UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice PM-2234

For: All FAS Employees

Clarification of Government Hiring Controls for FAS

Approved by: Deputy Administrator, Management

1 Overview

A Background

Notice PM-2232 informed FFAS employees about policies concerning temporary hiring controls.

B Purpose

This notice clarifies pre-clearance requirements within FAS for supervisory positions and positions at the GS-13 level and above.

C Contacts

If additional information is needed, contact the servicing Employment Specialist in HRD.

2 Action

A Nonsupervisory Positions at the GS-12 Level and Below

The Office of the Secretary has delegated FFAS agencies the authority to approve any personnel action for nonsupervisory positions at the GS-12 level and below, including temporary and permanent appointments.

FAS offices shall request actions for nonsupervisory positions at the GS-12 level and below through the normal approval process.

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Disposal Date	Distribution
August 1, 2001	All FAS Employees

2 Action (Continued)

B Restrictions on Supervisory Positions and All Positions at the GS-13 Level and Above

FFAS agencies are permitted to take the following personnel actions for supervisory positions and for any position at the GS-13 level and above:

- lateral reassignments and competitive promotions including those from other USDA agencies
- career ladder promotions
- temporary promotions and extensions of temporary promotions
- details and extensions of details
- extensions of temporary appointments
- resignations, retirements, etc.

Restriction: **Pre-clearance** is required from the FAS Administrator before taking any action involving supervisory positions and positions at the GS-13 level and above.

Approval from the Office of the Secretary is required before taking any external appointment action for any supervisory positions and for all positions at the GS-13 level and above, including temporary hires.

A Hiring Control Approval Request (Exhibit 1) must be completed, cleared through the FAS Administrator, and approved by the Office of the Secretary before finalizing any external hiring decision.

The use of contracts with nongovernmental entities or persons as a means of avoiding these procedures is not an acceptable practice.

Hiring Control Approval Request

Hiring Control Approval Request

Date of Request: _____

Type of Action: _____

Mission Area/Agency: _____

Organization: _____

City/State: _____

Position Title, Series, and Grade: _____

Working Title, if applicable: _____

Supervisory Position (Y/N): _____

JUSTIFICATION: Explain the need for the position, whether the organizational unit may be consolidated, and provide the employee-to-supervisor ratio of the unit and any other pertinent information.

ACTION:

❑ Approved

❑ Not approved

❑ Provide more information, as follows: _____

_____

_____

_____ _____

Signature of Approving Official Date