

For: FSA Employees

**Revised Impact of Continuing Resolution (CR) on  
Human Resources Management of Federal and County Employees**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

The budget situation within FSA for FY 2011 remains uncertain. FSA is currently under CR through April 8, 2011, and all signs point to substantial cuts when the budget is finalized.

To that end, immediate steps are being taken to mitigate the anticipated impact.

**B Purpose**

This notice:

- modifies a previously announced temporary hiring freeze for all GS and CO positions
- **announces internal hires are authorized within each Deputy Administrative area for Headquarters and within each State for the Field**
- announces revised approval requirements for overtime and compensatory time
- obsoletes Notice PM-2794.

**C Contact**

Direct questions about the hiring freeze and other actions to the appropriate servicing HR specialist.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2011	All FSA Employees; State Offices relay to County Offices

## Notice PM-2800

### 2 Hiring Freeze

#### A New Requests for SF-52 Recruitment

Effective immediately, new requests for recruitment outside FSA will **not** be approved. Hiring requests will be restricted according to the following:

- **Headquarters Offices** - within Deputy Administrative area only
- **State and County Offices** - within State only.

A follow-up notice will be issued when this freeze is lifted.

#### B Existing SF-52 Recruitment Requests

Current job offers will be honored, and SF-52's for recruitment, which were properly authorized and received in HRD or State Offices by February 15, 2011, approved and prioritized by each Deputy Administrator, may continue through the hiring process until further notice.

#### C Other Personnel Actions

No other personnel actions, such as career promotions, temporary promotions, or reassignments internal to FSA, are impacted by this hiring freeze.

See Notice PM-2785 for information in reference to waivers to fill supervisory grade GS-13 positions and above in all offices, **except** State and County Offices, with FSA Administrator approval.

#### D Student Intern Employment

No additional student interns will be hired in FY 2011.

### 3 Overtime and Compensatory Time

#### A Approval Requirement

No overtime or compensatory time is authorized for any reason without specific, written approval from the respective Deputy Administrator, Chief Information Officer, or Chief Financial Officer.

**Exception:** DAFO has delegated approval of compensatory time for State and County Office employees to SED's.