

For: All FSA Employees

**Impact of Continuing Resolution 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 a continuing resolution through March 4, 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 announces:

- a temporary hiring freeze for all GS and CO positions
- revised approval requirements for overtime.

2 Hiring Freeze

A New Requests for SF-52 Recruitment

Effective immediately, no new requests for recruitment will be approved. Recruitment SF-52's received in HRD or State Offices after February 15, 2011, will be returned to the requesting office.

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

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

Notice PM-2794

2 Hiring Freeze (Continued)

B Existing SF-52 Recruitment Requests

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

C Other Actions

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

D Student Intern Employment

No additional student interns will be hired in FY 2011.

3 Overtime

A Approval Requirement

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

4 Contact Information

A Contact

Direct questions about the hiring freeze and other actions to the Human Resources Division at 202-401-0089.