

For: FSA Employees

Updated Hiring Controls for FSA

Approved by: Administrator



1 Overview

A Background

FSA continues to experience a constrained budget environment with competing pressures and priorities to implement the Food, Conservation, and Energy Act of 2008, while continuing other ongoing FSA functions and responsibilities. This has necessitated a review of our staffing allocations to ensure that FSA is using limited staffing resources in the most critical areas. Therefore, the Administrator is updating the procedure that has been in place during the past year.

B Purpose

This notice:

- obsoletes Notices PM-2716 and PM-2725
- exempts State and County Offices from hiring control requirements in this notice
- informs employees that this policy is in effect until further notice.

2 Action

A Hiring Controls

Effective immediately, waivers to fill supervisory grade GS-13 positions and above in all offices, **except** State and County Offices, shall be approved by the FSA Administrator. Approvals are required for temporary and permanent internal or external appointment actions. Personnel actions that result in filling a position (such as reassignments, transfers, promotions, excepted appointments, and career conditional/career appointments) are subject to FSA Administrator approval.

Disposal Date	Distribution
January 1, 2011	All FSA Employees; State Offices relay to County Offices

2 Action (Continued)

A Hiring Controls (Continued)

This hiring control policy does **not** cover:

- career ladder promotions for which employees have already competed
- internal FSA lateral reassignments
- temporary promotions and extensions of temporary promotions
- details and extensions of details.

B Critical Hires

Requests to the Administrator for approval to hire should be limited to critical hires **only** at this time. Managers should consider the following when making the determination that the vacancy is a critical hire.

- Is the position critical to delivering FSA's mission/function?
- Can duties be temporarily covered by current on-board employees?
- What is the impact to FSA of not filling the position?

C Approval Process

The preclearance approval request in Exhibit 1 **must** be completed and submitted according to the following.

- All requests from Washington, DC, area; Kansas City, MO; St. Louis, MO; or Salt Lake City, UT; offices will be submitted through the appropriate Deputy Administrator, OBF, or ITSD.
- All requests from the Offices of the Deputy Administrators, Office of the Administrator, OBF, or ITSD will be submitted to the Associate Administrator.

After completing this review process, the request will be submitted to the Administrator for decision.

After the Administrator makes a determination, the request will be sent to HRD. HRD will provide notification to the originating office of the determination.

A template for the hiring control preclearance approval request is available for download at <http://fsaintranet.sc.egov.usda.gov/ffas/hrd/default.htm>.

Hiring Control Approval Request Format

Farm Service Agency Preclearance Hiring Control Approval Request

Date of Request: Type of Action:  External Recruit  Internal Recruit

Organization Name:

Location (City/State):

Supervisory Position (Y / N):

Position Title:

Working Title, if applicable:

Is this an established position (Y/N):

If "Y" list Series and Grade:

Point of Contact for Additional Information:  
(Name and Telephone Number)

Justification: Explain the need for the position, why the position is critical, impact to the agency/organization if the position is not filled and any other pertinent information.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Deputy Administrator

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Associate Administrator

- Approved
- Not Approved

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Administrator