C	0340	DIRECTOR,OFFICE OF WILDLAND FIRE	WASHINGTON,DC	05/01/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	QUINLAN, MARTIN J.	0340	DIRECTOR, BUSINESS INTEGRATION OFFICE	LAKEWOOD,COLORADO	05/01/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	NOBLE, MICHAELA E	0340	DIRECTOR, OFFICE OF ENVIRONMENTAL POLICY & COMPLIANCE	WASHINGTON,DC	07/24/16	07/24/17	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BUCKNER, SHAWN M	0340	DEPUTY DIRECTOR-OFFICE OF POLICY ANALYSIS	WASHINGTON,DC	09/04/16	09/04/17	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	DAVIS, MARK H	0340	DIRECTOR, BUSINESS SERVICES	WASHINGTON,DC	10/02/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BAGLEY, TAMMY L.	0340	ASSOCIATE DIRECTOR, OFFICE OF ACQUISITION & PROP MGT	WASHINGTON,DC	01/22/17	01/22/18	
OFFICE OF THE SOLICITOR	PETERSON, PENNY LYNN	0905	REGIONAL SOLICITOR	PORTLAND,OREGON	07/06/97		
OFFICE OF THE SOLICITOR	CLARK, HORACE G.	0905	REGIONAL SOLICITOR	ATLANTA,GEORGIA	03/28/02		
OFFICE OF THE SOLICITOR	LOFTIN, MELINDA J.	0905	DESIG. AGENCY ETHICS OFFICIAL	WASHINGTON,DC	10/01/06		
OFFICE OF THE SOLICITOR	BROWN, LAURA B.	0905	ASSOCIATE SOLICITOR	WASHINGTON,DC	01/04/09		
OFFICE OF THE SOLICITOR	MCKEOWN, MATTHEW J.	0905	REGIONAL SOLICITOR	LAKEWOOD,COLORADO	01/12/09		
OFFICE OF THE SOLICITOR	HAUGRUD, KEVIN JACK	0905	DEPUTY SOLICITOR	WASHINGTON,DC	11/07/10		
OFFICE OF THE SOLICITOR	HAWBECKER, KAREN S.	0905	ASSOCIATE SOLICITOR	WASHINGTON,DC	01/16/11		
OFFICE OF THE SOLICITOR	KEABLE, EDWARD T.	0905	DEPUTY SOLICITOR	WASHINGTON,DC	03/25/12		
OFFICE OF THE SOLICITOR	DARNELL, JOSEPH D.	0905	REGIONAL SOLICITOR	ANCHORAGE,ALASKA	02/10/13		
OFFICE OF THE SOLICITOR	JOSEPHSON, CLEMENTINE	0905	REGIONAL SOLICITOR	SACRAMENTO,CALIFORNIA	12/28/14		
OFFICE OF THE SOLICITOR	SHEPARD, ERIC N.	0905	ASSOCIATE SOLICITOR - INDIAN AFFAIRS	WASHINGTON,DC	08/30/15		
OFFICE OF THE SOLICITOR	ROMANIK, PEG A.	0905	REGIONAL SOLICITOR - NORTHEAST	WASHINGTON,DC	12/13/15		
OFFICE OF THE SOLICITOR	SMITH, MARC ALAN	0905	ASSOCIATE SOLICITOR FOR	WASHINGTON,DC	01/24/16		
OFFICE OF THE SOLICITOR	STEIGER, JOHN W.	0905	REGIONAL SOLICITOR-INTERMOUNTAIN	SALT LAKE CITY,UTAH	02/21/16		
OFFICE OF THE SOLICITOR	WENGER, LANCE C.	0905	REGIONAL SOLICITOR-SOUTHWEST	ALBUQUERQUE,NEW MEXICO	02/24/16		

(b)(6)

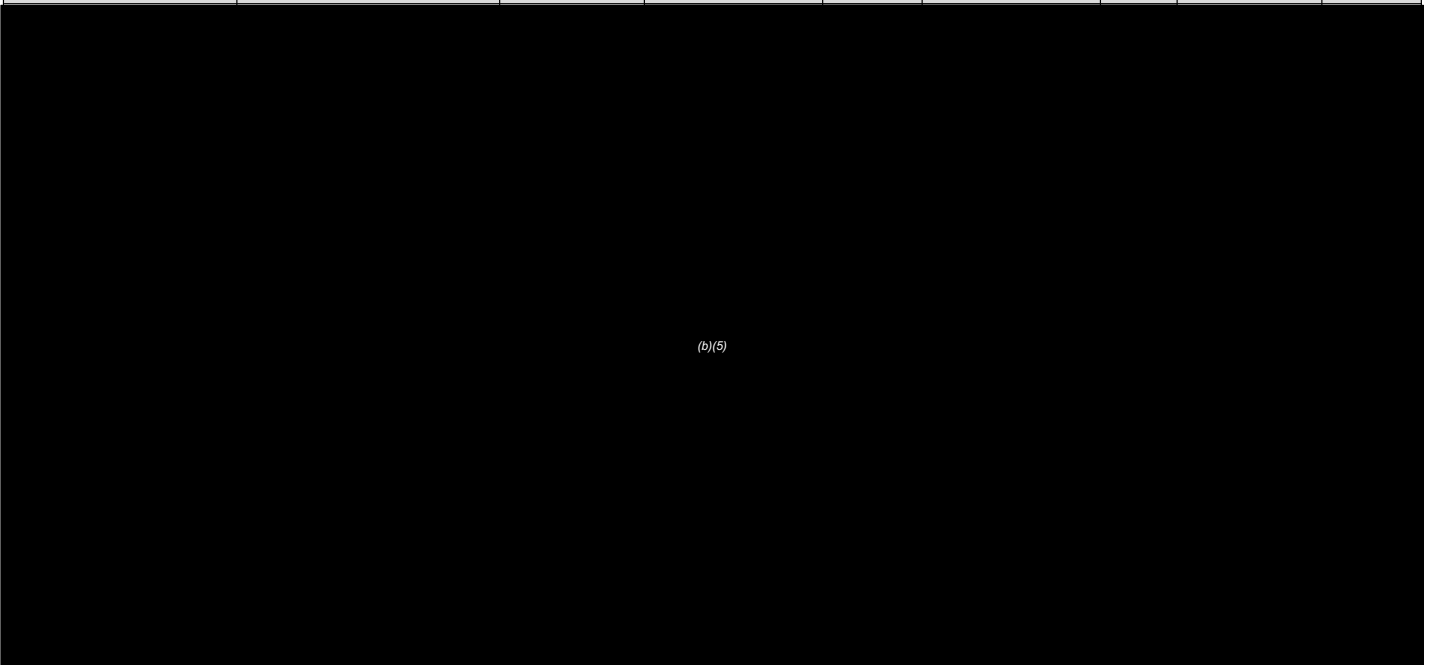


All SES - Sorted by Bureau, Date Entered Current Position

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
OFFICE OF THE SOLICITOR	SAXE, KEITH E	0905	ASSOCIATE SOLICITOR - WATER RESOURCES	WASHINGTON,DC	03/06/16		(b)(6)
OFFICE OF THE SOLICITOR	TUCKER, KAPRICE LYNCH	0905	ASSOC SOL FOR GEN LAW	WASHINGTON,DC	01/15/17		

Proposed Reassignments

Bureau or Office	Position	Location	Current Incumbent	Current Incumbent - Date Entered Position	Proposed Reassignment	Current Bureau	Current Duty Location	Move Required (Yes/No)
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(b)(5)

Proposed Reassignments

Bureau or Office	Position	Location	Current Incumbent	Current Incumbent - Date Entered Position	Proposed Reassignment	Current Bureau	Current Duty Location	Move Required (Yes/No)
(b)(5)								

Proposed Reassignments

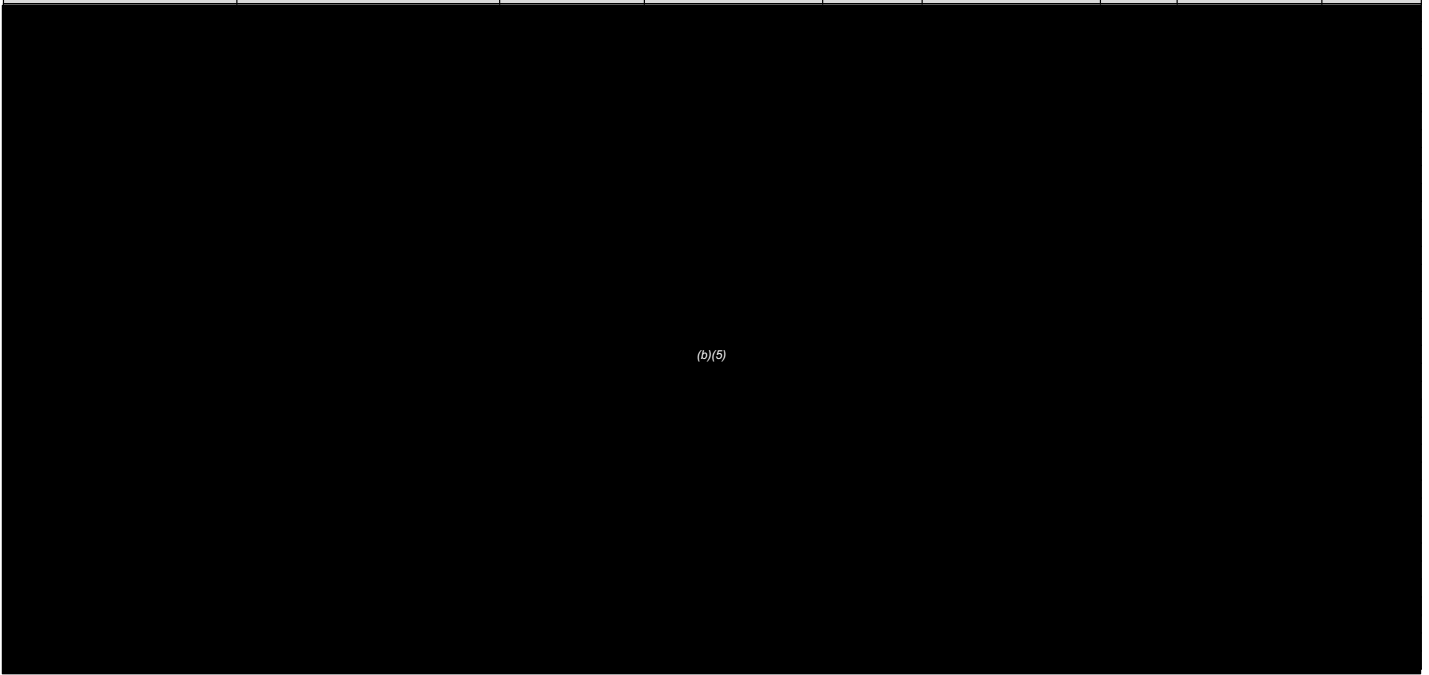
Bureau or Office	Position	Location	Current Incumbent	Current Incumbent - Date Entered Position	Proposed Reassignment	Current Bureau	Current Duty Location	Move Required (Yes/No)
(b)(5)								

Proposed Reassignments

Bureau or Office	Position	Location	Current Incumbent	Current Incumbent - Date Entered Position	Proposed Reassignment	Current Bureau	Current Duty Location	Move Required (Yes/No)
(b)(5)								

Proposed Reassignments

Bureau or Office	Position	Location	Current Incumbent	Current Incumbent - Date Entered Position	Proposed Reassignment	Current Bureau	Current Duty Location	Move Required (Yes/No)
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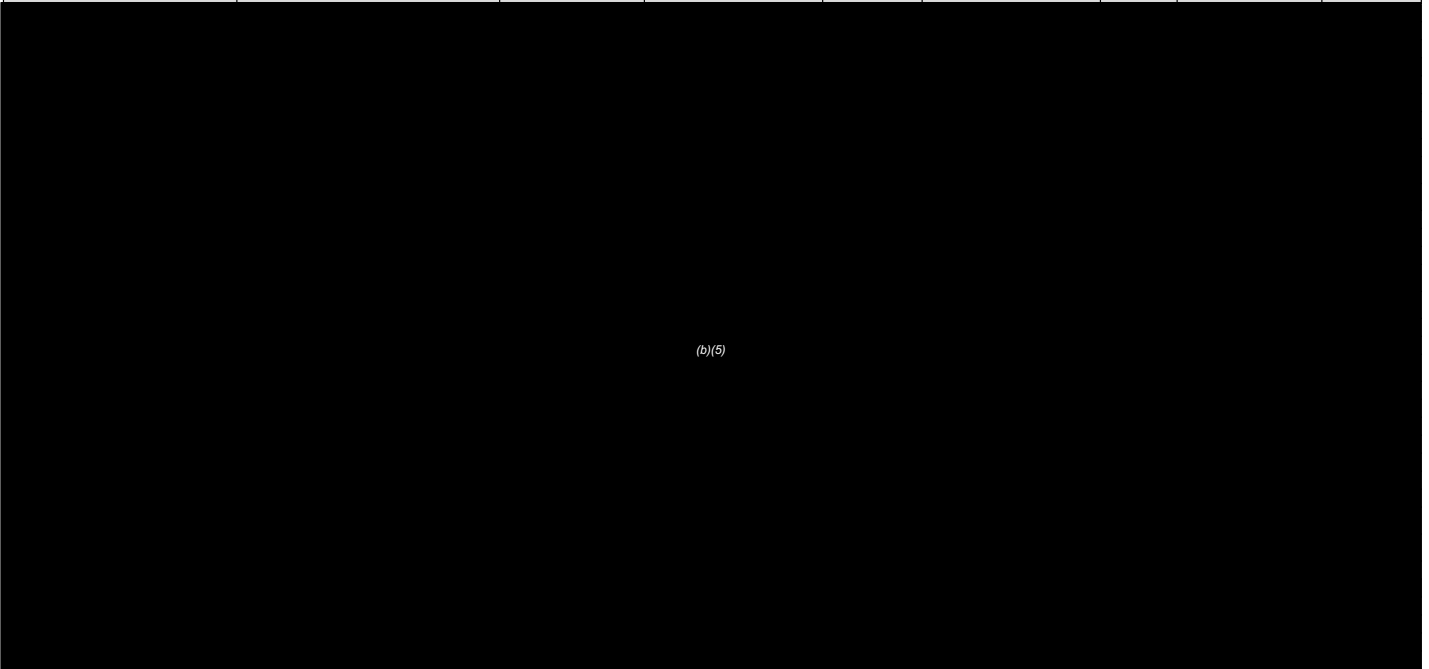
(b)(5)

Proposed Reassignments

Bureau or Office	Position	Location	Current Incumbent	Current Incumbent - Date Entered Position	Proposed Reassignment	Current Bureau	Current Duty Location	Move Required (Yes/No)
(b)(5)								

Proposed Reassignments

Bureau or Office	Position	Location	Current Incumbent	Current Incumbent - Date Entered Position	Proposed Reassignment	Current Bureau	Current Duty Location	Move Required (Yes/No)
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(b)(5)



Proposed Reassignments

Bureau or Office	Position	Location	Current Incumbent	Current Incumbent - Date Entered Position	Proposed Reassignment	Current Bureau	Current Duty Location	Move Required (Yes/No)
(b)(5)								

Indian Affairs and OST SES

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	Retirement Eligibility	Indian Preference Indicator
BUREAU OF INDIAN AFFAIRS	SPEAKS, STANLEY M.	0340	REGIONAL DIRECTOR,NORTHWEST REGION	PORTLAND,OREGON	02/22/04		
BUREAU OF INDIAN AFFAIRS	DEERINWATER, DANIEL J.	0340	REGIONAL DIRECTOR,SOUTHERN PLAINS	ANADARKO,OKLAHOMA	06/26/05		
BUREAU OF INDIAN AFFAIRS	HAMLEY, JEFFREY L.	1720	ASSOC DEP DIR - PERFORMANCE & ACCTBY	WASHINGTON,DC	04/26/09		
BUREAU OF INDIAN AFFAIRS	WALKER, WILLIAM T.	0340	REGIONAL DIRECTOR, SOUTHWEST REGION	ALBUQUERQUE,NEW MEXICO	12/20/09		
BUREAU OF INDIAN AFFAIRS	BOWKER, BRYAN L.	0340	REGIONAL DIRECTOR, WESTERN	PHOENIX,ARIZONA	07/04/10		
BUREAU OF INDIAN AFFAIRS	DUTSCHKE, AMY L.	0340	REGIONAL DIRECTOR, PACIFIC	SACRAMENTO,CALIFORNIA	10/10/10		
BUREAU OF INDIAN AFFAIRS	PINTO, SHARON ANN	0340	REGIONAL DIRECTOR, NAVAJO	GALLUP,NEW MEXICO	10/09/11		
BUREAU OF INDIAN AFFAIRS	ORTIZ, HANKIE P.	0340	DEPUTY BUREAU DIRECTOR, INDIAN SVS.	WASHINGTON,DC	03/25/12		
BUREAU OF INDIAN AFFAIRS	HANNA, JEANETTE D.	0301	SPECIAL ASST TO THE DIRECTOR-BIA	WASHINGTON,DC	07/13/14		
BUREAU OF INDIAN AFFAIRS	LAPOINTE, TIMOTHY L.	0340	REGIONAL DIRECTOR, GREAT PLAINS	ABERDEEN,SOUTH DAKOTA	11/02/14		
BUREAU OF INDIAN AFFAIRS	RIGGS, HELEN	0340	DEPUTY BUREAU DIRECTOR-TRUST SVS.	WASHINGTON,DC	12/14/14		
BUREAU OF INDIAN AFFAIRS	LA COUNTE, DARRYL D. II	0340	REGIONAL DIRECTOR, ROCKY MTN	BILLINGS,MONTANA	03/08/15		
BUREAU OF INDIAN AFFAIRS	PFEIFFER, TAMARAH NMN	1701	ASSOC DEPUTY DIRECTOR-NAVAJO	WINDOW ROCK,ARIZONA	06/29/15		
BUREAU OF INDIAN AFFAIRS	STREATER, EDDIE R.	0340	REGIONAL DIRECTOR, EASTERN OKLA	MUSKOGEE,OKLAHOMA	07/12/15		
BUREAU OF INDIAN AFFAIRS	MAYTUBBY, BRUCE W.	0340	REGIONAL DIRECTOR, EASTERN	NASHVILLE,TENNESSEE	09/06/15		
BUREAU OF INDIAN AFFAIRS	DAVIS, ROSE MARIE	1701	ADD-TRIBALLY CONTROLLED SCHOOLS	BLOOMINGTON,MINNESOTA	02/21/16		
BUREAU OF INDIAN AFFAIRS	DEARMAN, TONY L.	1710	DIRECTOR, BUREAU OF INDIAN EDUCATION	WASHINGTON,DC	10/30/16		
BUREAU OF INDIAN AFFAIRS	BLACK, MICHAEL S.	0301	SENIOR ADVISOR TO THE DIRECTOR-BIA	BILLINGS,MONTANA	11/02/16		
BUREAU OF INDIAN AFFAIRS	LOUDERMILK, WELDON B.	0340	DIRECTOR, BUREAU OF INDIAN AFFAIRS	WASHINGTON,DC	11/02/16		
BUREAU OF INDIAN AFFAIRS	CRUZAN, DARREN A.	0340	SENIOR ADVISOR-LE, SECUR, SCHOOL SAFE	WASHINGTON,DC	01/08/17		
BUREAU OF INDIAN AFFAIRS	STEVENS, BARTHOLOMEW S.	0340	DEPUTY DIRECTOR FOR SCHOOL OPERATIONS	WASHINGTON,DC	01/22/17		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	BURCH, MELVIN E.	0340	REGIONAL FIDUCIARY TRUST	ALBUQUERQUE,NEW MEXICO	03/07/04		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	REYNOLDS, THOMAS G.	0340	REGIONAL FIDUCIARY TRUST ADMIN	ALBUQUERQUE,NEW MEXICO	05/24/06		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	CRAFF, ROBERT C.	0340	REG FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	05/28/06		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	WILLIAMS, MARGARET C.	0340	REG FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	08/31/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	JAMES, JAMES D. JR.	0340	DEP SPEC TRUSTEE-FIELD OPS	ALBUQUERQUE,NEW MEXICO	12/02/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	LORDS, DOUGLAS A.	0340	DEP SPEC TRUSTEE TRUST SVS	ALBUQUERQUE,NEW MEXICO	12/02/12		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	WHITE, JOHN ETHAN	0340	DEPUTY SPECIAL TRUSTEE FOR PROGRAM	ALBUQUERQUE,NEW MEXICO	01/13/13		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	LAKE, TIMOTHY CHARLES	0340	REGIONAL FIDUCIARY	ABERDEEN,SOUTH DAKOTA	08/07/16		
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	DUMONTIER, DEBRA L.	0340	DEPUTY SPECIAL TRUSTEE FOR BUSINESS	ARLEE,MONTANA	01/08/17		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	FREEMAN, SHAREE M.	0340	DIRECTOR, OFC OF SELF-GOV	WASHINGTON,DC	01/21/07		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	BURCKMAN, JAMES N.	0301	DIRECTOR OF HUMAN CAPITAL MGMT	WASHINGTON,DC	02/01/09		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	HART, PAULA L.	0301	DIR, OFF OF INDIAN GAMING MGT	WASHINGTON,DC	01/31/10		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	SCHOCK, JAMES H.	0501	CHIEF FINANCIAL OFFICER	WASHINGTON,DC	12/29/13		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	BEARPAW, GEORGE WATIE	0560	BUDGET OFFICER	WASHINGTON,DC	02/09/14		
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	LAROCHE, DARRELL WILLIAM	0340	DIR, FACILITIES, SAFETY & PROP MGMT	RESTON,VIRGINIA	06/01/14		

(b)(6)

Note: Two other DOI SES (Gidner, Rice) have Indian Preference. Both are located within PMB.

SES in positions prior to 2012

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	Retirement Eligibility
OFFICE OF THE SOLICITOR	PETERSON, PENNY LYNN	0905	REGIONAL SOLICITOR	PORTLAND, OREGON	07/06/97	(b)(6)
FISH AND WILDLIFE SERVICE	SHEEHAN, DENISE E.	0341	ASST-DIR BUDGET, PLNG & HR	BAILEYS CROSSROADS, VIRGI	06/21/98	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	SONDERMAN, DEBRA E.	1102	DIR, OFFICE OF ACQUISITION & PROP. MGMT.	WASHINGTON, DC	10/11/98	
OFC OF SURFACE MINING, RECLAMATION & ENF	OWENS, GLENDA HUDSON	0340	DEPUTY DIRECTOR - OSM	WASHINGTON, DC	01/14/01	
BUREAU OF RECLAMATION	WOLF, ROBERT W	0340	DIR, PROGRAM & BUDGET	WASHINGTON, DC	01/27/02	
OFFICE OF THE SOLICITOR	CLARK, HORACE G.	0905	REGIONAL SOLICITOR	ATLANTA, GEORGIA	03/28/02	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BLANCHARD, MARY JOSIE	0340	DEPUTY DIRECTOR, OFFICE OF ENVRNMTL POLICY & CMLNLC	WASHINGTON, DC	10/06/02	
FISH AND WILDLIFE SERVICE	WOODY, WILLIAM C.	1811	CHIEF, OFFICE OF LAW ENFORCEMENT	BAILEYS CROSSROADS, VIRGI	09/08/03	
BUREAU OF RECLAMATION	GONZALES-SCHREINER, ROSEA	0340	DIRECTOR, POLICY AND ADMINISTRATION	LAKEWOOD, COLORADO	11/02/03	
BUREAU OF INDIAN AFFAIRS	SPEAKS, STANLEY M.	0340	REGIONAL DIRECTOR, NORTHWEST REGION	PORTLAND, OREGON	02/22/04	
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	BURCH, MELVIN E.	0340	REGIONAL FIDUCIARY TRUST	ALBUQUERQUE, NEW MEXICO	03/07/04	
GEOLOGICAL SURVEY	WAINMAN, BARBARA W.	0340	ASSOCIATE DIRECTOR FOR COMM	RESTON, VIRGINIA	03/21/04	
OFC OF SURFACE MINING, RECLAMATION & ENF	WORONKA, THEODORE	0340	ASST DIR-FOR FINANCE & ADMIN.	WASHINGTON, DC	04/04/04	
OFC OF SURFACE MINING, RECLAMATION & ENF	RIDEOUT, STERLING J. JR	0340	ASST DIRECTOR-PROGRAM SUPPORT	WASHINGTON, DC	10/03/04	
BUREAU OF INDIAN AFFAIRS	DEERINWATER, DANIEL J.	0340	REGIONAL DIRECTOR, SOUTHERN PLAINS	ANADARKO, OKLAHOMA	06/26/05	
BUREAU OF RECLAMATION	RYAN, MICHAEL J.	0340	REGIONAL DIRECTOR, GREAT PLAINS	BILLINGS, MONTANA	06/26/05	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BATHRICK, MARK L.	0340	DIRECTOR, OFFICE OF AVIATION SERVICES	BOISE, IDAHO	11/01/05	
BUREAU OF RECLAMATION	CORDOVA-HARRISON, ELIZABE	0340	DIR, MISSION SUPPORT ORGANIZATION	LAKEWOOD, COLORADO	04/16/06	
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	REYNOLDS, THOMAS G.	0340	REGIONAL FIDUCIARY TRUST ADMIN	ALBUQUERQUE, NEW MEXICO	05/24/06	
OFFICE OF THE SECRETARY OF THE INTERIOR - OST	CRAFF, ROBERT C.	0340	REG FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE, NEW MEXICO	05/28/06	
FISH AND WILDLIFE SERVICE	TUGGLE, BENJAMIN N.	0480	REGIONAL DIRECTOR, ALBUQUERQUE	ALBUQUERQUE, NEW MEXICO	09/17/06	
BUREAU OF LAND MANAGEMENT	VELASCO, JANINE M.	0340	ASSISTANT DIRECTOR, BUSINESS, FISCAL AND INFO RES MGMT	WASHINGTON, DC	09/24/06	
OFFICE OF THE SOLICITOR	LOFTIN, MELINDA J.	0905	DESIG. AGENCY ETHICS OFFICIAL	WASHINGTON, DC	10/01/06	
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	FREEMAN, SHAREE M.	0340	DIRECTOR, OFC OF SELF-GOV	WASHINGTON, DC	01/21/07	
OFC OF SURFACE MINING, RECLAMATION & ENF	SHOPE, THOMAS D.	0340	REGIONAL DIRECTOR	GREEN TREE, PENNSYLVANIA	10/14/07	
BUREAU OF LAND MANAGEMENT	NEDD, MICHAEL D.	0340	AD, MINS, REAL, & RES PRO	WASHINGTON, DC	09/14/08	
FISH AND WILDLIFE SERVICE	SLACK, JAMES J.	0340	DIRECTOR, NCTC	SHEPHERDSTOWN, WEST VIRGI	09/21/08	
FISH AND WILDLIFE SERVICE	THORSON, ROBYN	0480	REGIONAL DIRECTOR-PORTLAND	PORTLAND, OREGON	10/12/08	
FISH AND WILDLIFE SERVICE	MELIUS, THOMAS O	0480	REGIONAL DIRECTOR - TWIN CITIES	MINNEAPOLIS, MINNESOTA	10/12/08	
OFFICE OF THE SOLICITOR	BROWN, LAURA B.	0905	ASSOCIATE SOLICITOR	WASHINGTON, DC	01/04/09	
OFFICE OF THE SOLICITOR	MCKEOWN, MATTHEW J.	0905	REGIONAL SOLICITOR	LAKEWOOD, COLORADO	01/12/09	
OFFICE OF THE SECRETARY OF THE INTERIOR	SALOTTI, CHRISTOPHER P.	0905	LEGISLATIVE COUNSEL	WASHINGTON, DC	01/18/09	
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	BURCKMAN, JAMES N.	0301	DIRECTOR OF HUMAN CAPITAL MGMT	WASHINGTON, DC	02/01/09	

SES in positions prior to 2012

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	Retirement Eligibility
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	MOSS, ADRIANNE L.	0560	DEPUTY DIRECTOR, OFFICE OF BUDGET	WASHINGTON,DC	02/01/09	(b) (6)
BUREAU OF INDIAN AFFAIRS	HAMLEY, JEFFREY L.	1720	ASSOC DEP DIR - PERFORMANCE & ACCTBY	WASHINGTON,DC	04/26/09	
FISH AND WILDLIFE SERVICE	FRAZER, GARY D.	0480	ASST DIRECTOR - ENDANGERED SPECIES	WASHINGTON,DC	07/31/09	
FISH AND WILDLIFE SERVICE	DOHNER, CYNTHIA	0480	REGIONAL DIRECTOR - ATLANTA	ATLANTA,GEORGIA	11/08/09	
BUREAU OF INDIAN AFFAIRS	WALKER, WILLIAM T.	0340	REGIONAL DIRECTOR, SOUTHWEST REGION	ALBUQUERQUE,NEW MEXICO	12/20/09	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	BECK, RICHARD T.	0340	DIRECTOR, OFFICE OF PLANNING & PERFORMANCE MGMT	WASHINGTON,DC	01/17/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - ASIA	HART, PAULA L.	0301	DIR, OFF OF INDIAN GAMING MGT	WASHINGTON,DC	01/31/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - IBC	WILLIAMS, LC	0340	ASSOCIATE DIRECTOR, HRD	LAKEWOOD,COLORADO	01/31/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	FLANAGAN, DENISE A.	0560	DIRECTOR, OFFICE OF BUDGET	WASHINGTON,DC	01/31/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - Insular	PULA, NIKOLAO IULI	0301	DIRECTOR, OFFICE OF INSULAR AFFAIRS	WASHINGTON,DC	03/28/10	
BUREAU OF INDIAN AFFAIRS	BOWKER, BRYAN L.	0340	REGIONAL DIRECTOR, WESTERN	PHOENIX,ARIZONA	07/04/10	
NATIONAL PARK SERVICE	TOOTHMAN, STEPHANIE S.	0340	ASSOC DIRECTOR, CULTURAL RESOURCES	WASHINGTON,DC	07/04/10	
BUREAU OF INDIAN AFFAIRS	DUTSCHKE, AMY L.	0340	REGIONAL DIRECTOR, PACIFIC	SACRAMENTO,CALIFORNIA	10/10/10	
BUREAU OF RECLAMATION	PAYNE, GRAYFORD F.	0340	DEPUTY COMMISSIONER, PAB	WASHINGTON,DC	10/10/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - ONRR	GOULD, GREGORY J.	0340	DIR, OFC OF NATURAL RESOURCES REVENUE	LAKEWOOD,COLORADO	10/10/10	
BUREAU OF LAND MANAGEMENT	CRIBLEY, BUD C	0340	STATE DIRECTOR, ALASKA	ANCHORAGE,ALASKA	11/07/10	
OFFICE OF THE SOLICITOR	HAUGRUD, KEVIN JACK	0905	DEPUTY SOLICITOR	WASHINGTON,DC	11/07/10	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	CLEMENT, JOEL P.	0340	DIRECTOR, OFFICE OF POLICY ANALYSIS	WASHINGTON,DC	01/02/11	
OFFICE OF THE SOLICITOR	HAWBECKER, KAREN S.	0905	ASSOCIATE SOLICITOR	WASHINGTON,DC	01/16/11	
NATIONAL PARK SERVICE	WENK, DANIEL N.	0025	PARK MANAGER (SUPERINTENDENT)	YELLOWSTONE PARK,WYOMING	02/27/11	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	ROSS, JOHN W	0340	DIRECTOR, OFFICE OF VALUATION	WASHINGTON,DC	02/27/11	
GEOLOGICAL SURVEY	CARL, LEON M.	0401	REGIONAL EXECUTIVE - EASTERN REGION	ANN ARBOR,MICHIGAN	03/13/11	
GEOLOGICAL SURVEY	KINSINGER, ANNE E.	0401	ASSOCIATE DIRECTOR FOR ECOSYSTEMS	RESTON,VIRGINIA	04/19/11	
GEOLOGICAL SURVEY	GALLAGHER, KEVIN T	0340	ASSOCIATE DIRECTOR FOR CORE SCI SYS	RESTON,VIRGINIA	04/21/11	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GLENN, DOUGLAS A	0505	DIRECTOR, OFFICE OF FINANCIAL MNGT &	WASHINGTON,DC	05/08/11	
GEOLOGICAL SURVEY	APPLEGATE, JAMES D. R.	1301	ASSOCIATE DIR FOR NATURAL HAZARDS	RESTON,VIRGINIA	05/22/11	
BUREAU OF LAND MANAGEMENT	LAURO, SALVATORE R.	1811	DIRECTOR, LAW ENFORCEMENT	WASHINGTON,DC	06/19/11	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	GLOMB, STEPHEN J.	0340	DIRECTOR, OFFICE OF NATURAL RESOURCE RESTORATION	WASHINGTON,DC	06/19/11	
FISH AND WILDLIFE SERVICE	FORD, JEROME E.	0480	ASST DIRECTOR - MIGRATORY BIRDS & STATE	BAILEYS CROSSROADS,VIRGI	06/29/11	
OFFICE OF THE SECRETARY OF THE INTERIOR - PMB	ANDREW, JONATHAN M.	0301	INTERAGENCY BORDERLAND COORDINATOR	WASHINGTON,DC	07/17/11	

SES in positions prior to 2012

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	Retirement Eligibility
FISH AND WILDLIFE SERVICE	WEBER, WENDI	0480	REGIONAL DIRECTOR - HADLEY MA	HADLEY, MASSACHUSETTS	10/05/11	(b) (6)
BUREAU OF INDIAN AFFAIRS	PINTO, SHARON ANN	0340	REGIONAL DIRECTOR, NAVAJO	GALLUP, NEW MEXICO	10/09/11	
BUREAU OF OCEAN ENERGY MANAGEMENT	ORR, L. RENEE	0340	STRATEGIC RESOURCES CHIEF	WASHINGTON, DC	10/09/11	
BUREAU OF OCEAN ENERGY MANAGEMENT	KENDALL, JAMES J. JR.	0340	ALASKA REGIONAL DIRECTOR	ANCHORAGE, ALASKA	10/09/11	
BUREAU OF OCEAN ENERGY MANAGEMENT	CRUICKSHANK, WALTER D.	0340	DEPUTY DIRECTOR	WASHINGTON, DC	10/09/11	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	HERBST, LARS T.	0340	GULF OF MEXICO REGIONAL DIRECTOR	JEFFERSON, LOUISIANA	10/09/11	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	MORRIS, DOUGLAS W.	0340	REGULATORY PROGRAMS CHIEF	WASHINGTON, DC	11/06/11	
GEOLOGICAL SURVEY	KELLY, FRANCIS P.	1301	DIR (EROS) CENTER & POLICY ADVISOR	SIOUX FALLS, SOUTH DAKOTA	12/04/11	

**Land Management SES**

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
BUREAU OF LAND MANAGEMENT	VELASCO, JANINE M.	0340	ASSISTANT DIRECTOR, BUSINESS, FISCAL AND INFO RES MGMT	WASHINGTON,DC	09/24/06		
BUREAU OF LAND MANAGEMENT	NEDD, MICHAEL D.	0340	AD, MINS, REAL, & RES PRO	WASHINGTON,DC	09/14/08		
BUREAU OF LAND MANAGEMENT	CRIBLEY, BUD C	0340	STATE DIRECTOR, ALASKA	ANCHORAGE,ALASKA	11/07/10		
BUREAU OF LAND MANAGEMENT	LAURO, SALVATORE R.	1811	DIRECTOR, LAW ENFORCEMENT	WASHINGTON,DC	06/19/11		
BUREAU OF LAND MANAGEMENT	SUAZO, RAYMOND	0340	STATE DIRECTOR, ARIZONA	PHOENIX,ARIZONA	01/01/12		
BUREAU OF LAND MANAGEMENT	WELCH, RUTH L.	0340	STATE DIRECTOR, COLORADO	DENVER,COLORADO	05/18/14		
BUREAU OF LAND MANAGEMENT	MURPHY, TIMOTHY M.	0340	STATE DIRECTOR, IDAHO	BOISE,IDAHO	09/07/14		
BUREAU OF LAND MANAGEMENT	DUNTON, RONALD L	0340	ASSISTANT DIRECTOR, FIRE & AVIATION	BOISE,IDAHO	06/14/15		
BUREAU OF LAND MANAGEMENT	RUHS, JOHN F	0340	STATE DIRECTOR, NEVADA	RENO,NEVADA	11/29/15		
BUREAU OF LAND MANAGEMENT	LUEDERS, AMY L.	0340	STATE DIRECTOR, NEW MEXICO	SANTA FE,NEW MEXICO	11/29/15		
BUREAU OF LAND MANAGEMENT	PEREZ, JEROME E	0340	STATE DIRECTOR, CALIFORNIA	SACRAMENTO,CALIFORNIA	01/10/16		
BUREAU OF LAND MANAGEMENT	RUGWELL, MARY J.	0340	STATE DIRECTOR, WYOMING	CHEYENNE,WYOMING	04/17/16		
BUREAU OF LAND MANAGEMENT	MOURITSEN, KAREN E.	0340	STATE DIRECTOR, EASTERN STATES	WASHINGTON,DC	05/29/16	05/29/17	
BUREAU OF LAND MANAGEMENT	BAIL, KRISTIN MARA	0340	ASSISTANT DIRECTOR, RES & PLANNING	WASHINGTON,DC	08/07/16		
BUREAU OF LAND MANAGEMENT	ROBERSON, EDWIN L	0340	STATE DIRECTOR, UTAH	SALT LAKE CITY,UTAH	10/02/16		
BUREAU OF LAND MANAGEMENT	ALLEN, MATTHEW R	0340	ASST DIRECTOR, COMMUNICATION & PR	WASHINGTON,DC	10/16/16	10/16/17	
BUREAU OF LAND MANAGEMENT	CANTOR, HOWARD M	0340	DIRECTOR, NATIONAL OPERATIONS CENTER	LAKEWOOD,COLORADO	01/08/17		
BUREAU OF LAND MANAGEMENT	HUDSON, JODY LEE	0340	ASSISTANT DIRECTOR, HUMAN CAPITAL MGMT	WASHINGTON,DC	01/15/17		
BUREAU OF LAND MANAGEMENT	MCLEAR, CHRISTOPHER J	0340	ASSISTANT DIRECTOR, NLCS & CP	WASHINGTON,DC	02/10/17	02/10/18	
BUREAU OF LAND MANAGEMENT	CONNELL, JAMIE E.	0340	STATE DIRECTOR, OREGON	PORTLAND,OREGON	02/10/17		
FISH AND WILDLIFE SERVICE	SHEEHAN, DENISE E.	0341	ASST-DIR BUDGET, PLNG & HR	BAILEYS CROSSROADS,VIRGI	06/21/98		
FISH AND WILDLIFE SERVICE	WOODY, WILLIAM C.	1811	CHIEF, OFFICE OF LAW ENFORCEMENT	BAILEYS CROSSROADS,VIRGI	09/08/03		
FISH AND WILDLIFE SERVICE	TUGGLE, BENJAMIN N.	0480	REGIONAL DIRECTOR, ALBUQUERQUE	ALBUQUERQUE,NEW MEXICO	09/17/06		
FISH AND WILDLIFE SERVICE	SLACK, JAMES J.	0340	DIRECTOR, NCTC	SHEPHERDSTOWN,WEST VIRGI	09/21/08		
FISH AND WILDLIFE SERVICE	THORSON, ROBYN	0480	REGIONAL DIRECTOR-PORTLAND	PORTLAND,OREGON	10/12/08		
FISH AND WILDLIFE SERVICE	MELIUS, THOMAS O	0480	REGIONAL DIRECTOR - TWIN CITIES	MINNEAPOLIS,MINNESOTA	10/12/08		
FISH AND WILDLIFE SERVICE	FRAZER, GARY D.	0480	ASST DIRECTOR - ENDANGERED SPECIES	WASHINGTON,DC	07/31/09		
FISH AND WILDLIFE SERVICE	DOHNER, CYNTHIA	0480	REGIONAL DIRECTOR - ATLANTA	ATLANTA,GEORGIA	11/08/09		
FISH AND WILDLIFE SERVICE	FORD, JEROME E.	0480	ASST DIRECTOR - MIGRATORY BIRDS & STATE	BAILEYS CROSSROADS,VIRGI	06/29/11		
FISH AND WILDLIFE SERVICE	WEBER, WENDI	0480	REGIONAL DIRECTOR - HADLEY MA	HADLEY,MASSACHUSETTS	10/05/11		
FISH AND WILDLIFE SERVICE	ARROYO, BRYAN	0480	ASST DIRECTOR - INTERNATIONAL AFFAIRS	WASHINGTON,DC	07/01/12		
FISH AND WILDLIFE SERVICE	GUERTIN, STEPHEN D.	0480	DEPUTY DIRECTOR (PROG. MGMT. & PLCY)	ARLINGTON,VIRGINIA	11/04/12		
FISH AND WILDLIFE SERVICE	WALSH, NOREEN E.	0480	REGIONAL DIRECTOR - DENVER, CO.	LAKEWOOD,COLORADO	11/29/12		
FISH AND WILDLIFE SERVICE	HOSKINS, DAVID WILLIAM	0480	AD-FISHERIES & HABITAT CONSERVATION	WASHINGTON,DC	11/03/13		
FISH AND WILDLIFE SERVICE	HILDEBRANDT, BETSY J.	0340	ASSISTANT DIRECTOR - EXTERNAL AFFAIRS	WASHINGTON,DC	11/17/13		
FISH AND WILDLIFE SERVICE	KURTH, JAMES W.	0480	DEPUTY DIRECTOR (OPERATIONS)	WASHINGTON,DC	01/11/15		

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Land Management SES

Bureau or Office	Name	Occ Ser	Position	Location	Date Entered Current Position	SES Probationary Period End Date	Retirement Eligibility
FISH AND WILDLIFE SERVICE	MARTINEZ, CYNTHIA T	0480	AD-NATIONAL WLDLFE REFUGE MANAGER	WASHINGTON,DC	05/11/15		
FISH AND WILDLIFE SERVICE	SEKANIEC, GREGORY EUGENE	0480	REGIONAL DIRECTOR - ANCHORAGE	ANCHORAGE,ALASKA	08/01/16		
FISH AND WILDLIFE SERVICE	SOUZA, PAUL	0480	REGIONAL DIRECTOR, SACRAMENTO, CA	SACRAMENTO,CALIFORNIA	08/07/16		
FISH AND WILDLIFE SERVICE	RAUCH, PAUL A.	0340	AD-WLDLFE & SPORT FISH RESTOR PROGRAM	WASHINGTON,DC	09/04/16		
NATIONAL PARK SERVICE	TOOTHMAN, STEPHANIE S.	0340	ASSOC DIRECTOR, CULTURAL RESOURCES	WASHINGTON,DC	07/04/10		
NATIONAL PARK SERVICE	WENK, DANIEL N.	0025	PARK MANAGER (SUPERINTENDENT)	YELLOWSTONE PARK,WYOMING	02/27/11		
NATIONAL PARK SERVICE	LAIRD, JOSHUA RADBILL	0301	EXECUTIVE DIRECTOR - NATIONAL PARKS OF NY HARBOR	NEW YORK, NEW YORK	06/16/13		
NATIONAL PARK SERVICE	AUSTIN, STANLEY J.	0340	REGIONAL DIRECTOR	ATLANTA,GEORGIA	07/14/13		
NATIONAL PARK SERVICE	MASICA, SUE E.	0340	REGIONAL DIRECTOR, INTERMTN. REGION	LAKEWOOD,COLORADO	01/12/14		
NATIONAL PARK SERVICE	CALDWELL, MICHAEL A.	0340	REGIONAL DIRECTOR	PHILADELPHIA,PENNSYLVANI	02/09/14		
NATIONAL PARK SERVICE	VELA, RAYMOND DAVID	0025	PARK MANAGER (SUPERINTENDENT)	MOOSE,WYOMING	03/09/14		
NATIONAL PARK SERVICE	FROST, HERBERT C.	0340	REGIONAL DIRECTOR, ALASKA	ANCHORAGE,ALASKA	04/20/14		
NATIONAL PARK SERVICE	SAUVAJOT, RAYMOND MARC	0401	AD,NATURAL RESOURCE STEWARD & SCIENCE	WASHINGTON,DC	12/14/14		
NATIONAL PARK SERVICE	VOGEL, ROBERT A.	0340	REGIONAL DIR, NATL CAPITOL REGION	WASHINGTON,DC	12/14/14		
NATIONAL PARK SERVICE	MCDOWALL, LENA E	0340	CHIEF FINANCIAL OFFICER	WASHINGTON,DC	01/11/15		
NATIONAL PARK SERVICE	RAMOS, PEDRO M	0025	PARK MANAGER (SUPERINTENDENT)	MIAMI-DADE,FLORIDA	01/25/15		
NATIONAL PARK SERVICE	CASH, CASSIUS M	0025	PARK MANAGER (SUPERINTENDENT)	GATLINBURG,TENNESSEE	02/08/15		
NATIONAL PARK SERVICE	SHOLLY, CAMERON H	0340	REGIONAL DIRECTOR, MIDWEST REGION	OMAHA,NEBRASKA	03/08/15		
NATIONAL PARK SERVICE	VIETZKE, GAY E.	0340	PARK MANAGER (SUPERINTENDENT)	WASHINGTON,DC	09/20/15		
NATIONAL PARK SERVICE	OBERNESSER, RICHARD	0340	ASSOCIATE DIRECTOR, VISITOR & RESOURCE PROTECTION	WASHINGTON,DC	10/04/15		
NATIONAL PARK SERVICE	RICHARDSON, LIZETTE	0340	PARK MANAGER (SUPERINTENDENT)	BOULDER CITY,NEVADA	10/04/15		
NATIONAL PARK SERVICE	TODD, RAYMOND K.	0340	DIRECTOR, DENVER SERVICE CENTER	LAKEWOOD,COLORADO	03/06/16		
NATIONAL PARK SERVICE	JOSS, LAURA	0340	REGIONAL DIRECTOR, PACIFIC WEST REG	OAKLAND,CALIFORNIA	03/06/16		
NATIONAL PARK SERVICE	REYNOLDS, MICHAEL T.	0340	DEPUTY DIRECTOR, OPERATIONS	WASHINGTON,DC	07/31/16		
NATIONAL PARK SERVICE	LEHNERTZ, CHRISTINE S.	0340	PARK MANAGER	GRAND CANYON,ARIZONA	08/21/16		
NATIONAL PARK SERVICE	COMPTON, JEFFREY S.	2210	ASSOC CHIEF INFORMATION OFFICER	WASHINGTON,DC	09/18/16	09/18/17	
NATIONAL PARK SERVICE	BENGE, SHAWN T.	0340	ASSOC DIR,PARK,PLAN,FACILIT & LANDS	WASHINGTON,DC	10/02/16	10/02/17	
NATIONAL PARK SERVICE	AUSTIN, TERESA MADEYA	0340	ASSOCIATE DIRECTOR, BUSINESS SERVICES	WASHINGTON,DC	10/30/16	10/30/17	
NATIONAL PARK SERVICE	BOWRON, JESSICA L.	0501	COMPTROLLER	WASHINGTON,DC	01/08/17	01/08/18	

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