

For: FFAS Employees

Guidance on Temporary Hiring Controls

Approved by: Deputy Administrator, Management



1 Overview

A Background

A memorandum issued by the Secretary on January 22, 2009, stated that:

- job offers formally extended and accepted before January 21, 2009, will be honored

Note: Otherwise, all final decisions about hiring shall be temporarily routed to the Office of the Secretary for review before tendering offers.

- processing vacancies may continue up to the point of a job offer, including advertising, rating, ranking, issuing certificates, and interviewing.

B Purpose

This notice:

- provides information about temporary hiring controls
- informs employees that this policy is in effect until further notice.

C Policy

Effective immediately, approval from the Office of the Secretary is required before making any temporary and permanent internal or external appointment actions for all Federal (GS) and non-Federal (CO) positions. This includes any personnel action that results in filling a position, such as reassignments, transfers, promotions, excepted appointments, appointments of career interns and students, and career conditional/career appointments.

Note: This policy does **not** cover career ladder promotions for which employees have already competed.

Disposal Date	Distribution
February 1, 2010	All FAS, FSA, and RMA employees; State Offices relay to County Offices

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2 Action

A Weekly Hiring Control Reports

HRD will collect and compile information on all GS and CO vacancies. A weekly "Ready to Offer" request will be submitted to the Office of the Secretary every Friday morning. To ensure submission of accurate and timely request, State Offices and/or hiring officials shall submit the required information in subparagraphs B and C to the appropriate contacts in HRD according to subparagraph E. The cutoff for each week is no later than Thursday at 4:00 p.m. e.t. for the positions to be included in that week's request to the Office of the Secretary.

Note: Not all positions previously provided to HRD from the State Offices were submitted to the Office of the Secretary during the first submission.

The submission requirements changed after the first request of data from the State Offices. Originally HRD requested information on all hiring positions; however, new procedure requires HRD to submit only positions that are "ready to offer". Positions that are considered "ready to offer" include any position that hiring officials have made a decision on who is to be selected for the position, including appointments, promotions, transfers, and reassignments.

Reminder: This is applicable for **all** positions regardless of type of appointment.

B CO Positions

State Offices shall:

- complete the hiring control template, which has previously been provided, according to subparagraph E
- provide **only** positions that are "ready to offer", such as permanent, temporary, intern, COT.

Submissions received:

- no later than Thursday at 4:00 p.m. e.t. will be included on that week's report
- **after** Thursday at 4:00 p.m. e.t. will be included in the next week's submission.

C GS Positions

Offices shall contact the servicing Human Resources specialist that is responsible for the vacancy and notify when ready to make a job offer. Notification to the servicing Human Resources specialist shall be made **before** Thursday at 4:00 p.m. e.t. to be included in the submission of that week's report.

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2 Action (Continued)

D Management Responsibilities

Managers and selecting officials are **not** to offer or give any tentative job offers to prospective applicants without approval from HRD. When a position has been cleared by the Office of the Secretary, HRD will notify the appropriate officials.

E Contacts

Submit the hiring control template electronically no later than Thursday at 4:00 p.m. e.t. according to the following.

Office	Contact
FFAS GS positions	Appropriate servicing Human Resources Office
FSA CO positions	Submit the hiring control template electronically to both of the following: <ul style="list-style-type: none"><li data-bbox="678 842 1284 877">• Pat Hunter at pat.hunter2@wdc.usda.gov<li data-bbox="678 879 1425 915">• Michael Rafferty at michael.rafferty@wdc.usda.gov.