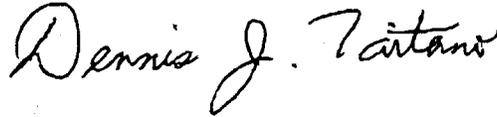


For: State and County Offices

Interview Panels for State Office GS-13 Positions

Approved by: Acting Administrator



1 Overview

A Background

According to 3-PM, paragraphs 92 through 95 and Exhibits 9 through 11, merit promotion policies **require** using at least a 3-member interview panel for selecting GS-13 positions in Field Offices. Panel members shall be at or above the grade level of the position being advertised and should have knowledge of the position being filled. These procedures are in place to help ensure that key program positions are filled with the most qualified candidates, because GS-13 positions are critical in properly implementing administration and program policy and procedures at State and county levels.

An approved recommendation of the recent FSA Organizational Transformation (FSA OT) project reinforces the importance of having a “subject matter expert” (SME) serve on the interview panels for all State Farm Program (FP), FLP chief/specialist, Administrative Officer (AO), and Executive Officer (EO) positions.

Many States currently use State Office staff and/or neighboring SED’s and program chief/specialists when setting up interview panels for GS-13 positions. States also have the **option** of requesting a program area SME, who has knowledge of the position, from the National Office to serve on the interview panel.

B Purpose

This notice:

- responds to FSA OT recommendations
- reminds SED’s of the **option** to use National Office SME’s when establishing interview panels for State FP, FLP chief/specialist, AO, and EO GS-13 positions

Disposal Date	Distribution
July 1, 2009	State Offices; State Offices relay to County Offices

Notice PM-2699

1 Overview (Continued)

B Purpose (Continued)

- provides guidance for requesting a National Office SME to serve on State interview panels
- **requires** SED's to notify DAFO whenever a State State FP, FLP chief/specialist, AO, and EO GS-13 position becomes vacant.

C Contact

State Offices may contact the following for questions about:

- National Office employee serving on interview panels should be directed to Patrick Spalding, DAFO by telephone at 202-720-3513
- interview process and panels should be directed to HRD.

D Maintaining Interview Records

Selecting officials are responsible for maintaining all documents associated with the interview process according to 2-AS and 3-PM, subparagraph 95 C.

2 Action

A State Office Action

State Offices shall contact Patrick Spalding, Field Operations Manager, DAFO by e-mail at patrick.spalding@wdc.usda.gov:

- immediately when State FP, FLP chief/specialist, AO, and EO GS-13 positions become vacant and the position's program responsibilities are administrative, farm loans, prices support, conservation, etc.
- to provide the name of the individual acting in the vacant position
- at least 10 workdays **before** scheduled interviews, to request a National Office SME to serve on the panel.

B DAFO Action

DAFO will request SME's serving on interview panels from the applicable Deputy Administrator. States that request a National Office participant should allow up to 3 calendar days for DAFO to confirm National Office's SME.

Deputy Administrator areas will be responsible for requesting SME travel reimbursement from BUD for any of their National Office employees serving on State interview panels.