

For: FFAS Employees

Guidance on Appointments During Transition Period

Approved by: Deputy Administrator, Management



1 Overview

A

Background

During a Presidential transition period, it is important for agencies to review all personnel appointments carefully to ensure that the actions meet all laws, rules, and regulations and are free of impropriety.

The appointment of Schedule C and noncareer Senior Executive Service (SES) employees to the competitive service warrants special attention to ensure compliance with merit system principles. The record in all personnel actions must show clearly that the actions are proper and legitimate. Both OPM and USDA are obligated to ensure that all personnel actions conform fully to the spirit and letter of the merit system principles and do not involve prohibited personnel practices. In addition, GAO continues to require monthly reporting of all conversions of political appointees into the competitive service or career SES.

B

Requirement

OPM has instituted a requirement for preappointment review of Federal appointments before agency approval.

No appointment of a current or former (within the last 5 years) Schedule C or noncareer SES employee may be made to:

- the career Civil Service until approved by OPM
- a CO position until approved by the Administrator.

<p>Disposal Date</p> <p>February 1, 2001</p>	<p>Distribution</p> <p>All FFAS employees; State Offices relay to County Offices</p>
---	---

2 Action

A
Policy

Political appointees:

- have a right to apply for positions in the competitive or CO service
- will receive full consideration based solely on their job-related qualifications.

However, no appointment action will be taken until approval is received. All actions involving conversion of current and former political appointees (that is, Schedule C, noncareer SES) to the career service or CO position will be forwarded to HRD.

This policy is in effect until January 31, 2001.

B
Information
Requirements

The following information is required before the review.

- Describe the recruitment procedures used to identify/select the candidate for the vacancy.

Note: There must be a public announcement of the vacancy.
- How long was the position open for applications?
- Number of applicants.
- What recruitment efforts have been made to identify other qualified candidates for the vacancy?
- Is the position a new position? If the position had been previously established, how long has the position been vacant?
- Describe the relationship between the candidate's current or former position and the vacancy.

Examples: Duties, reporting relationship, organizational locations.

- Furnish a copy of the competitive and/or merit promotion vacancy announcements and the public notice distribution list.
 - Identify the selecting official.
-

Continued on the next page

Notice PM-2225

2 Action (Continued)

C

Penalties

The consequences of committing a prohibited personnel practice, violating a merit systems principle, or otherwise proving improper consideration are serious. The selecting official is subject to investigation by the Office of Special Counsel and to disciplinary action, including removal.

D

Contacts

If additional information is needed, contact 1 of the following.

Office	Contact
FAS FSA National Office RMA, except Kansas City	Servicing Employment Specialist, HRD
Kansas City Offices APFO State Offices	Servicing Employment Specialist, KCAO-PD
FSA CO positions	HRD through State Office
