

For: State and County Offices

Hiring Controls for State and County Offices

Approved by: Administrator



1 Overview

A Background

FSA is continuing to experience a constrained budget environment and competing pressures and priorities to implement the farm bill while continuing other ongoing functions and responsibilities of the agency. This is necessitating a review of our staffing allocations to ensure that FSA is using our limited staffing resources in the most critical areas. Therefore, the Administrator is continuing the hiring controls; however, **some of the requirements in Notice PM-2716 no longer apply to State and County Offices.**

B Purpose

This notice for State and County Offices:

- provides information about temporary hiring controls
- informs employees that this policy is in effect until further notice
- informs offices that certain positions are exempt from this approval process.

2 Action

A Hiring Controls

Except for exempt positions listed in this subparagraph, decisions related to hiring must be approved by the FSA Administrator. This applies to temporary and permanent internal or external appointment actions for all Federal (GS) and non-Federal (CO) positions. Personnel actions that result in filling a position (such as reassignments, transfers, promotions, excepted appointments, and career conditional/career appointments) are subject to this approval requirement.

This policy does **not** cover the following:

- career ladder promotions for which employees have already competed
- internal FSA lateral reassignments

Disposal Date	Distribution
July 1, 2010	State Offices; State Offices relay to County Offices

Notice PM-2725

2 Action (Continued)

A Hiring Controls (Continued)

- temporary promotions and extensions of temporary promotions
- details and extensions of details.

B Exempt Positions

The following positions are exempt from the provisions of this notice. State Offices may proceed to fill these positions without obtaining National Office approval.

Non-Federal (CO)	Federal (GS)
Chief County Office Program Technician - Permanent	Farm Loan Program Technician - Permanent
County Office Program Technician - Permanent and Temporary	Farm Loan Analyst – Permanent
Field Assistants - Temporary and Intermittent	Student Career Experience Program (includes 1890 Scholars) and Student Temporary Employment Program (includes WRP and Summer Interns)

C Critical Hires

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

- Does the State have available ceiling and funds for the position?
- Is the position critical to delivering the mission/function?
- Can duties be temporarily covered by current on-board employees?
- What is the impact of not filling the position to the agency?

D Approval Process

The pre-clearance approval request in Exhibit 1 must be completed and submitted to DAFO.

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

Once the Administrator makes a determination, the request will be sent to HRD. HRD will provide notification to the originating office of the determination. For CO positions, the signed request will be returned to the appropriate State Office. For GS positions, HRD will retain the signed request for the official record.

A template for the hiring control pre-clearance approval request is available for download on the HRD Intranet at <http://dc.ffasintranet.usda.gov/HRD/>.

Hiring Control Approval Request Format

Farm Service Agency Pre-Clearance Hiring Control Approval Request for STATE AND COUNTY OFFICES

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

City: State: County:

Supervisory Position (Y / N): Series and Grade: GS / CO - -

Position Title: Working Title, if applicable:

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

Is this a new position? Y/N If yes, provide justification for establishing the position.

Has a vacancy announcement been issued? Y/N

Has a Certificate of Eligibles been issued? Y/N If yes, how many names are on the Certificate(s)?

Have interviews been conducted? Y/N If yes, who conducted the interview(s)?

Is a selection ready to be made? Y/N Does the selection result in a promotion for the selectee? Y/N

Is selectee a career county or federal employee? Y/N

Is this a transfer? Y/N

Who is the selecting official?

Has an offer been made and is pending the Administrator's approval? Y/N

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. (Include attachment, if necessary.)

Deputy Administrator Signature _____ Date Signed: _____

Associate Administrator Signature _____ Date Signed: _____

Approved Not Approved

Administrator Signature _____ Date Signed: _____