

**From:** Mack, Jonathan  
**To:** [Harry Humbert](#)  
**Cc:** [Pletcher, Mary](#); [Caroline \(Carrie\) Soave](#)  
**Subject:** Request to Recruit Form  
**Date:** Tuesday, October 24, 2017 5:18:06 PM  
**Attachments:** [Request to Recruit Form \(1\).docx](#)

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Harry,

Please see request to recruit form for the OWF position.

If you have any questions, please let me know.

Thanks!

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285



**Department of the Interior**  
**Request to Recruit for Senior Executive Service or Senior Level Positions**

<b>Position Title</b> Director, Office of Wildland Fire	
<b>Pay Plan-Series</b> ES-340	
<b>Duty Station</b> Washington, DC	
<b>Is this a new position?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Former Incumbent:</b> Bryan Rice	
<b>Brief Description of Duties:</b> The Director, OWF manages the Department's wildland fire budget, and oversees and coordinates the Wildland Fire Management Program in its entirety, ensuring consistency of policy and programs, provides advice to Departmental leadership, manages enterprise systems and applications, and coordinates with other Federal agencies, particularly the Department of Agriculture, the Forest Service, State foresters, Tribes, state and local governments.	
<b>Area of Consideration</b>	<input type="checkbox"/> Federal Government Wide <input checked="" type="checkbox"/> All Sources
<b>Length of Announcement</b>	<input type="checkbox"/> 14 days <input checked="" type="checkbox"/> 30 days <input type="checkbox"/> Other: _____
<b>Announcement Format</b>	<input type="checkbox"/> Resume only <input checked="" type="checkbox"/> Narrative ECQs/Tech Quals  <input type="checkbox"/> Resume only for ECQs/Narrative for Tech Quals

Primary Rating Panel Members	Bureau	Alternate Rating Panel Members	Bureau
1.		1.	
2.		2.	
3.		3.	

**Will an Interview Panel be used?**  Yes  No

Primary Interview Panel Members	Bureau	Alternate Interview Panel Members	Bureau
1.		1.	
2.		2.	
3.		3.	

Requesting Official	Signature	Date
Bureau Director/Deputy Assistant Secretary		
Assistant Secretary		

<b>Executive Resources Board Decision</b>		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
<b>For the Executive Resources Board</b>	<b>Signature</b>	<b>Date</b>

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**From:** Mack, Jonathan  
**To:** [Alesia Pierre-Louis](#)  
**Cc:** [Pletcher, Mary](#); [Caroline \(Carrie\) Soave](#)  
**Subject:** Fwd: Final Addington Memo  
**Date:** Tuesday, October 24, 2017 4:49:15 PM  
**Attachments:** [Addington Selection Memo.docx](#)

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Alesia, please see attached draft. Because he is getting extra Law Enforcement pay the normal 6% increase would take him over the \$187,000 pay cap, even 3% sets his pay high given that he's not a Bureau Director, as a result we have offered an option for a \$10,000 relocation incentive.

To: Executive Resources Board

Through: John Tahsuda, Acting Assistant Secretary  
for Indian Affairs

From: Bryan Rice  
Director, Bureau of Indian Affairs

Subject: Request Approval of the Selection of Charles Addington to a Senior Executive  
Service Position

The Director, Bureau of Indian Affairs is requesting approval of the selection of Charles Addington to the SES position Deputy Bureau Director-Justice Services, within the Bureau of Indian Affairs, located in Washington, DC. Mr. Addington was non-competitively selected based on completion of the SES Candidate Development Program, which confers non-competitive placement into the SES.

The Deputy Director Justice Services is the line officer for the Bureau's law enforcement services programs and internal affairs program. The Deputy Director is responsible for all headquarters and field activities associated with policy implementation, procedures, coordination, and operation of law enforcement programs and internal affairs programs.

Mr. Addington currently serves as GS-15 Supervisory Criminal Investigator, Deputy Associate Director in the Division of Drug Enforcement and earns \$155,073 per annum. In addition, Mr. Addington earns \$23,240 per annum in availability pay as he currently occupies a secondary law enforcement position, bringing his total compensation to \$178,313 per annum. The Director, BIA recommends the Board approve a starting salary of \$183,662, which represents a 3 percent increase over Mr. Addington's total salary. This salary is in line with the DOI's SES Pay Policy, as the Deputy Bureau Director-Justice Services is a Category 3 position, which requires a minimum pay of \$161,900.

Alternatively, the Director, BIA recommends Mr. Addington be offered a \$10,000 relocation incentive with no pay increase to offset the substantial increase in the cost of living from Muskogee, Oklahoma to Washington, DC. The median home price in Washington, DC is \$786,415 and the median rental price is \$2,111. This is more than two times the median housing costs in Muskogee, Oklahoma. As the cost of living is 59% higher in Washington, DC than Muskogee, Oklahoma, without a salary increase or relocation incentive, Mr. Addington would experience financial hardship making the transition from his current duty station in Muskogee, Oklahoma to the District of Columbia. Since this appointment would involve a geographic move for Mr. Addington, this relocation incentive will be sufficient to offset any financial hardship he might otherwise experience.

Mr. Addington has a fifteen year career at the Department of the Interior and has had over ten years' experience working with Tribal, federal, state, and local law officials to strengthen safety and security on Tribal lands. He has served in positions of progressively higher responsibility and oversight in the Office of Justice Services within the Bureau of Indian Affairs since 2007,

including time as the Deputy Associate Director – Division of Drug Enforcement and the Associate Director of Field Operations. Most recently, Mr. Addington completed a four month detail assignment as the Acting Deputy Regional Director of the Lower Colorado Region within the Bureau of Reclamation. Mr. Addington graduated from the Department’s SES Candidate Development Program in November 2016. His Executive Core Qualifications were certified by the Qualifications Review Board on July 27, 2017.

Approved by the Executive Resources Board:

\_\_\_\_\_ ( 3% Salary Increase or \$183,662 total salary )

\_\_\_\_\_ ( \$10,000 Relocation Incentive )

\$\_\_\_\_\_ (ERB Approved Amount)

\_\_\_\_\_  
Chair, Executive Resources Board

\_\_\_\_\_  
Date

**From:** Pletcher, Mary  
**To:** [Harry Humbert](#); [Amy Holley](#); [Gonzalez, Elena](#); [Gould, Greg](#); [Olivia B Ferriter](#); [Steve Glomb](#); [Christopher B Lawson](#)  
**Subject:** hiring waiver decisions  
**Date:** Tuesday, October 24, 2017 3:51:16 PM  
**Attachments:** [Consolidated PMB Hiring Waiver Requests 2017-10-15.xlsx](#)

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See attached for the hiring waiver decisions. All of the PMB requests were approved.

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

Deputy Secretary Approval (blank)

DAS/Office/Position	Count
<b>BFPA</b>	<b>2</b>
<b>PAM</b>	<b>2</b>
Assoc. Director - Acquisition and Financial Assistance	1
Grants Management Specialists (two positions)	1
<b>ONRR</b>	<b>19</b>
<b>(blank)</b>	<b>19</b>
Accountant	7
Program Analyst	1
SUPVY IT SPECIALIST (INFOSEC)	1
SUPVY PROGRAM ANALYST	2
SUPVY AUDITOR	1
MINERALS REVENUE SPECIALIST	1
SUPVY MINERALS REV SPECIALIST	1
SUPVY ACCOUNTANT	1
SUPVY APPEALS ANALYST	1
APPEALS ANALYST	2
Supervisory Accountant	1
<b>PIA</b>	<b>1</b>
<b>OEPC</b>	<b>1</b>
Supervisor, Resource Protection, Preparedness, Response, and Recovery Team	1
<b>PRE</b>	<b>6</b>
<b>OAS</b>	<b>4</b>
Aviation Safety Inspector (Equipment)	1
Aviation Safety Training Writer/Editor	1
Aviation Training Technician	1
Aviation Safety Program Evaluation Specialist	1
<b>OEM</b>	<b>1</b>
Supervisory Emergency Management Office (Assistant Director for Emergency Operations)	1
<b>OWF</b>	<b>1</b>
IT Supervisory Project Manager	1
<b>TIBS</b>	<b>11</b>
<b>OCIO</b>	<b>2</b>
IT Specialist (Threat Management)	1
Telecom Specialist	1
<b>OHA</b>	<b>1</b>
Legal Assistant	1
<b>OVS</b>	<b>7</b>
Administrative Support Specialist	3
Project Management Officer	1
Review Appraiser	1
Interdisciplinary Physical Scientist	2
<b>OFAS</b>	<b>1</b>
Property Management Specialist	1
<b>Grand Total</b>	<b>39</b>

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
99	IOS	IWRO	9/15/2017	Program Analyst	GS9/11	Washington, DC	This is a new position within our office. We currently have an FTE for this position.		Develops administrative strategies for office management, data and record handling, technical workload efficiency improvement and office operations. Analyzes, evaluates and identifies administrative needs, develops and maintains tracking and control systems for all office functions. Tracks SIWRO's budget, and agency budgets for programs the support water rights program throughout the annual budget formulation process, develops recommendations to present to the Director and Deputy Director on program funding levels. Provides advice on budget execution and the formulation process, and flags funding issues for the Director and Deputy Director.	We currently have administrative needs in our office that are not covered by existing PDs. As an interim measure to meet the needs, one member of our current staff has been assigned duties and responsibilities that are above grade. We are working with HR to reclassify the PD of the current position which is at the GS 7 to reflect the grade level of the duties being assigned to this staff person. Creating this position and compensating at the appropriate level for this position will ensure stability and mission delivery for the Secretary's Indian Water Rights Office (SIWRO).	Yes	Yes	
100	BFPA	PAM	9/15/2017	Assoc. Director - Acquisition and Financial Assistance	ES-1102	Washington, DC	Since December 2016 (9 months)	Yes	The position is responsible for (1) developing policy and guidance for DOI's acquisition and financial assistance functions, totaling over \$4 billion and \$5 billion, respectively, each year; (2) establishing and implementing performance measures and internal controls; (3) developing DOI's financial assistance program and career management policies related to grants, cooperative agreements, and other types of assistance; (4) Overseeing and monitoring DOI's acquisition program to ensure compliance with Government-wide standards; (5) Providing direction to the DOI Charge Card Program, used for transactions valued in excess of \$650 million each year; (6) administering the Federal Acquisition Certification programs for Acquisition, Contracting Officer's Technical Representative, and Program/Project Manager; (7) managing Department-wide access and input into Government-wide data collection and reporting systems; and (8) supervising a high-level professional staff.	PAM's work touches every Department of the Interior (DOI) entity and mission area, and has a significant financial impact on the Department. PAM's responsibilities for acquisition and financial assistance policy and oversight directly affect all DOI bureaus and offices, which are collectively responsible for an annual volume of over 71,000 procurement transactions totaling over \$4 billion; over 36,000 financial assistance actions within 289 different programs totaling over \$5 billion; and approximately three million charge card transactions valued at over \$650 million. These combined procurement and assistance actions total over 65 percent of the agency's annual appropriated budget. The lack of dedicated executive leadership over these functions places the DOI acquisition and financial programs at an increased risk for fraud, waste and abuse. The Associate Director - Acquisition and Financial Assistance position will also ensure strategic alignment between Interior's acquisition and financial assistance functions and the Secretary's priority goals. The position would oversee efforts to align grants spending with Departmental priorities in FY 2018, and to update guidance to enhance transparency and accountability. The position will also provide executive leadership for strategic purchasing within the Department, to optimize our acquisition workforce, increase quality, and realize cost savings. The Associate Director will also engage with the Office of Management and Budget and other Federal agencies	HOLD	HOLD	ERB

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
101	TIBS	OHA	9/15/2017	Legal Assistant	GS 7/8	Arlington - IBLA & IBIA	9/18/2017	No	This position performs a number of legal/clerical and para-professional duties, including: (1) Maintenance and operation of the Boards' differing docketing procedures; (2) Receipt, identification, and correct distribution of incoming notices, pleadings, motions, petitions, letters; (3) Preparation of case-control records, ensuring reflection of current status of cases; (4) Preparation of statistical reports relating to case production, case types and disposition, docket backlog, and other regular periodic reports required by Board or OHA management; (5) Handling of incoming telephone traffic, responding to clerical or para-professional questions; (6) Interpretation and application of established rules, regulations, procedures, policies, precedents, or other criteria; (7) Word processing of draft/final form orders, decisions, memoranda, legal or technical reports, travel vouchers and other related materials; (8) Receipt and proofreading of decisions, orders, and opinions, ensuring accurate references to the record, as well as correct spelling, grammar, and punctuation; (9) Scheduling of conference calls and/or meetings in support of Boards' work; (10) Expected to develop skills relating to the operation of computerized docket system and statistical data storage; (11) Review of actual appeals cases and attendant legal research to assist in preparation of draft decisions for judges' approval; and other duties as specified by Boards' Chief Judges.	Traditionally, IBLA and IBIA have each had a legal assistant position. In recent budget reduction exercises the Chief Judges of both boards were asked to consider whether sharing one legal assistant position is feasible. They agreed to try this approach. Without any legal assistant on either board, a large number of critical duties would not be performed or would have to be performed by higher graded personnel (paralegal or docket attorney), in which case higher level work of those positions would be negatively impacted. The longer this position remains unfilled, the greater the impact to the efficient operation of both boards.	Yes	Yes	
104	ONRR		10/1/2017	SUPVY IT SPECIALIST (INFOSEC)	GS-14	*Lakewood, CO	9/22/2017	Yes	This position serves as the IT Security Officer for ONRR. Responsibilities include management of other IT security professionals and being the point of contact with contractor staff who are responsible for the day to day operations of ONRR's IT systems. This position ensures that all policies are implemented and monitoring is done to keep ONRR systems in compliance and protected. This position works with DOI, other federal agencies, sister bureaus and offices to enhance and ensure IT security.	IT security is a mandatory component for information technology (IT). This position is essential in ensuring that ONRR meets all OMB, DOI and DHS security policies, and ensures implementation of security controls to protect ONRR data. ONRR's major IT investment, MRMSS, has been classified as a DOI top 10 IT high value asset (HVA). All support in IT for ONRR, both federal and contractor, resides in Lakewood. In order for this position to be most efficient and effective it needs to be filled onsite and working with other IT professionals already located in Lakewood to discuss, problem solve and provide solutions for IT security for ONRR overall. ONRR's IT security program will deteriorate if this position is not filled. There needs to be a coordination point where all parties involved can consult with for guidance and assistance, and this position fills that need.	Yes	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
105	ONRR		10/1/2017	PROGRAM ANALYST	GS-13	*Lakewood, CO	2/19/2017	No	This is a Program Analyst position in ONRR's new Data Analytics group responsible for developing new methods of statistical analysis, data visualization, data mining, and risk analysis for quick and more efficient identification of underpaid royalties and data anomalies.	If not filled, ONRR's reorganization vision to use new business analytics to improve our risk, audit selection and work assignment processes will not be met. ONRR's employee productivity and return on investment may also be negatively impacted. Because of the needed collaboration among analysts to successfully incorporate these new practices into the routines of ONRR, failure to locate this position in Lakewood will further diminish ONRR's new data analytics vision.	Yes	Yes	
106	ONRR		10/1/2017	SUPVY PROGRAM ANALYST	GS-14	*Lakewood, CO	9/7/2017	Yes	The Data Governance Office (DGO) Supervisory GS-14 Analyst position is required to facilitate the collection, discussion, and resolutions of cross-functional data quality issues and to promote data governance processes within ONRR. In addition this position will lead the Data Stewardship Council (DSC) activities and report results to ONRR. The key responsibility for this position is to execute the Data Governance Implementation Plan approved by the ONRR Leadership Team in August 2017.	It is critical to fill this position in Denver, Colorado to facilitate communication and direct efforts with data users from the four major collect, disburse, verify, and enforcement organizations located in Denver. The DGO supervisor requires access to Denver based IT system networks and to support major data modernization efforts. Not filling this position will risk that ONRR's Data Governance program will not be fully implemented or become an effective part of making data quality a priority within ONRR.	Yes	Yes	
107	ONRR		10/1/2017	SUPVY PROGRAM ANALYST	GS-14	*Lakewood, CO	11/27/2016	Yes	This position is responsible for assuring timely and efficient data services and statistical reporting to support ONRR's four core mission areas: Collect, disburse, verify and enforce. The Data Retrieval Supervisor manages all internal and external data requests related to mineral revenues, production, lease data, and disbursements as well as providing statistical information for ONRR's public facing websites.	It is imperative that a Data Retrieval Supervisor position be filled in Denver to provide leadership to the team in planning and monitoring workflow, investigating, assessing and determining the best way to improve work flow, processes and procedures. Without agile and proactive strategic approaches to improve access to information, Data Retrieval will be seriously compromised in its ability to refer identified data anomalies; provide timely large and/or complex revenue, production, disbursement, and reference data sets in response to internal and external requestors; and provide all required data for the bankruptcy process.	Yes	Yes	
108	ONRR		10/1/2017	ACCOUNTANT	FPL GS-12	*Lakewood, CO	5/31/2017	No	Financial Services (FS) performs account reconciliations to match open receivables (royalties, rents, invoices, etc.) to open payments (checks, wires, credits, etc.), initiates the billing process (financial term exceptions such as rent and minimum royalty, Indian over-recoupment exceptions, and late payment interest exceptions including insufficient estimates). This position would work with Indian Reporters and Payors.	Financial Services needs to be fully staffed to continue to meet our Indian Trust Responsibilities and fulfill our Agency's mission pertaining to account receivables and billings for our Tribal and Individual Mineral Owners. the position is required in Denver as Indian Bill files and Correspondence Files, which are required to be retained indefinitely, are maintained and stored on site at the Denver Federal Center.	Yes	Yes	
109	ONRR		10/1/2017	SUPVY AUDITOR	GS-13	**Houston, TX	9/25/2017	Yes	The Southern Federal Audit, Office D, Team One (Org. Code 6214100) Supervisory GS-13 Auditor position is required to supervise audits conducted by a team of five auditors to promote industry compliance with Federal and Indian royalty management laws and lease terms. The key responsibility for this position is to execute the annual audit work plan for Team One, Office D.	The Compliance Team A Manager is critical to the success of ONRR's Compliance Management program. Not filling this position would compromise ONRR's ability to collect every dollar due and significantly reduce ONRR's compliance collections and will increase risk that ONRR is not collecting royalties owed by the mineral industry operating on Federal and Indian lands.	Yes	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
110	ONRR		10/1/2017	MINERALS REVENUE SPECIALIST	FPL GS-12	*Lakewood, CO	2/19/2017	No	As a team member, the incumbent is responsible for assuring that all leases, agreements, and other required reference data is complete, accurate, and in conformity with current regulations, procedures, and policies resulting in timely processing of royalty and production data and accurate distribution of revenue to recipients. The incumbent resolves procedural issues with the appropriate surface management agency and industry representatives and prepares routine orders, demands, and NONCs with supporting documentation.	Reference data is the underlying foundation upon which every process within ONRR relies to complete its mission critical functions. The Minerals Revenue Specialist position is essential to ensure ONRR maintains its ability to accurately update and maintain oil, gas and solid minerals leasing data received from its sister agencies: BLM, BIA, and BOEM. An accurate reference data system ensures the proper distribution and disbursement of funds. Historical lease and agreement records are maintained in the Denver office and an analyst must have access to such records in order to update and maintain the reference database system.	Yes	Yes	
111	ONRR		10/1/2017	SUPVY MINERALS REV SPECIALIST	GS-14	*Lakewood, CO	9/25/2017	Yes	The GS-14 Supervisory Minerals Revenue Specialist manages Compliance Team A within the Compliance Management program. The incumbent supervises 2 volume comparison teams, 2 compliance assurance teams, and the reporting analysis team. In addition, the Manager provides oversight for development of the data mining components in OMT and guides the strategic direction of ONRR's compliance activities.	The Compliance Team A Manager is critical to the success of ONRR's Compliance Management program. Not filling this position would compromise ONRR's ability to collect every dollar due and significantly reduce ONRR's compliance collections and prevent ONRR from achieving our return on investment goals. Locating this position in Lakewood, CO allows for oversight of Compliance Team A, promotes collaboration with other ONRR and DOI Denver-based programs, and creates an environment of teamwork and consistency critical to the success of both Compliance Teams A and B.	Yes	Yes	
112	ONRR		10/1/2017	SUPVY ACCOUNTANT	GS-13	*Lakewood, CO	9/25/2017	Yes	This position is the Supervisor over Debt Collection Activities. Debt Collection steps include sending Demands to Payor, Notices of Demands to Lessees, and the Referral of Debt to the Dept. of Treasury. Functions also include responding to BLM requests for Lease Account Status on Solid Mineral leases.	Not having a Supervisor to lead and direct debt collection activities would impact our ability to comply with the legal requirements of the Debt Collection Improvement Act of 1996 (Treasury referrals), and would serve to reduce collection of revenue. All members of the Debt Collection team, as well as the hard copy debt collection activity files, are located in Denver. It would difficult to manage the daily activities of a Team in Denver from a remote	Yes	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
113	ONRR		10/1/2017	SUPVY APPEALS ANALYST	GS-14	*Lakewood, CO	9/15/2017	Yes	This critical position will lead ONRR's regulatory specialists to meet this Administration's goals of regulatory reform, increased energy development, and reduced regulatory burden on industry. This position also will serve as the principal drafter of amendments to ONRR regulations needed to implement recommendations made by the Royalty Policy Committee (RPC).	If this Administration chooses to draft regulations to implement recommendation made by the Royalty Policy Committee, ONRR will not have a legally-trained oil, gas, and coal valuation expert it can dedicate to rapidly and correctly draft those regulations and move them through the rulemaking processes. Also, ONRR's current rulemaking process, information collection, and Federal Register personnel will be under the firstline supervision of a GS-15, which is an inefficient use of GS-15 time and expertise. Further, this position would not be available to help adjudicate the backlog of industry appeals of ONRR orders, which is one of the duties of this position as time allows. Since this position will lead regulatory specialists working in Lakewood and draw on the expertise of royalty valuation subject matter experts centralized in Lakewood, it can operate most effectively if placed in Lakewood.	Yes	Yes	
114	ONRR		10/1/2017	APPEALS ANALYST	FPL GS-14	*Lakewood, CO	8/7/2017	No	This position must be filled to promptly adjudicate industry appeals of ONRR orders, which orders typically require industry to re-report oil, gas, and coal royalties and pay additional sums to Federal or Indian lessors.	Without this position, valid Federal and Indian orders to report and pay royalties remain unenforceable for prolonged periods, flawed orders saddle industry with the costs of litigation and appeals bonds, and the Department misses its statutory deadline to resolve Federal oil and gas appeals, which in some instances results in Department loss by default. In FY 2017 the backlog of industry appeals of ONRR orders increased 42% because of an increased number of appeals, diversion of Appeals Analysts to rulemaking, and Appeals Analyst vacancies; if this position is not filled, the backlog will continue to grow. Locating this position in Lakewood allows the appeals analyst to receive intensive royalties and legal training while working collaboratively with other appeals analysts to most rapidly and correctly resolve appeals .	Yes	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
115	ONRR		10/1/2017	APPEALS ANALYST	FPL GS-14	*Lakewood, CO	8/7/2017	No	This position must be filled to promptly adjudicate industry appeals of ONRR orders, which orders typically require industry to re-report oil, gas, and coal royalties and pay additional sums to Federal or Indian lessors.	Without this position, valid Federal and Indian orders to report and pay royalties remain unenforceable for prolonged periods, flawed orders saddle industry with the costs of litigation and appeals bonds, and the Department misses its statutory deadline to resolve Federal oil and gas appeals, which in some instances results in Department loss by default. In FY 2017 the backlog of industry appeals of ONRR orders increased 42% because of an increased number of appeals, diversion of Appeals Analysts to rulemaking, and Appeals Analyst vacancies; if this position is not filled, the backlog will continue to grow. Locating this position in Lakewood allows the appeals analyst to receive intensive royalties and legal training while working collaboratively with other appeals analysts to most rapidly and correctly resolve appeals .	Yes	Yes	
116	ONRR		10/1/2017	Supervisory Accountant	FPL 13	* Lakewood, CO (This action is requested if previously approved waiver requests result in inability to fill positions in Albuquerque, NM)	8/20/2017	Yes	Financial Services (FS) performs account reconciliations to match open receivables (royalties, rents, invoices, etc.) to open payments (checks, wires, credits, etc.), issues refunds to customers as needed, initiates the billing process (financial term exceptions such as rent and minimum royalty, Indian over-recoupment exceptions, and late payment interest exceptions including insufficient estimates), performs limited-scope reviews such as lease account status and history of timely payments, and follows Debt Collection procedures to pursue delinquent invoices. This work involves both Federal and Indian accounts and covers oil & gas, solid minerals, and geothermal leases.	The vacancy puts us at risk for incurring Late Disbursement interest penalties, and are next most important. Last, vacancies in Debt Collection put us at risk of failing to comply with the Debt Collection Act requirement to have valid debt referred to the Department of Treasury prior to being 120 days past due, and failing to complete Bureau of Land Management Solid Mineral Lease Account Status requests in a timely manner.	Yes	Yes	
117	ONRR		10/1/2017	Accountant	FPL-12	* Lakewood, CO (This actions is requested if previously approved waiver requests result in inability to fill positions in Albuquerque, NM)	3/7/2017	No	Financial Services (FS) performs account reconciliations to match open receivables (royalties, rents, invoices, etc.) to open payments (checks, wires, credits, etc.), issues refunds to customers as needed, initiates the billing process (financial term exceptions such as rent and minimum royalty, Indian over-recoupment exceptions, and late payment interest exceptions including insufficient estimates), performs limited-scope reviews such as lease account status and history of timely payments, and follows Debt Collection procedures to pursue delinquent invoices. This work involves both Federal and Indian accounts and covers oil & gas, solid minerals, and geothermal leases.	The vacancy puts us at risk for incurring Late Disbursement interest penalties, and are next most important. Last, vacancies in Debt Collection put us at risk of failing to comply with the Debt Collection Act requirement to have valid debt referred to the Department of Treasury prior to being 120 days past due, and failing to complete Bureau of Land Management Solid Mineral Lease Account Status requests in a timely manner.	YES	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
118	ONRR		10/1/2017	Accountant	FPL-12	* Lakewood, CO (This action is requested if previously approved waiver requests result in inability to fill positions in Albuquerque, NM)	11/8/2016	No	Financial Services (FS) performs account reconciliations to match open receivables (royalties, rents, invoices, etc.) to open payments (checks, wires, credits, etc.), issues refunds to customers as needed, initiates the billing process (financial term exceptions such as rent and minimum royalty, Indian over-recoupment exceptions, and late payment interest exceptions including insufficient estimates), performs limited-scope reviews such as lease account status and history of timely payments, and follows Debt Collection procedures to pursue delinquent invoices. This work involves both Federal and Indian accounts and covers oil & gas, solid minerals, and geothermal leases.	The vacancy puts us at risk for incurring Late Disbursement interest penalties, and are next most important. Last, vacancies in Debt Collection put us at risk of failing to comply with the Debt Collection Act requirement to have valid debt referred to the Department of Treasury prior to being 120 days past due, and failing to complete Bureau of Land Management Solid Mineral Lease Account Status requests in a timely manner.	Yes	Yes	
119	ONRR		10/1/2017	Accountant	FPL-12	* Lakewood (This action is requested if previously approved waiver requests result in inability to fill positions in Albuquerque, NM)	12/26/2016	No	Financial Services (FS) performs account reconciliations to match open receivables (royalties, rents, invoices, etc.) to open payments (checks, wires, credits, etc.), issues refunds to customers as needed, initiates the billing process (financial term exceptions such as rent and minimum royalty, Indian over-recoupment exceptions, and late payment interest exceptions including insufficient estimates), performs limited-scope reviews such as lease account status and history of timely payments, and follows Debt Collection procedures to pursue delinquent invoices. This work involves both Federal and Indian accounts and covers oil & gas, solid minerals, and geothermal leases.	The vacancy puts us at risk for incurring Late Disbursement interest penalties, and are next most important. Last, vacancies in Debt Collection put us at risk of failing to comply with the Debt Collection Act requirement to have valid debt referred to the Department of Treasury prior to being 120 days past due, and failing to complete Bureau of Land Management Solid Mineral Lease Account Status requests in a timely manner.	Yes	Yes	
120	ONRR		10/1/2017	Accountant	FPL-12	*Albuquerque, New Mexico	1/6/2017	No	Financial Services (FS) performs account reconciliations to match open receivables (royalties, rents, invoices, etc.) to open payments (checks, wires, credits, etc.), issues refunds to customers as needed, initiates the billing process (financial term exceptions such as rent and minimum royalty, Indian over-recoupment exceptions, and late payment interest exceptions including insufficient estimates), performs limited-scope reviews such as lease account status and history of timely payments, and follows Debt Collection procedures to pursue delinquent invoices. This work involves both Federal and Indian accounts and covers oil & gas, solid minerals, and geothermal leases.	The vacancy puts us at risk for incurring Late Disbursement interest penalties, and are next most important. Last, vacancies in Debt Collection put us at risk of failing to comply with the Debt Collection Act requirement to have valid debt referred to the Department of Treasury prior to being 120 days past due, and failing to complete Bureau of Land Management Solid Mineral Lease Account Status requests in a timely manner.	Yes	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
121	ONRR		10/1/2017	Accountant	FPL-12	* Lakewood, CO (This action is requested if previously approved waiver requests result in inability to fill positions in Albuquerque, NM)	4/7/2016	No	Financial Services (FS) performs account reconciliations to match open receivables (royalties, rents, invoices, etc.) to open payments (checks, wires, credits, etc.), issues refunds to customers as needed, initiates the billing process (financial term exceptions such as rent and minimum royalty, Indian over-recoupment exceptions, and late payment interest exceptions including insufficient estimates), performs limited-scope reviews such as lease account status and history of timely payments, and follows Debt Collection procedures to pursue delinquent invoices. This work involves both Federal and Indian accounts and covers oil & gas, solid minerals, and geothermal leases.	The vacancy put us at risk for incurring Late Disbursement interest penalties, and are next most important. Last, vacancies in Debt Collection put us at risk of failing to comply with the Debt Collection Act requirement to have valid debt referred to the Department of Treasury prior to being 120 days past due, and failing to complete Bureau of Land Management Solid Mineral Lease Account Status requests in a timely manner.	Yes	Yes	
122	ONRR		10/1/2017	Accountant	FPL-12	* Lakewood, CO (This action is requested if previously approved waiver requests result in inability to fill positions in Albuquerque, NM)	1/3/2017	No	Financial Services (FS) performs account reconciliations to match open receivables (royalties, rents, invoices, etc.) to open payments (checks, wires, credits, etc.), issues refunds to customers as needed, initiates the billing process (financial term exceptions such as rent and minimum royalty, Indian over-recoupment exceptions, and late payment interest exceptions including insufficient estimates), performs limited-scope reviews such as lease account status and history of timely payments, and follows Debt Collection procedures to pursue delinquent invoices. This work involves both Federal and Indian accounts and covers oil & gas, solid minerals, and geothermal leases.	The vacancy puts us at risk for incurring Late Disbursement interest penalties, and are next most important. Last, vacancies in Debt Collection put us at risk of failing to comply with the Debt Collection Act requirement to have valid debt referred to the Department of Treasury prior to being 120 days past due, and failing to complete Bureau of Land Management Solid Mineral Lease Account Status requests in a timely manner.	Yes	Yes	
123	PRE	OAS	10/1/2017	Aviation Training Technician	GS-11/12	Boise, ID	4 Months	No	Manages the Interagency Aviation Training technology and related databases ( <a href="https://www.iat.gov/">https://www.iat.gov/</a> ). Directly supports approved positions (Trainier 1712 series) and all departmental (and USFS) aviation training including (but not limited to) firefighting, Search and Rescue, Law Enforcement, Emergency Management/response, and biological and geological resource management.	The Aviation safety training program is responsible for the management of DOI Aviation Training records system, certification and evaluation of DOI aviation training instructors, development, ongoing evaluation of aviation training curriculum and supporting instructional materials. The safety training program is responsible for tracking over 35,000 users and on average over 32,000 course are delivered annually, either through instructor led delivery or web based training annually. Inability to provide on-line training will result in untrained and unqualified personnel using aviation resources to accomplish bureau missions. Inability to update training modules with latest policy, technology or equipment changes. Inaccurate training records will significantly inhibit management's ability to assess unit readiness for any given mission requirements.	Yes	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
124	PRE	OAS	10/1/2017	Aviation Safety Inspector (Equipment)	GS-1825-13	Anchorage, AK	N/A (Incumbent retired on 9/1/2017)	No	This position is integral to DOI fulfilling its legal requirements as a Public Aircraft Operator as defined in 49 U.S.C. § 40102(a)(41) and § 40125 and regulatory requirements in FAA Advisory Circular 00-1.1A, dated 2/12/14 . The position evaluates government, commercial and other cooperating agency aircraft and support equipment to ensure they are properly equipped, maintained and functional to safely complete wildland fire and natural resource missions for all of the DOI bureaus and services and the U.S. Forest Service.	OAS is responsible for conducting safety compliance evaluations of government, commercial, and cooperating agency aircraft in fulfilling DOI's legal requirements as a Public Aircraft Operator as defined in 49 U.S.C. § 40102(a)(41) and § 40125 and regulatory requirements in FAA Advisory Circular 00-1.1A, dated 2/12/14 . All current equipment inspectors are working at 110% of their inspection capacity. Inspectors are scheduled for continuous travel, approving aircraft and equipment for critical DOI missions (NPS, BIA & BLM exclusive use contracts for wildland fire, Search and Rescue, Law Enforcement and NPS visitor safety). The loss of an inspector due to sickness or injury, may impair our ability to meet inspection requirements. Critical DOI aviation contracts may start late due to the lack of inspectors to inspect equipment required to complete DOI missions.	Yes	Yes	
125	PRE	OAS	10/1/2017	Aviation Safety Program Evaluation Specialist	GS-0301-12/13	Boise, ID	N/A (Incumbent retiring on 8/1/2017)	No	Administers an internal technical on-site/field audit program designed to increase efficiency, improve procedures and processes and correct existing deficiencies resulting in the enhanced overall management of DOI aviation programs. In conjunction with Bureaus and other OAS divisions, identifies and analyzes underlying factors contributing to unsafe and/or inefficient operations such as inadequate training, inadequate management control, lack of discipline, budget constraints, etc. Formulates and recommends actions which will assist in managing risk and improve efficiency. Assists in timely and professional on-site investigations of aviation hazards, aircraft incidents and aircraft accidents. May perform numerous phases of an investigation in conjunction with OAS Air Safety Investigators, to include the collection of factual evidence, witness interviewing, arranging for component analysis, examination of maintenance and pilot records, researching commercial aircraft operator's approved operations manuals, investigative report writing and other investigative duties as may be required. Coordinates closely with cross functional DOI areas to ensure lessons learned are effectively disseminated; Training methods are developed to adequately prepare operations personnel, supervisors, and managers for the standardization, oversight and quality control practices that meet department goals. Coordinates closely with the Safety element of the	This is a vital component to the entire mishap prevention program as it enables data driven decision making via proactive, systematic process for analyzing and reporting information with regard to the aviation programs at all levels of the Department of the Interior. It is the primary vehicle for connecting management with their respective operations which improves communication and ultimately decision making at both strategic and operational levels. Leaving this position unfilled will result in a severe reduction in proactive aviation management activities.	Yes	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
126	TIBS	OCIO	10/15/2017	IT Specialist (Threat Management)	GS-14	Raleigh, NC	New position		<p>This position performs advanced threat analysis to maximize the confidentiality, integrity, and availability of information systems by defending against and preventing unauthorized access to information and information systems. Provides cyber security analytical support to DOI's Enterprise Threat Management Team which includes close collaboration with the Incident Management Team and individual bureau and office cybersecurity teams. Operates, maintains and improves existing cybersecurity solutions. Provides input to the design, development and implementation of current and future automated systems and tools for threat detecton and incident identification.</p>	<p>This position was initially approved as a 4-year term position. After further evaluation, there is a critical need to fill this difficult to recruit INFOSEC cybersecurity position as a permanent position. This will help to ensure stability in providing cyber security analytical support to DOI's Enterprise Threat Management Team which includes close collaboration with the Incident Management Team and individual bureau and office cybersecurity teams.</p> <p>Additionally, by exercising our Direct Hire authority and hiring as a permanent position, we can terminate our existing contract for this service that costs \$245,412 annually. Assuming a fully loaded adjustment of 31% over the 2017 GS Pay Table for Raleigh, NC, DOI could realize a direct annual savings of between \$63,266 - \$104,494.</p> <p>Supporting Data            GS 14 Step 1 (\$104,899) + 31% + \$3,500 (OCIO Non-Labor Support Difference) = \$140,918            GS 14 Step 10 (\$136,371) + 31% + \$3,500 (OCIO Non-Labor Support Difference) = \$182,146            *Formula provided by OCIO Business Operations Division</p> <p>DOI's networks and information systems are under attack daily. Information Assurance personnel are critically needed to help ensure that cybersecurity controls continue to be properly planned for, selected,</p>	Yes	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
127	TIBS	OCIO	10/15/2017	Telecom Specialist	GS 11/12	Denver	1 year		<p>This position assists with radio/field communications program management through technical services and radio operations that directly support DOI's most disadvantaged remote users. It also provides communications security (COMSEC) and encryption key management and support, and operates COMSEC and radio/ field communications devices during national and regional emergencies and incidents, including secure connectivity with the White House.</p>	<p>The position was created from a GS14 position following the retirement of the incumbent. The duties from the original position were re-distributed, and this GS11/12 position was created to fill an identified, critical mission gap that used to be filled years ago. (A selection has been made for the position, as the announcement was made prior to the freeze and waiver requirements.)</p> <p>The position provides mission support to on-the-ground law enforcement, wildland fire responders, field researchers, search and rescue personnel, border security, and other DOI personnel who depend on radio/field communications for remote sensing, access to criminal databases, etc. or for their sole life-line to dispatch centers, coordination centers, monitoring stations, etc to obtain assistance or help in extremely remote areas. Interoperability of DOI radios/field communications with partner agencies (DHS, USFS, USBP, etc) is essential in mission success.</p> <p>The position directly supports the mission of numerous DOI offices (e.g. OEM, OWF, OAS, OLES) and six bureaus (NPS, BLM, FWS, BOR, BIA, USGS) with the proper operation and performance of over 700 public safety or scientific communications systems across the U.S. and territories. Chief among the duties of this position is using the capabilities at DOI's National Radio Laboratory (NRL) in Denver, CO to test and verify the proper operation (software and</p>	Yes	Yes	
128	BFPA	PAM	10/15/2017	Grants Management Specialists (two positions)	GS-14	Washington, DC	Utilizing two FTEs vacated by GS-14 Program Analyst in February 2017, and a GS-14 Program Analyst in September 2017 (nine months and one and a half months, respectively)	No	<p>The positions will be responsible for (1) developing policy and guidance for DOI's financial assistance programs, totaling \$7 billion annually; (2) establishing and implementing performance measures and internal controls; (3) advancing DOI's financial assistance program and career management policies related to grants, cooperative agreements, and other types of assistance; (4) Overseeing and monitoring DOI's financial assistance program to ensure compliance with Government-wide standards; and (5) Providing leadership to the DOI financial assistance community.</p>	<p>If these positions are not filled, the Department's ability to implement sound practices for financial assistance that guard against inefficiency and maintain systems of internal control will be hindered. This places the DOI financial Assistance function at an increased risk of fraud, waste and abuse. This is especially concerning because of the combined dollar value of DOI financial assistance and Tribal awards. Leaving these positions unfilled will also negatively impact the Department's ability to implement strategic actions for Interior's financial assistance functions that are in alignment with the Secretary of the Interior's and the President's priority goals.</p>	Yes	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
129	TIBS	OFAS	10/15/2017	Property Management Specialist	11/12	DC	8 Months	No	From a functional perspective, this position serves as the OFAS Fleet Manager and became vacant due to a retirement earlier in 2017. Currently, OFAS has a GS-9 Program Specialist on a 120 day temporary promotion to a GS-11 performing the duties. That temporary promotion expires in September. This position is essential to the operation of the Office of the Secretary's Fleet and Personal Property Programs; management of the Secretary's motor pool; overall fleet/property reporting and accountability; and serves as the Contracting Officer's Representative for the Secretary's leased executive vehicles. This position also manages GSA's lease vehicle reporting requirements; performs data entry into FBMS for fleet data; and as a collateral duty, support the DOI personal property audit and reporting requirements.	This position is in the OFAS Property Branch; they are responsible for managing personal property for ALL OS offices (102 OS cost centers) nationwide. The branch manages sensitive and system-controlled property in FBMS; trains OS personnel on procedures for managing property; and provides guidance to Collateral Duty Property Managers for five large offices (OCIO, IBC, SOL, OST and OIG) and 80 Custodial Property Officers. If this position is not approved, OFAS must reassign the workload for Fleet Management to the remaining four OFAS Property Mgmt Specialists which results in the following impacts to the Personal Property program: 1) We will not meet Department-mandated reporting requirements on time for Assurance Statements and ICRs. 2) Level of Property support requested by OS offices will be reduced thus affecting internal control mandates related to system-controlled property in FBMS for these offices. 3) Accuracy will be compromised for Department's FBMS property management system, general ledger, and depreciation of accountable personal property. This will result in audit findings for compliance with applicable laws and regulations in accordance with OMB Circular A-123, "Management's Responsibility for Enterprise Risk Mgmt and Internal Control."  The announcement for this position will target employees in DOI OS only. If the most qualified	Yes	Yes	
130	TIBS	OVS	10/15/2017	Administrative Support Specialist	GS-11	Atlanta, GA or Bloomington, MN	7 mos.	No	Provides administrative support for the FWS team; fills a position vacant for 7 months. Lack of a person in the position has led to delays in fulfilling administrative responsibilities for the team and OVS.	Leaving position open requires significant increase in workload for GS-9 level staff, and more attention from GS-14/15 supervisors. Note: OVS moving into AVSO (new organization, combining with OST/OAS) and Federal Lands Division will have two fewer GS-15 management positions; having GS-11 Admin support alleviates management burden.	Yes	Yes	
131	TIBS	OVS	10/15/2017	Administrative Support Specialist	GS-11	Portland, OR	10 mo.	No	Provides administrative support for the Public Lands (BLM) team; fills a position vacant for 10 months. Lack of a person in the position has led to delays in fulfilling administrative responsibilities for the team and OVS.	Leaving position open requires significant increase in workload for GS-9 level staff, and more attention from GS-14/15 supervisors. Note: OVS moving into AVSO (new organization, combining with OST/OAS) and Federal Lands Division will have two fewer GS-15 management positions; having GS-11 Admin support alleviates management burden.	Yes	Yes	
132	TIBS	OVS	10/15/2017	Review Appraiser	GS-13	Anchorage, AK	2 mos.	No	Review appraiser backfills vacant OAS position (retirement); workload analysis completed, identified need for appraiser to handle Alaskan Native cases as well as BLM, NPS, FWS cases in Alaska. Will co-locate with and be supervised by OAS (Indian Trust Property Division) Regional Supervisory Appraiser.	Leaving position open creates potential for significant backlog (presently at zero, but could increase to 20-25 cases) to occur; further, this position can support FWS, BLM and NPS cases as well, alleviating the need for travel of other staff to Alaska. Filling this newly vacant position will enhance service for both Indian Trust Property and Federal Lands Divisions in AVSO.	Yes	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	DAS Rec	Deputy Secretary Approval	Comments
133	TIBS	OVS	10/15/2017	Interdisciplinary Physical Scientist	GS-7/9/11 FPL	Lakewood, CO	2 mos.	No	Technical Analyst to support Mineral Evaluations, Due Diligence reports, Mineral Lease Valuations, Coal Lease valuations, Land Buy Back Program minerals evaluations, Area-wide minerals economic evaluations.	Current vacancy has shifted significant workload to other analysts, resulting in slower turn times, delayed response to client requests for minerals evaluations and lower morale for over-burdened staff. Vacancy occurs at a time of significant increase in workload for DME. Position partially funded through Reimbursable Services Agreements.	Yes	Yes	
134	TIBS	OVS	10/15/2017	Interdisciplinary Physical Scientist	GS-7/9/11 FPL	Lakewood, CO	anticipated retirement 12/17	No	Technical Analyst to support Mineral Evaluations, Due Diligence reports, Mineral Lease Valuations, Coal Lease valuations, Land Buy Back Program minerals evaluations, Area-wide minerals economic evaluations.	Expected vacancy will shift significant workload to other analysts, further exacerbating concern over slower turn times, delayed response to client requests for minerals evaluations and lower morale for over-burdened staff. Vacancy occurs at a time of significant increase in workload for DME. Position partially funded through Reimbursable Services Agreements.	Yes	Yes	
135	PRE	OWF	10/15/2017	IT Supervisory Project Manager	14	Boise, Idaho	May, 2017	Yes	Provides supervision for Wildland Fire Information Technology Project Managers, Data Mgmt Specialist and is the liaison for the DOI managed Wildland Fire applications with the OCIO to ensure security requirements, CPIC, FITARA compliance	This position provides oversight, accountability, and appropriate risk management for the Information and Technology applications, systems managed by DOI in support of the interagency wildland fire community.	Yes	Yes	
136	PRE	OEM	10/15/2017	Supervisory Emergency Management Office (Assistant Director for Emergency Operations)	15	DC	Becomes Vacant 10/29/2017	Yes	Serves as Assistant Director of the Office of Emergency Management and leads the Emergency Operations Division. Responsible for emergency and continuity of operations/government notifications and coordination, as well as all-hazards inter- and intra-agency response coordination and information management, while providing a 24/7 common operating picture for response and Senior Leadership officials pertaining to emergency and disaster response. Facilitates coordination of these functions across all DOI bureaus and offices, and coordinates with DHS, Federal Emergency Management Agency (FEMA) and other Departments and Agencies. The incumbent is part of the Department's principal coordinating body on ongoing and emerging national emergency response and recovery issues, and advises the Secretary and other senior officials on Interior's responses related to all-hazards (to include law enforcement, wildland fire, search and rescue, etc). This position is responsible for ensuring the coordination and information management of the Department's incident management personnel during emergency situations, including Incident Command System (ICS) and the National Incident Management System (NIMS) reporting, and is also a member of the Secretary's Continuity of Operations (COOP) Team.	If the position is not filled, this greatly degrades the Interior Operations Center's ability to provide direct notification and coordination of response activities and increases the potential for lapse in the Department's ability to fulfill emergency response and emergency response coordination obligations, as well as advise senior officials within the Department on such matters. Increased lag in reporting/notification time and reduced coordination capacity per given shift, even under less-than-catastrophic conditions, would be experienced.  This position serves as the principle facilitator of inter- and intra-agency response to all-hazards response and continuity of government/operations events, information management during crisis, and common operating picture development 24/7, which includes direct liaison with responders, senior Department officials, and stakeholders on behalf of the Department's response obligations, capable of coordinating inter- and intra-agency response support via the constructs of the Emergency Management Council, connection to other Federal Emergency Operations Centers, and expertise in operational information requirements in accordance with the National Incident Management System (NIMS) and the Incident Command System.	Yes	Yes	

**From:** Mack, Jonathan  
**To:** [Pletcher, Mary](#)  
**Cc:** [Amy Holley](#); [Gonzalez, Elena](#)  
**Subject:** Re: proposed ERB memo  
**Date:** Tuesday, October 24, 2017 11:58:29 AM  
**Attachments:** [ERBmemo.singer.10.24.17 \(2\) \(1\).docx](#)

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Please see attached. If you need anything else, please let me know.

Thanks!

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Tue, Oct 24, 2017 at 11:40 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:  
Jonathan,

Can you add the lines at the bottom to the memo for approval versus disapproval of the memo and resend to everyone? It can be finalized at that point for Elena and Scott's signature.

Thanks,  
Mary

On Tue, Oct 24, 2017 at 11:12 AM, Gonzalez, Elena <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)> wrote:

Hi Mary. As discussed, attached is the proposed ERB memo requesting that Director IBC position be re-located in DC. Amy reviewed it already. Please let me know if the Executive Resources team puts together the package. I think I would like this to go before the ERB this Friday, if possible. I want to get this change of duty station accomplished before we lose our chief of staff who knows the history of why the duty station has been in NY, and before we get our new Assistant Secretary for PMB. Having the TIBS leadership team in place when the Assistant Secretary PMB arrives would be optimal for IBC in my view.

I will brief Scott today too.

Thanks.  
Elena

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
[1849 C St NW Room 5124](#)  
[Washington, DC 20240](#)  
(o) 202-208-7966

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

To: Executive Resources Board

Through: Scott Cameron  
Acting Assistant Secretary – Policy, Management and Budget

From: Elena Gonzalez  
Deputy Assistant Secretary – Technology, Information and Business Services

Subject: Request Approval for Change in Duty Station for Ms. Michele Singer

The Deputy Assistant Secretary – Technology, Information and Business Services (DAS TIBS) requests approval for a permanent change of duty station for the Director of the Interior Business Center (IBC), Michele Singer, from Brooklyn, NY, to Washington, DC. The cost of the move will be funded by the IBC. The relocation of this senior leadership position to DC, aligns the IBC executive leadership team in the metro DC area and in Lakewood, CO, where the majority of IBC's employees, contractor support, and customers are located, and affords greater accessibility and more consistent interactions with senior leaders in DOI's headquarters.

IBC is a federal shared service provider with three lines of business: human resources/payroll, financial management and acquisition services, and approximately 950 full time employees in seven locations nationwide: DC, Herndon, Lakewood, Boise, Anchorage, Sacramento and Sierra Vista. The leadership for acquisition services is in Herndon, VA, and for human resources/payroll is in Lakewood, CO. Financial management services and the Office of the Director have managers and staff in DC and Lakewood. The Office of the Chief Information Officer (OCIO) works closely with IBC, with managers and staff co-located with IBC in Lakewood and DC. The CIO leadership team is in DC. IBC services more than 75 other federal organizations. Those customers' headquarters and senior leadership are primarily located in DC. The federal shared services governance structures and councils operate under the auspices and guidance of the General Services Administration and the Office of Management and Budget out of DC.

Moving Ms. Singer's duty station to DC will improve ease of coordination and communication with key stakeholders, support IBC's organizational change management initiatives including better integration with DOI leadership and engagement with bureau representatives on the Working Capital Fund Consortium, and reduce the need for travel between NY and DC.

Thank you for your consideration of this request. If you need additional information, please contact Elena Gonzalez, DAS TIBS, at [Elena\\_Gonzalez@ios.doi.gov](mailto:Elena_Gonzalez@ios.doi.gov) or 202-208-5043.

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
For the Executive Resources Board

\_\_\_\_\_  
Date

**From:** Gonzalez, Elena  
**To:** [Mary Pletcher](#)  
**Cc:** [Mack, Jonathan J](#); [Amy Holley](#)  
**Subject:** proposed ERB memo  
**Date:** Tuesday, October 24, 2017 11:13:08 AM  
**Attachments:** [ERBmemo.singer.10.24.17.docx](#)

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Hi Mary. As discussed, attached is the proposed ERB memo requesting that Director IBC position be re-located in DC. Amy reviewed it already. Please let me know if the Executive Resources team puts together the package. I think I would like this to go before the ERB this Friday, if possible. I want to get this change of duty station accomplished before we lose our chief of staff who knows the history of why the duty station has been in NY, and before we get our new Assistant Secretary for PMB. Having the TIBS leadership team in place when the Assistant Secretary PMB arrives would be optimal for IBC in my view.

I will brief Scott today too.

Thanks.  
Elena

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
Washington, DC 20240  
(o) 202-208-7966

To: Executive Resources Board

Through: Scott Cameron  
Acting Assistant Secretary – Policy, Management and Budget

From: Elena Gonzalez  
Deputy Assistant Secretary – Technology, Information and Business Services

Subject: Request Approval for Change in Duty Station for Ms. Michele Singer

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Thank you for your consideration of this request. If you need additional information, please contact Elena Gonzalez, DAS TIBS, at [Elena\\_Gonzalez@ios.doi.gov](mailto:Elena_Gonzalez@ios.doi.gov) or 202-208-5043.

**From:** Limon, Raymond  
**To:** [Mary Pletcher](#)  
**Subject:** Appraisals" Update  
**Date:** Tuesday, October 24, 2017 8:31:48 AM  
**Attachments:** [CL FY17\\_FINAL EPAP.doc](#)  
[MP FY17\\_FINAL EPAP.docx](#)  
[JM FY17\\_FINAL EPAP.doc](#)  
[KH FY17\\_FINAL EPAP.doc](#)  
[Office Goals & Objectives FY17.docx](#)  
[DR FY17\\_FINAL EPAP.doc](#)

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Hi Mary,

I have the Division Directors' and Donna's with (b) (6) ...Karis is a non-supervisor....though she's been with us for less than a year I'd like to give her an (b) (6) ....she's been through a lot but is a trooper....I still need to work on her EPAP...here are the others....These are the word versions. I can bring up the earlier signed hard copies for signatures....

Also, including our Office Strategic Plan penned at the beginning of the year....

Stand by....Thanks!

--

Raymond A. Limon  
Director, Office of Human Resources  
Deputy, Chief Human Capital Officer  
Department of Interior  
202-208-5310

**U.S. DEPARTMENT OF THE INTERIOR  
Supervisory Performance Appraisal Plan**

Employee Name: Christopher B. Lawson		Title/Series/Grade: Director, Human Resources Information Systems GS-0201-15	
Duty Station: Washington, DC	Appraisal Period: Fiscal Year 2017	From: 10/01/2016	To: 09/30/2017

**Part A-1: Notification of Standards:** *Signatures certify that Critical elements/standards were discussed. (Part E)*

Employee:	Rating Official:	Reviewing Official (if applicable*):
Date:	Date:	Date:

**Part A-2: Employee Input into Development of Standards:** *Signatures certify employee involvement was solicited by supervisor.*

Employee:	Date:	Rating Official:	Date:
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**Part A-3: Employee Training:** *Signatures certify employee was provided training in Performance Management System.*

Employee:	Date:	Rating Official:	Date:
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**Part A-4: Individual Development Plan:** *Signatures certify that supervisor's Individual development plan was created (required)*

Employee:	Date:	Rating Official:	Date:
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**Part B: Progress Review:** *Signatures certify that performance was discussed.*

Employee:	Date:	Rating Official:	Date:
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**Part C: Summary Rating Determination:** Assign the numerical rating level that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers: **Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.**) See reverse for complete instructions.

Element Number	Numerical Rating
1	<b>(b) (6)</b>
2	
3	
4	
5	

Total Numerical Rating **(b) (6)**

**Part D: Summary Rating:** Use conversion chart to determine rating. Check appropriate box:

<b>(b) (6)</b> Exceptional	4.6 – 5.00 AND No Critical element rated lower than "Superior".
Superior	3.6 – 4.59 AND No Critical element rated lower than "Fully Successful".
Fully Successful	3.0 – 3.59 AND No Critical element rated lower than "Fully Successful".
Minimally Successful	2.0 – 2.99 AND No Critical element rated lower than "Minimally Successful".
Unsatisfactory	One or more Critical elements rated "Unsatisfactory".

Employee:	Rating Official:	Reviewing Official (if applicable):
Date:	Date:	Date:

Check here if Interim Rating: \_\_\_\_\_  
Performance Award: QSI \_\_\_\_\_ Cash: \$ \_\_\_\_\_ or \_\_\_\_\_% of pay Time Off \_\_\_\_\_

## Instructions for Completing the Supervisory Employee Performance Appraisal Plan

**Establishing Critical Elements and Performance Standards:** Critical elements (at least one, but not more than five) must be established for each employee at the start of each performance year. Through these elements, employees are held accountable for work assignments and responsibilities of their position. A Critical element is an assignment or responsibility of such importance that Unsatisfactory performance in that element alone would result in a determination that the employee's overall performance is Unsatisfactory. Please see the Performance Appraisal Handbook for more detailed information.

Performance standards are expressions of the performance threshold(s), requirement(s), or expectation(s) that must be met for each element at a particular level of performance. They must be focused on results and include credible measures. You may use the attached Benchmark Performance standards to describe general parameters of the standards, but must augment those benchmarks with specific, measurable criteria such as quality, quantity, timeliness and/or cost effectiveness, for the "Fully Successful" level for each element. Rating officials are strongly encouraged to develop specific performance standards at additional levels to ensure that the employee has a clear understanding of the levels of performance expected. *At least one, and preferably all, Critical elements must show how the element is linked to strategic goals, such as Government Performance Results Act (GPRA) or mission related goals of the organization. If possible, these goals should be aligned throughout the organization (i.e., show how the strategic goal cascades from the SES down to the lowest non-supervisory levels.) The employee should be able to clearly understand how the results they are held responsible for are linked to the strategic and/or mission goals of the organization.*

**Employee Involvement:** Employees must be involved in the development of their performance plans. Part A-2 of this form requires employee and supervisor signatures certifying that employee input into the development of the plan was solicited.

**Individual Development Plan:** The IDP provides the connection between the employee's career interests and needs to the organizational mission and priorities. **All supervisors are required to have an IDP that is updated annually.** Required training as well as individual training needs and development activities will be identified in the IDP PB 06-04, dated 11-09-2005).

**Progress Reviews:** A progress review is required approximately mid-way through the rating period. Part B should be completed after the progress review. Any written feedback or recommended training can be noted on a separate sheet and attached to the employee performance appraisal plan.

**Assigning the Summary Rating:** A specific rating is required for each Critical element to reflect the level of performance demonstrated by the employee throughout the rating period. Only one numerical rating level is assigned for each Critical element. Before the rating official assigns a summary rating, he/she should consider all interim summary ratings received for the employee during the annual appraisal period. The summary rating is assigned as follows:

- A. Assess how the employee performed relative to the described performance standards.
- B. Document the employee's performance with a narrative that describes the achievements for the Critical elements as compared to the performance standards. A narrative must be written for each Critical element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory, to provide examples of the employee's performance that substantiate and explain how the performance falls within the level assigned. There is a block provided for the narrative for each Critical element.
- C. In Part C of this form, assign one of the numerical rating levels that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers: Exceptional = 5 points, Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points).
- D. Add up the numerical rating levels to get a total, and then divide the total by the number of Critical elements to get an average. (Elements that are "not rated" because an employee has not had a chance to perform them during the rating year are not assigned any points and should not be used to determine the average rating.)
- E. Assign a summary rating based on the table in Part D of this form. Employee and supervisor sign the form Certifying that the rating was discussed. Reviewing Official's signature is required for Exceptional, Minimally Successful and Unsatisfactory ratings.

**Note:** Whenever an employee is rated "**Unsatisfactory**" on one or more critical elements, the overall rating **must** be "**Unsatisfactory**" (regardless of total points). The rating official should immediately contact the servicing Human Resources Office. Whenever an employee is rated "**Minimally Successful**" on one or more Critical elements, the overall rating may not be higher than "**Minimally Successful**" (regardless of total points).

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**Part E: Critical Elements and Performance Standards:** List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.**

<b>Critical Element 1</b>	<p><b>GPRA/Strategic Goal:</b> Building a 21<sup>st</sup> Century Workforce – Sustainability of Interior's Operations.</p> <p><b>Performance Measure:</b> Supervisory/Managerial duties are effectively carried out in order to support the Department's capacity to manage its programs in results oriented, customer-focused, and efficient manner.</p> <p><i>Supervisory/Managerial Element: Performance of supervisory/managerial duties will be carried out in accordance with regulatory requirements and other Bureau/Office policies governing the following area:</i></p> <ul style="list-style-type: none"> <li>▪ Merit System Principles</li> <li>▪ Anti-harassment, anti-discrimination &amp; EEO obligations</li> <li>▪ Strengthening diversity &amp; inclusion</li> <li>▪ Effective management of ethics, conduct &amp; discipline issues</li> <li>▪ Strategic planning of workforce requirements and effective use of recruitment, retention and hiring tools</li> <li>▪ Reasonable accommodation obligations</li> <li>▪ Safety and occupational health obligations</li> <li>▪ Strengthening employee engagement and customer service</li> <li>▪ Effective performance management</li> <li>▪ IT security, data protection and records management obligations</li> <li>▪ Internal management policies and controls</li> </ul>
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**Performance Standards**

<b>Exceptional</b>	<p>In addition to attached Benchmark standards, the following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Assigns work that encourages skill building and increased competency in team members.</li> <li>• Addresses problems with team, resulting in better communication and understanding.</li> <li>• Provides support, coaching, training, and mentoring both to team and non-team members.</li> </ul>
<b>Superior</b>	See attached Benchmark standards.
<b>Fully Successful</b>	<p>In addition to attached Benchmark standards, the following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Establishes internal management controls and quality assurance processes.</li> <li>• Establishes performance plans and timely evaluations for those supervised.</li> <li>• Provides leadership, coaching and mentoring to team members.</li> <li>• Actively seeks to build and enhance work relationships.</li> <li>• Demonstrates an understanding of the relationship between individual, office and Departmental goals.</li> </ul>
<b>Minimally Successful</b>	See attached Benchmark standards.
<b>Unsatisfactory</b>	See attached Benchmark standards.

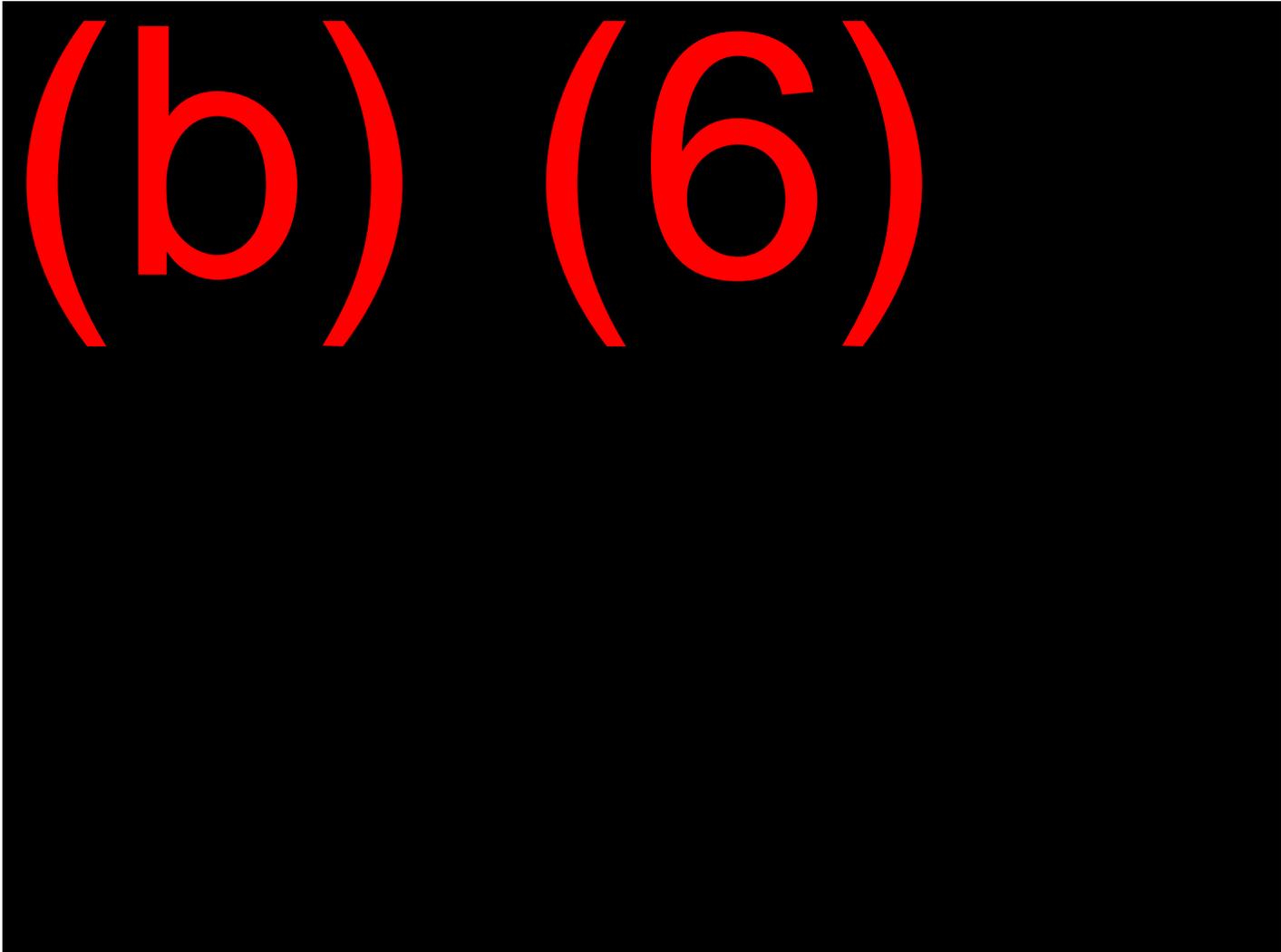
**Narrative Summary**

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Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

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**Rating for Critical Element 1:**



(b) (6)

**Part E: Critical Elements and Performance Standards:** List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.**

<b>Critical Element 2:</b>	<p><b>GPRA/Strategic Goal:</b> Building a 21<sup>st</sup> Century Workforce – Sustainability of Interior's Operations.</p> <p><b>Performance Measure:</b> Build customer service and business partnership capacity.</p>
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**Performance Standards**

<b>Exceptional</b>	<p>The following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Recognized as an HR thought leader.</li> <li>• Is sought out as a consultant, presenter, or speaker by internal and external entities.</li> <li>• Provides leadership and innovative solutions to strategic human problems, enabling the HR community and other stakeholders to better accomplish their goals.</li> <li>• Seeks out opportunities to benchmark policies, products and/or services in an effort to improve overall office performance.</li> <li>• Receives high value feedback from multiple stakeholders.</li> </ul>
<b>Superior</b>	
<b>Fully Successful</b>	<p>The following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Demonstrates customer service by anticipating, understanding, and addressing stakeholder needs (i.e., effectively contributes to new customer service office tool).</li> <li>• Establishes internal standard operating procedures and meets deadlines for required reports, data calls, and other actions.</li> <li>• Provides the most accurate, data supported, and complete information available.</li> <li>• Solution oriented, focuses on possible resolution to problems and issues.</li> <li>• Is flexible and adaptable in responding to client and other stakeholder needs.</li> <li>• Is accessible, knowledgeable, and responsive to inquiries within 48 hours with at least an acknowledgement of receipt.</li> <li>• Coordinates, develops, and communicates policies necessary to ensure effective processes and compliance of staffing, compensation, and classification regulations.</li> </ul>
<b>Minimally Successful</b>	
<b>Unsatisfactory</b>	

**Narrative Summary**

Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

Rating for Critical Element 2:

(b) (6)

**Part E: Critical Elements and Performance Standards:** *List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.***

<b>Critical Element 3:</b>	<p><b>GPRA/Strategic Goal:</b> Building a 21<sup>st</sup> Century Workforce – Dependability and Efficiency of Information Technology.</p> <p><b>Performance Measure:</b> Provide strategic leadership and oversight of Human Resources Information Technology (HRIT).</p>
<b>Performance Standards</b>	
<b>Exceptional</b>	<p>The following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Trusted advisor to the Deputy Assistant Secretary, Human Capital and Diversity (DAS HCD) / Chief Human Capital Officer (CHCO), the Director of the Office of Human Capital (OHC), and the Human Capital Team.</li> <li>• Recognized as a subject matter expert in HRIT and shared services for the Federal Government.</li> <li>• Leads change and builds public and private sector coalitions that address the challenges, goals, and objectives of Human Capital in the Federal Government.</li> <li>• Provides oversight and guidance regarding the Interior Business Center – Human Resources Division.</li> </ul>
<b>Superior</b>	
<b>Fully Successful</b>	<p>The following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Serves as Chair of the HRIT Council; increases the awareness of HRIT solutions, improves communication, and encourages collaboration.</li> <li>• Represents the Department at the Multi-Agency Executive Strategy Committee (MAESC).</li> <li>• Represents the Department at HRIT working groups.</li> </ul>
<b>Minimally Successful</b>	
<b>Unsatisfactory</b>	

**Narrative Summary**

Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

Rating for Critical Element 3:

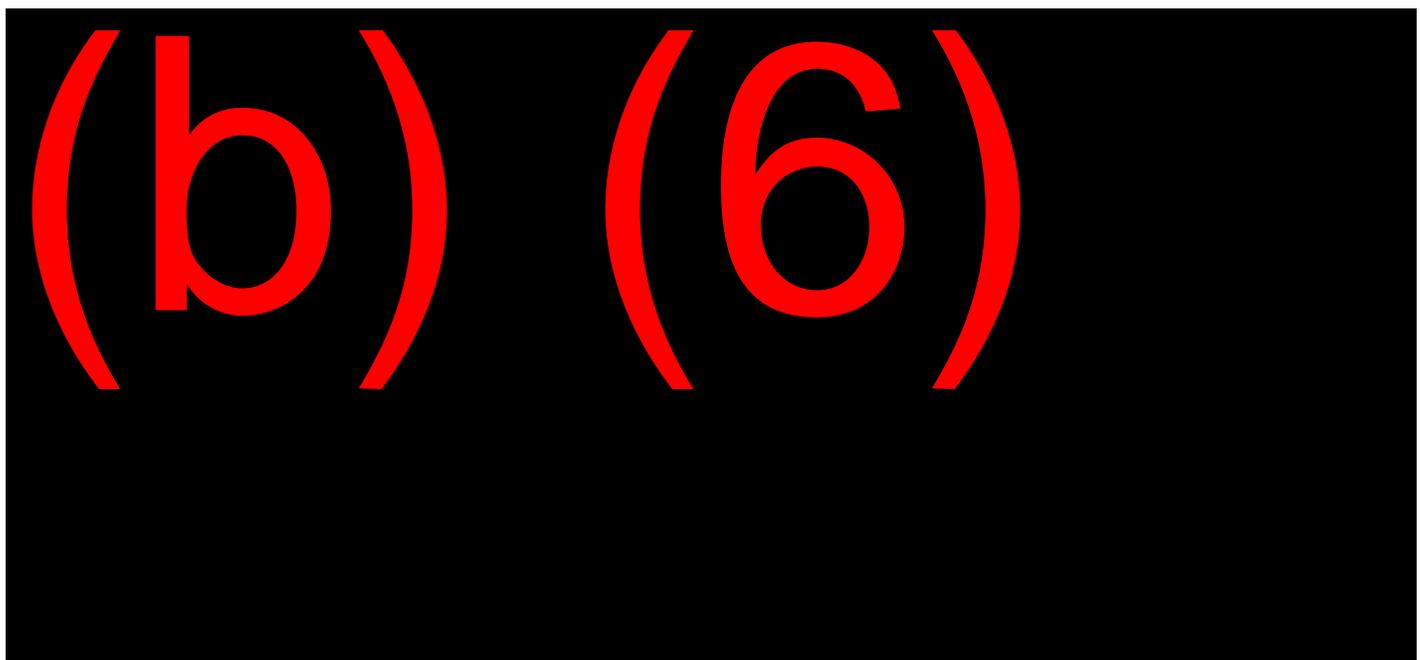
(b) (6)

**Part E: Critical Elements and Performance Standards:** List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.**

<b>Critical Element 4:</b>	<b>GPRA/Strategic Goal:</b> Building a 21 <sup>st</sup> Century Workforce – Dependability and Efficiency of Information Technology.  <b>Performance Measure:</b> Manage the Human Resources Management (HRM) portfolio of information technology solutions.
<b>Performance Standards</b>	
<b>Exceptional</b>	The following measurable criteria apply: <ul style="list-style-type: none"><li>• Provides innovative HRIT solutions that reduce and/or avoid costs, improve efficiency, increase transparency, increase quality, and increase accuracy.</li><li>• Obtains stakeholder support for investments.</li><li>• Provides leadership and guidance for the solutions in the portfolio.</li></ul>
<b>Superior</b>	
<b>Fully Successful</b>	The following measurable criteria apply: <ul style="list-style-type: none"><li>• Maintains the Human Resources Management (HRM) Segment Roadmap and Portfolio for DOI.</li><li>• Supports Capital Planning and Investment Control (CPIC).</li><li>• Supports Budget Formulation.</li><li>• Supports the Planning, Implementation, Operation, and Maintenance of HR information systems.</li></ul>
<b>Minimally Successful</b>	
<b>Unsatisfactory</b>	

**Narrative Summary**

Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.



**Part E: Critical Elements and Performance Standards:** *List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.***

<b>Critical Element 5:</b>	<p><b>GPRA/Strategic Goal:</b> Building a 21<sup>st</sup> Century Workforce – Dependability and Efficiency of Information Technology.</p> <p><b>Performance Measure:</b> Provide HRIT support to the DOI Human Capital Team.</p>
<b>Performance Standards</b>	
<b>Exceptional</b>	<p>The following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Provides innovative HRIT solutions to issues related to the management, administration, maintenance, and operation of HR information systems.</li> <li>• Obtains stakeholder support for the proposed resolution of issues.</li> <li>• Effectively communicates status updates and issues to DOI Leadership and the Human Capital Team.</li> <li>• Provides leadership and guidance over HR information systems as the System Owner and the User Group Representative for DOI.</li> </ul>
<b>Superior</b>	
<b>Fully Successful</b>	<p>The following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Obtains or maintains the Authority to Operate (ATO) HR information systems.</li> <li>• Continuously monitors HR information systems.</li> <li>• Provides System Owner (SO) support by reviewing weaknesses and risk acceptance requests for HR information systems.</li> <li>• Provides Information System Security Officer (ISSO) support for HR information systems.</li> <li>• Provides Contract Officer Representative (COR) support for HR information systems.</li> <li>• Provides System Administrator (SA) support for HR information systems.</li> <li>• Represents the Department at HRIT user groups.</li> </ul>
<b>Minimally Successful</b>	
<b>Unsatisfactory</b>	

**Narrative Summary**

Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

Rating for Critical Element 5:

(b) (6)

**Privacy Act Notice:** Chapter 43 of Title 5, U.S.C., authorizes collection of this information. The primary use of this information is by management and your servicing human resources office to issue and record your performance rating. Additional disclosures of this information may be: To MSPB, Office of Special Counsel, EEOC, the FLRA, or an arbitrator in connection with administrative proceedings; to the Department of Justice or other Federal agency, courts, or party to litigation when the Government is a party to or has an interest in the judicial or administrative proceeding; to a congressional office in response to an inquiry made on behalf of an individual; to the appropriate Federal, State, or local government agency investigating potential violations of civil or criminal law or regulation; and to Federal State, local and professional licensing boards in determining qualifications of individuals seeking to be licensed.

If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

**Refusal to sign:** In cases where the employee refuses to sign the EPAP, the supervisor has the authority to implement the performance standards and rating without employee agreement. Supervisor's should identify in the employee's signature block that the "Employee Refused to sign."

Benchmark **Supervisory Employee** Performance Standards

**Exceptional:**

**Supervisory:** The employee demonstrates excellent leadership skills and with only rare exceptions develops effective working relationships with others; immediately handles difficult situations with subordinates with professionalism and effectiveness, and demonstrates foresight in correcting situations that may cause future problems before they arise; encourages independence and risk-taking among subordinates, yet takes responsibility for their actions; is open to and solicits the views of others, and promotes cooperation among peers and subordinates, while guiding, motivating and stimulating positive responses.

The employee demonstrates a strong commitment to fair treatment, equal opportunity and the affirmative action objectives of the organization, and has a significant positive impact on achievement of goals in this area. In addition, the employee demonstrates innovation and specific positive achievements in meeting other management obligations such as safety, internal management controls, merit systems principles, performance management, and management of ethics, conduct and discipline issues. The employee systematically monitors quality, delivery, and customer satisfaction levels and makes adjustments accordingly; and works with staff to proactively implement solutions to prevent problems and avoid gaps in customer expectations.

**Effective Performance Management:** Uses employee preferences and performance information to identify both immediate and long-term developmental needs, helps staff to identify their own developmental needs and provides challenging assignments to address those needs; promotes cooperation among peers and subordinates, while guiding, motivating and stimulating positive responses to accomplishments; and provides continuing constructive performance feedback, working with employees to identify ways to improve their strengths.

**Superior:**

**Supervisory:** The employee demonstrates good leadership skills and establishes sound working relationships; almost always handles difficult situations with subordinates with professionalism and effectiveness; shows good judgment in dealing with others and considering their views; has a strong sense of mission and seeks out responsibility; demonstrates a commitment to fair treatment, equal opportunity and the affirmative action objectives of the organization, and has a positive impact on achievement of goals in this area. In addition, the employee promotes a safe working environment and solutions to problems encountered in meeting other management obligations including internal management controls, merit systems obligations, managing performance, and management of ethics, conduct and discipline issues; and anticipates customer needs and resolves or avoids potential problems, resulting in high customer satisfaction. Employee tailors methods of reward and recognition to the individual to the extent possible, resulting in increased motivation in staff; and solicits employee input and takes initiative to seek out and arrange for a variety of developmental opportunities beyond standard training.

**Effective Performance Management:** Using effective planning works with employees to exceed expectations in critical areas and shows sustained support of organizational goals; establishes sound working relationships with subordinates and shows good judgment in dealing with them, considering their views; works with employees to develop plans and timeframes to improve performance.

**Fully Successful:**

**Supervisory:** The employee is a capable leader who works successfully with others and listens to suggestions. The employee generally handles difficult situations with subordinates with professionalism and effectiveness. The employee also works well as a team member, supporting the group's efforts and showing an ability to handle a variety of interpersonal situations. The employee's work with others shows an understanding of the importance of fair treatment and equal opportunity and meets all management commitments related to providing a safe working environment, merit systems obligations, performance management, and internal controls, and

management of ethics, conduct and discipline issues. The employee maintains contact with customers (internal and/or external), and is effective in understanding their needs and using feedback to address customer requirements. The Supervisory employee provides timely, flexible, and responsive products and/or services to customers, resulting in value to the mission. Solicits employee input to improve work products and/or services and to develop employee skills. Recognizes and rewards employee contributions in a fair and consistent manner.

**Effective Performance Management:** The employee identifies and ensures alignment of unit goals with agency goals, seeks input of employees in the development of performance criteria, effectively translates and communicates project or work unit goals into concrete work assignments for staff; provides feedback and conducts reviews according to DOI established timeframes; ensures performance distinctions are made among individuals and awards are reflective of employee contributions toward organizational performance; and addresses poor performance in a fair and timely manner.

**Minimally Successful:**

**Supervisory:** The employee's supervisory performance shows serious deficiencies that require correction. The employee must motivate subordinates and promote team spirit; provide clear assignments and performance requirements or sufficient instructions to subordinates; provide sufficient explanation of organizational goals to subordinates; satisfy customer needs and/or meet customer service objectives; and/or meet production or mission goals in a timely and quality manner. Their work with others must show a consistent understanding of the importance of fair treatment and equal opportunity. The employee must meet all management obligations related to internal controls, merit system obligations, performance management, and/or management of ethics, conduct and discipline issues.

**Unsatisfactory:**

**Supervisory:** The employee's supervisory performance is unsatisfactory. The employee usually fails to motivate subordinates and promote team spirit; often provides unclear assignments and performance requirements or insufficient instructions to subordinates; frequently fails to provide sufficient explanation of organizational goals to subordinates; generally fails to satisfy customer needs and/or meet customer service objectives; and/or frequently fails to meet production or mission goals in a timely and quality manner. The employee's work with others consistently fails to show an understanding of the importance of fair treatment and equal opportunity. Employee frequently fails to meet other management obligations related to internal controls, merit systems obligations, performance management, and/or management of ethics, conduct and discipline issues.

## Understanding Performance Management

**An Employee's Duties** – Your supervisor should provide you with a copy of the position description for your job. Your position description is the official record of your main duties and responsibilities and is used in developing performance appraisal criteria. Take some time to read through your position description. Ask your supervisor about anything that is not clear to you. Your supervisor should review your position description with you at least once a year to ensure that it accurately reflects your main duties and responsibilities. Keep a copy of your position description and refer to it from time to time. You may want to make notes on your copy when your job changes, so that you can discuss the changes with your supervisor.

**Employee Performance Appraisal Plan (EPAP)** – The Employee Performance Appraisal Plan (EPAP) is the form used by the Department to evaluate the work performance of its employees under the 5-level appraisal system. When used effectively, the EPAP is a valuable communication tool for both employee development and organizational accomplishments.

Managers and supervisors are responsible for the following:

1. Complying with provisions of the U.S. Department of the Interior's Performance Appraisal Departmental Manual and Handbook (370 DM 430).
2. Establishing performance elements and performance standards that are linked to organizational goals and position descriptions.
3. Monitoring employee performance, communicating with employees about their performance and resolving performance problems.
4. Approving or reviewing ratings recommended by supervisors or rating officials.

The EPAP has several important goals:

1. Clarifying how the employee's performance requirements link to the strategic mission of their organization;
2. Increasing individual productivity by giving employees the information they need to do their jobs effectively;
3. Improving individual/organizational productivity by promoting communication between employees and supervisors about job-related matters, so that better and more efficient methods of operation can be developed; and,
4. Providing a process to recognize employees for good performance and their contributions to the organization.

**Appraisal Period** – The appraisal period begins October 1 and ends September 30 of each year, except where specific exceptions have been granted. The minimum period on which an appraisal may be based is 90 calendar days. During the appraisal period, your supervisor may periodically discuss your work with you and let you know how you are doing. In addition, before the end of the appraisal period, the supervisor will conduct one formal progress review with you. This progress review is another opportunity for you and your supervisor to discuss your progress, review your position description, identify any training needs or improvements, or to revise your critical performance elements and performance standards.

**Performance Elements and Performance Standards** – Your supervisor will explain your duties and responsibilities to you and discuss what is expected of you in order to achieve satisfactory performance. To further define your performance expectations, your supervisor will establish performance elements and performance standards for your job. Employee input into this process is required.

Performance elements tell you what work assignments and responsibilities need to be accomplished during the appraisal period. All employees must have one performance element that is linked to the strategic mission or Government Performance Results Act goals of the organization. Between one and five performance elements can be established for a position. These elements are all considered critical elements. They are of such importance to the position that unsatisfactory performance in one element alone would result in a determination that the employee's overall performance is unsatisfactory.

Performance standards tell employees how well performance elements must be done by defining achievable rating levels for: Exceptional, Superior, Fully Successful, Minimally Successful, and Unsatisfactory performance. These five rating levels focus on results and include credible measures such as quality, quantity, timeliness, cost effectiveness, etc.

Your overall performance is evaluated by your supervisor or rating official using these performance standards. A determination that an employee's overall performance is unsatisfactory could result in remedial action and unsatisfactory performance may be the basis for removal or reduction in grade. Minimally successful performance may result in the denial of a within-grade increase.

**The Rating Process** – At the end of the appraisal period, your supervisor will carefully review the performance elements and standards for your position. Based on your actual performance, one of five rating levels may be assigned. The rating will be presented to you during the formal performance discussion between you and your supervisor. The appraisal will be completed with your signature and a copy provided to you. This rating is documented on the EPAP form and is considered as your Rating of Record. Your rating of record is directly linked to your eligibility for certain types of pay increases and awards.

**Rewarding Performance** – Rewarding performance means recognizing good performance and providing incentives to employees for their work efforts and contributions to the organization. At the end of the appraisal period, your supervisor may consider you for an award based on your performance and rating of record as follows:

- Exceptional – Eligible for an individual cash award up to 5% of base pay; a Quality Step Increase; Time-Off Award; or other appropriate equivalent recognition.
- Superior – Eligible for an individual cash award up to 3% of base pay; Time-Off Award, non-monetary award, or other appropriate equivalent recognition.
- Fully Successful – Not eligible for any performance award, but may receive monetary, non-monetary, Time-off, or other appropriate incentive awards for specific accomplishments throughout the year.
- Minimally Successful and Unsatisfactory – Ineligible for any performance recognition.

## How to get the most out of your Employee Performance Appraisal Plan

### 1. Ask for Feedback throughout the appraisal period.

How do you know if you are learning how to do your job and meeting your performance expectations? Talk to your supervisor throughout the appraisal period. Your supervisor wants you to succeed and is available to provide guidance to help you learn how to effectively do your job. Communicating regularly with your supervisor gives you the opportunity to understand the job expectations. It also lets your supervisor know what type of assistance or resources you need to perform your work, and it is a good way to get feedback.

Feedback is information that helps you know how you are progressing in learning the duties and responsibilities of your job. Employees who seek feedback from their supervisors learn their jobs more quickly and with fewer wrong turns than employees who shy away from feedback. Employees who seek feedback spend less time redoing work and turn in work with fewer mistakes. As a result, they improve their work performance.

Getting and using feedback is one of the most important keys to learning your job. As you do your work, ask for feedback from your supervisor to see if you are on track. At first you may feel uncomfortable asking for feedback. But, remember that your supervisor wants you to succeed. As you master your job and get to know your supervisor, you will soon feel more comfortable asking for and receiving feedback.

### 2. Preparation

a. Before your supervisor prepares your appraisal:

1. Prepare a list of key work accomplishments and give it to your supervisor for consideration in preparing your rating.
2. If you have specific issues come prepared to discuss them. Give your supervisor a "heads up" so that they can also prepare to discuss the issues.
3. Write down any key points and questions you may have.

b. During your performance discussion:

1. Don't be shy about asking for clarification, especially about your supervisor's expectations.
2. Refer to your notes, so that you don't overlook any points that are important to you.
3. Tell your supervisor how you feel things are progressing and if you need any additional information or materials.
4. Let your supervisor know what your short/long-term career goals are.
5. Ask for feedback.

If you still have questions about the Employee Performance Appraisal Plan after carefully reviewing this handbook, please discuss your questions with your supervisor.

## Supervisor's Guide to Developing Individual Development Plans

The Individual Development Plan (IDP) is a valuable performance enhancement tool for any federal employee. The IDP can be of great assistance to those who want to enhance skills and strengths and learn more about matters of interest that are relevant to the performance of the agency. Bureaus/Offices are required to use an IDP for supervisory positions. Check with your Human Resources Office for the IDP or other appropriate form to be used by your Bureau/Office for documenting employee development needs.

The following is a brief outline of the definition, steps and goals of an IDP.

**Goals:** The employee and the rating official develop goals together. The IDP provides a connection between the employee's career interests and needs to the organizational mission and priorities. The most common goals of an IDP are to:

- Learn new skills to improve current job performance
- Maximize current performance in support of organizational requirements
- Increase interest, challenge, and satisfaction in current position
- Obtain knowledge, skills and abilities necessary for career growth

**Definition:** An IDP identifies a broad spectrum of developmental opportunities for the employee, including on-the-job training, distance learning, formal classroom training, details, shadow assignments and self-development. It addresses the needs of the organization and of the employee beginning with a focus on maximizing employee performance in the current job.

An IDP is a guide to help individuals reach career goals within the context of organizational objectives. It is a developmental action plan to move employees from their current place to where they want to go. It provides the systematic steps to improve and to build on strengths as individuals improve job performance and pursue career goals.

An IDP is a partnership between the employee and the rating official in personal development. Preparing an IDP involves open feedback, clarification and discussion about developmental needs, goals, and plans. Periodic communication between the rating official and the employee is the key to the currency and success of an IDP.

**An IDP is not a:**

- *Performance appraisal. It is not used to determine pay, awards or other personnel actions based on performance.*
- *Contract for training. Final approval of training opportunities is made based on factors such as timing and budget availability.*
- *Position description. It is not used for clarifying discrepancies in the duties as described.*
- *Guarantee for promotion or for reassignment to another position. While the developmental experiences identified in an IDP may have some training that might qualify the employee for another position or grade, there is no guarantee of advancement.*

**Responsibilities:** As in all aspects of the employee/supervisor relationship, direct and open communication is the key to the success of an IDP. The following responsibilities address the IDP process specifically.

The **employee** is responsible for:

- Assessing personal skills necessary for performing the current position
- Suggesting developmental experiences which would enhance the skills necessary for performing the current position and for the desired career goals
- Identifying personal career goals
- Understanding what skills are necessary for meeting the career goals
- Participating in open discussions with the rating official concerning the elements of the IDP

- Completing the developmental experiences in the IDP as approved by the rating official
- Alerting the rating official when the IDP needs review and updating

The **rating official** is responsible for:

- Providing constructive feedback to the employee about skills necessary for performing the current position
- Suggesting and reviewing employee suggestions for developmental experiences which would enhance the skills necessary for performing the current position
- Counseling the employee about career goals
- Identifying developmental experiences which would enhance the skills necessary for performing in the next type of position toward the employee's career goal
- Participating in open discussions with the employee concerning the elements of the IDP, in periodic updates and reviews of the IDP for currency
- Giving final approval to specific developmental experiences
- Monitoring the progress of the employee in completing the developmental experiences agreed upon in the IDP

**Individual Development Plan** (*Bureaus/Offices are require to use an IDP for supervisory positions. Check with your Human Resources Office for the IDP or other appropriate form to be used by your Bureau/Office for the IDP or other appropriate form to be used by your Bureau/Office for documenting employee developmental needs.*)

Individual Development Plan

Plan Performance Year \_\_\_\_\_

Employee's Name	Position Title/Grade	Office Phone	Office Fax	Email Address
Current Supervisor's Name	Supervisor's Title	Office Phone	Office Fax	Email Address
Goals for Successful Performance in Current Position	Short-term Career Goals (2-3 years)	Long-term Goals (3+ years)		
Developmental Objectives: What do you need to do this year to work towards your goals?	Developmental Activities (training, assignments, projects, details, etc.)	Proposed Dates	Estimated Costs	Date Completed
Notes:	Employee's Signature/Date			
	Supervisor's Signature/Date			

## Instructions for completing the Individual Development Plan

**Employee Development and Career Goals** – the employee and supervisor work together to complete the goals for successful performance in the employee’s current position and the employee’s short- and long-term career goals on the IDP.

**Developmental Objectives** – describe what the employee needs to do this year to work toward his/her goals. Objectives describe what the employee needs to learn or achieve in order to reach his/her goals.

**Determine a method of training and a training time frame** – determine what type of training or activity is needed to accomplish the employee’s developmental goals. It could be on-the-job training, a detail, or a formal training course or a combination of methods. Identify the proposed dates for the training or activity in the “Proposed Dates” column. Enter the actual or estimated cost of the activity in the “Estimated Costs” column. This column can be used in preparing your office’s annual budget. Once the training is completed, write the date in the “Date Completed” column.

### **Methods of Training:**

**On-the-job training** – this can include coaching by a skilled individual or details into positions that will give the employee the skills and knowledge needed.

**Details** – temporary assignments to another location and/or position to gain specific knowledge and/or experience.

**Courses** – formal training courses, e.g., from your agency, local universities, commercial vendors.

**Satellite Broadcasts/Computer/Web Based Learning** – a variety of topics available through your agency via satellite broadcasts, software packages, and on-line training.

**Discuss the Development Plan with your Employee** – discuss the IDP with the employee and make any necessary modifications. The supervisor and employee should sign and date the plan. This plan should be completed within 60 days from the beginning of the performance year.

**Review and Modifications** – the plan should be reviewed at each performance review and modified as situations or needs change.

**U.S. DEPARTMENT OF THE INTERIOR  
Supervisory Performance Appraisal Plan**

Employee Name: <b>Martin Pursley</b>		Title/Series/Grade: Human Resource Specialist (Supervisory) GS-201-15	
Duty Station: Washington DC	Appraisal Period: FY2017	From: October 1, 2016	To: September 30, 2017

**Part A-1: Notification of Standards:** *Signatures certify that Critical Elements/standards were discussed. (Part E)*

Employee:	Rating Official:	Reviewing Official (if applicable*):
Date:	Date:	Date:

**Part A-2: Employee Input into Development of Standards:** *Signatures certify employee involvement was solicited by supervisor.*

Employee:	Date:	Rating Official:	Date:
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**Part A-3: Employee Training:** *Signatures certify employee was provided training in Performance Management System.*

Employee:	Date:	Rating Official:	Date:
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**Part A-4: Individual Development Plan:** *Signatures certify that supervisor's Individual Development Plan was created (required)*

Employee:	Date:	Rating Official:	Date:
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**Part B: Progress Review:** *Signatures certify that performance was discussed.*

Employee:	Date:	Rating Official:	Date:
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**Part C: Summary Rating Determination:** Assign the numerical rating level that accurately reflects the employee's performance for each of the Critical Elements (Use only whole numbers: **Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.**) See reverse for complete instructions.

Element Number	Numerical Rating
1	(b) (6)
2	
3	
4	
5	

Total Numerical Rating

(b) (6)

**Part D: Summary Rating:** Use conversion chart to determine rating. Check appropriate box:

<b>Exceptional</b>	4.6 – 5.00 AND No Critical Element rated lower than “Superior”.	
<b>Superior</b>	3.6 – 4.59 AND No Critical Element rated lower than “Fully Successful”.	
<b>Fully Successful</b>	3.0 – 3.59 AND No Critical Element rated lower than “Fully Successful”.	
<b>Minimally Successful</b>	2.0 – 2.99 AND No Critical Element rated lower than “Minimally Successful”.	
<b>Unsatisfactory</b>	One or more Critical Elements rated “Unsatisfactory”.	
Employee:	Rating Official:	Reviewing Official: (if applicable):
Date:	Date:	Date:

Check here if Interim Rating: \_\_\_\_\_

Performance Award: QSI \_\_\_\_\_ Cash: \$ \_\_\_\_\_ or \_\_\_\_\_% of pay Time Off \_\_\_\_\_

## Instructions for Completing the Supervisory Employee Performance Appraisal Plan

**Establishing Critical Elements and Performance Standards:** Critical Elements (at least one, but not more than five) must be established for each employee at the start of each performance year. Through these elements, employees are held accountable for work assignments and responsibilities of their position. A Critical Element is an assignment or responsibility of such importance that Unsatisfactory performance in that element alone would result in a determination that the employee's overall performance is Unsatisfactory. Please see the Performance Appraisal Handbook for more detailed information.

Performance standards are expressions of the performance threshold(s), requirement(s), or expectation(s) that must be met for each element at a particular level of performance. They must be focused on results and include credible measures. You may use the attached Benchmark Performance Standards to describe general parameters of the standards, but must augment those benchmarks with specific, measurable criteria such as quality, quantity, timeliness and/or cost effectiveness, for the "Fully Successful" level for each element. Rating officials are strongly encouraged to develop specific performance standards at additional levels to ensure that the employee has a clear understanding of the levels of performance expected. *At least one, and preferably all, Critical Elements must show how the element is linked to strategic goals, such as Government Performance Results Act (GPRA) or mission-related goals of the organization. If possible, these goals should be aligned throughout the organization (i.e., show how the strategic goal cascades from the SES down to the lowest non-supervisory levels.) The employee should be able to clearly understand how the results they are held responsible for are linked to the strategic and/or mission goals of the organization.*

**Employee Involvement:** Employees must be involved in the development of their performance plans. Part A-2 of this form requires employee and supervisor signatures certifying that employee input into the development of the plan was solicited.

**Individual Development Plan:** The IDP provides the connection between the employee's career interests and needs and the organizational mission and priorities. **All supervisors are required to have an IDP that is updated annually.** Required training as well as individual training needs and development activities will be identified in the IDP PB 06-04, (dated 11-09-2005).

**Progress Reviews:** A progress review is required approximately mid-way through the rating period. Part B should be completed after the progress review. Any written feedback or recommended training can be noted on a separate sheet and attached to the employee performance appraisal plan.

**Assigning the Summary Rating:** A specific rating is required for each Critical Element to reflect the level of performance demonstrated by the employee throughout the rating period. Only one numerical rating level is assigned for each Critical Element. Before the rating official assigns a summary rating, he/she should consider all interim summary ratings received for the employee during the annual appraisal period. The summary rating is assigned as follows:

- A. Assess how the employee performed relative to the described performance standards.
  - B. Document the employee's performance with a narrative that describes the achievements for the Critical Elements as compared to the performance standards. A narrative must be written for each Critical Element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory, to provide examples of the employee's performance that substantiate and explain how the performance falls within the level assigned. There is a block provided for the narrative for each Critical Element.
  - C. In Part C of this form, assign one of the numerical rating levels that accurately reflects the employee's performance for each of the Critical Elements (use only whole numbers: Exceptional = 5 points, Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points).
  - D. Add up the numerical rating levels to get a total, and then divide the total by the number of Critical Elements
-

to get an average. Elements that are "not rated" because an employee has not had a chance to perform them during the rating year are not assigned any points and should not be used to determine the average rating.

- E. Assign a summary rating based on the table in Part D of this form. Employee and supervisor sign the form certifying that the rating was discussed. Reviewing Official's signature is required for Exceptional, Minimally Successful and Unsatisfactory ratings.

**Note:** Whenever an employee is rated "**Unsatisfactory**" on one or more critical elements, the overall rating **must** be "**Unsatisfactory**" (regardless of total points). The rating official should immediately contact the servicing Human Resources Office. Whenever an employee is rated "**Minimally Successful**" on one or more Critical Elements, the overall rating may not be higher than "**Minimally Successful**" (regardless of total points).

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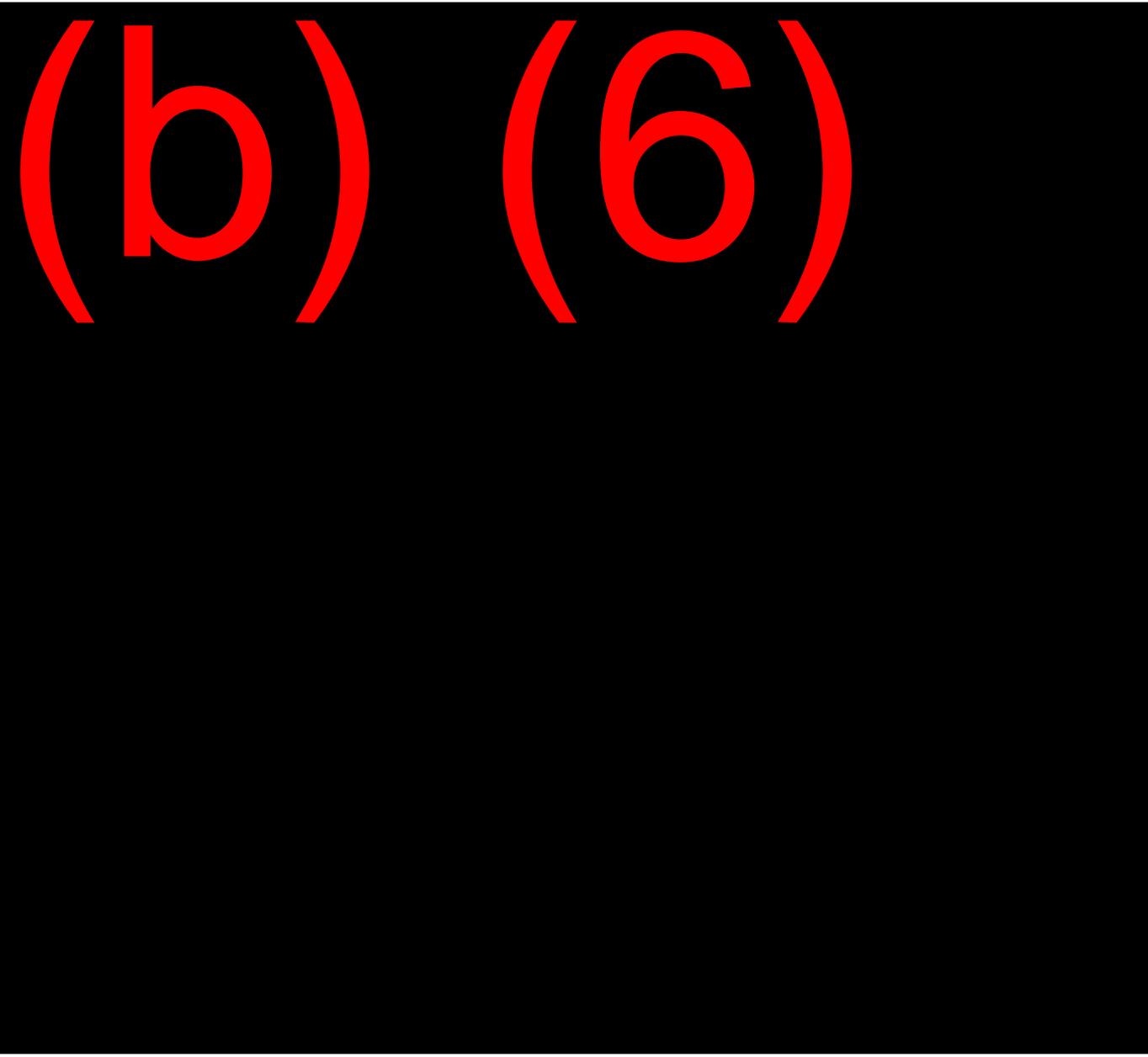
**Part E: Critical Elements and Performance Standards:** List each of the Supervisory employee's Critical Elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark Standards are used, indicate "Benchmark Standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical Element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.**

<p><b>Critical Element 1</b></p> <p><b>Mandatory Supervisory/Managerial Element</b></p>	<p><b>GPRA/Strategic Goal:</b></p> <p><b>Performance Measure:</b> Supervisory/Managerial duties are effectively carried out in order to support the Department's capacity to manage its programs in a results-oriented, customer-focused, and efficient manner.</p> <p><i>Performance of supervisory/managerial duties will be carried out in accordance with statutory/regulatory requirements and Bureau/Office policies governing the following areas:</i></p> <ul style="list-style-type: none"> <li>▪ Merit System Principles</li> <li>▪ Anti-harassment, anti-discrimination &amp; EEO obligations</li> <li>▪ Strengthening diversity &amp; inclusion</li> <li>▪ Effective management of ethics, conduct &amp; discipline issues</li> <li>▪ Strategic planning of workforce requirements and effective use of recruitment, retention and hiring tools</li> <li>▪ Reasonable accommodation obligations</li> <li>▪ Safety and occupational health obligations</li> <li>▪ Strengthening employee engagement and customer service</li> <li>▪ Effective performance management</li> <li>▪ IT security, data protection and records management obligations</li> <li>▪ Internal management policies and controls</li> </ul>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<p>In addition to the attached benchmark standards, the following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Assigns work that encourages skill building and increased competency in team members</li> <li>• Addresses problems with team, resulting in better communication and understanding</li> <li>• Provides support, coaching, training and mentoring both to team and non-team members</li> </ul>
<p><b>Superior</b></p>	<p>See attached Benchmark Standards.</p>
<p><b>Fully Successful</b></p>	<p>In addition to the attached benchmark standards, the following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Establishes internal management controls and quality assurance processes</li> <li>• Establishes performance plans and timely evaluations for those supervised</li> <li>• Provides leadership, coaching and mentoring to team members</li> <li>• Actively seeks to build and enhance work relationships</li> <li>• Demonstrates an understanding of the relationship between individual, office and Departmental goals</li> </ul>

<b>Minimally Successful</b>	See attached Benchmark Standards.
<b>Unsatisfactory</b>	See attached Benchmark Standards.

**Narrative Summary**

Describe the employee's performance for each Critical Element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.



**Part E: Critical Elements and Performance Standards:** *List each of the Supervisory employee's Critical Elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark Standards are used, indicate "Benchmark Standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical Element supports. At a minimum, measurable criteria must be identified at the Fully Successful level.*

<p><b>Critical Element 2:</b></p>	<p><b>GPRA/Strategic Goal: PMA</b> – Enabling agencies to hire the best talent from all segments of society; <b>DOI</b> – Building a 21<sup>st</sup> Century Workforce; <b>OHR</b> – Promote innovative tools and practices, build partnerships and establish policies that will build DOI's capacity to recruit and employ a highly qualified, diverse workforce</p> <p><b>Performance Measure:</b> Build customer service and business partnership capacity</p>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<p>See attached Benchmark Standards. In addition to attached Benchmark standards, the following measurable criteria apply.</p> <ul style="list-style-type: none"> <li>• Recognized as an HR thought leader and problem solver</li> <li>• Is sought out as a consultant, presenter or speaker by internal and external entities</li> <li>• Provides leadership and innovative solutions to strategic HR problems, enabling the HR community and other stakeholders to better accomplish their goals</li> <li>• Seeks out opportunities to benchmark products and services in an effort to improve overall office performance</li> <li>• Reviews and updates 80% of existing HR Staffing, Compensation, Classification Policies</li> </ul>
<p><b>Superior</b></p>	<p>See attached Benchmark Standards.</p>
<p><b>Fully Successful</b></p>	<p>In addition to attached Benchmark standards, the following measurable criteria apply.</p> <ul style="list-style-type: none"> <li>• Demonstrates customer service by anticipating, understanding, and addressing stakeholder needs</li> <li>• Establishes internal standard operating procedures and meets deadlines for required reports, data calls and other actions</li> <li>• Provides the most accurate, data supported, and complete information available</li> <li>• Solution oriented, focuses on possible resolution to problems and issues</li> <li>• Is flexible and adaptable in responding to client and other stakeholder needs</li> <li>• Is accessible, knowledgeable, and responsive to inquiries within 48 hours with at least an acknowledgement of receipt</li> <li>• Coordinates, develops, and communicates policies necessary to ensure effective processes and compliance of staffing, compensation, and classification regulations</li> <li>• Provides expedited service to senior management officials</li> </ul>

<b>Minimally Successful</b>	See attached Benchmark Standards.
<b>Unsatisfactory</b>	See attached Benchmark Standards.

**Narrative Summary**

Describe the employee's performance for each Critical Element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

(b) (6)

**Part E: Critical Elements and Performance Standards:** List each of the Supervisory employee's Critical Elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark Standards are used, indicate "Benchmark Standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical Element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.**

<b>Critical Element 3:</b>	<p><b>GPRA/Strategic Goal: PMA</b> – Enabling agencies to hire the best talent from all segments of society; <b>DOI</b> – Building a 21<sup>st</sup> Century Workforce; <b>OHR</b> – Promote innovative tools and practices, build partnerships and establish policies that will build DOI's capacity to recruit and employ a highly qualified, diverse workforce</p> <p><b>Performance Measure:</b> Implements the Institutionalization of Hiring Excellence</p>
<b>Performance Standards</b>	
<b>Exceptional</b>	<p>Accomplishes the following, in addition to attached Benchmark Standards:</p> <ul style="list-style-type: none"> <li>• Leads the development of products and activities that strengthen collaboration and engagement of HR and Hiring Officials in recruitment process</li> <li>• Meets 90% of goals established on DOI Hiring Excellence Priority Mapping Tool and OHR (Talent Programs) Strategic Goals for FY17</li> </ul>
<b>Superior</b>	See attached Benchmark Standards.
<b>Fully Successful</b>	<p>In addition to attached Benchmark Standards, the following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Leads the improvement of DOI's employer branding posture within social media, targeted institutions and diversity focused organizations</li> <li>• Builds HR and hiring manager acumen of hiring flexibilities through quarterly training / discussion sessions with HR leadership / hiring officials</li> <li>• Meets 70% of goals established on DOI Hiring Excellence Priority Mapping Tool and OHR (Talent Programs) Strategic Goals for FY17</li> </ul>
<b>Minimally Successful</b>	See attached Benchmark Standards.
<b>Unsatisfactory</b>	See attached Benchmark Standards.

**Narrative Summary**

Describe the employee's performance for each Critical Element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

(b) (6)

(b) (6)

**Part E: Critical Elements and Performance Standards:** List each of the Supervisory employee's Critical Elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark Standards are used, indicate "Benchmark Standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical Element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.**

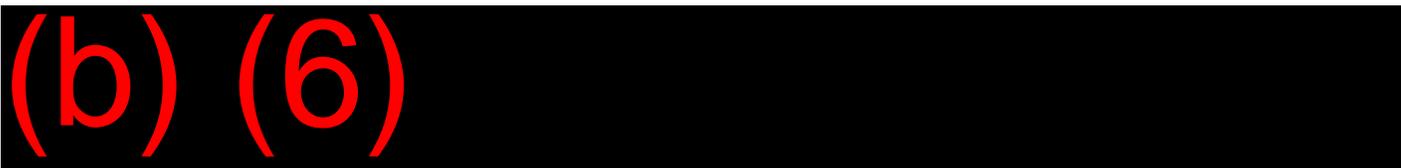
<b>Critical Element 4:</b>	<p><b>GPRA/Strategic Goal:</b> PMA – Enabling agencies to hire the best talent from all segments of society; DOI – Building a 21<sup>st</sup> Century Workforce; OHR – Promote innovative tools and practices, build partnerships and establish policies that will build DOI's capacity to recruit and employ a highly qualified, diverse workforce</p> <p><b>Performance Measure:</b> Strengthen relationship and collaboration with key stakeholder offices/groups with the Department</p>
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**Performance Standards**

<b>Exceptional</b>	<p>Accomplishes the following, in addition to attached Benchmark Standards.</p> <ul style="list-style-type: none"> <li>• Leads strategic communication activities resulting in strengthened external relationships with key stakeholder groups related to recruitment, hiring and retention activities</li> <li>• Establishes collaborative relationship with DOI ERGs</li> <li>• Builds a strong relationship with OCR and OSOED that leverages resources, skills and communities towards common goals</li> </ul>
<b>Superior</b>	See attached Benchmark Standards.
<b>Fully Successful</b>	<p>In addition to attached Benchmark Standards, the following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Work with OPM and bureaus to engage DOI in PMF STEM recruitment</li> <li>• Connect DOI bureaus to the three (3) talent network resources</li> <li>• Develop marketing material targeting next generation candidates for DOI positions</li> </ul>
<b>Minimally Successful</b>	See attached Benchmark Standards.
<b>Unsatisfactory</b>	See attached Benchmark Standards.

**Narrative Summary**

Describe the employee's performance for each Critical Element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.



(b) (6)

**Part E: Critical Elements and Performance Standards:** *List each of the Supervisory employee's Critical Elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark Standards are used, indicate "Benchmark Standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical Element supports. At a minimum, measurable criteria must be identified at the Fully Successful level.*

<b>Critical Element 5:</b>	<p><b>GPRA/Strategic Goal:</b> PMA – Enabling agencies to hire the best talent from all segments of society; DOI – Building a 21<sup>st</sup> Century Workforce; OHR – Promote innovative tools and practices, build partnerships and establish policies that will build DOI's capacity to recruit and employ a highly qualified, diverse workforce</p> <p><b>Performance Measure:</b> Improve utilization of data and analysis in programmatic areas related to talent management</p>
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**Performance Standards**

<b>Exceptional</b>	<p>Accomplishes the following in addition to the attached Benchmark Standards.</p> <ul style="list-style-type: none"> <li>• Leads collaborative effort with OPM to provide new information/data points for decision-makers</li> <li>• Builds internal understanding of "how to" use data to drive recruitment, hiring, retention results</li> <li>• Develops a Hiring Excellence Dashboard that integrates data collection to inform diverse reporting and decision-making needs across Departmental programs - related to talent management</li> </ul>
<b>Superior</b>	See attached Benchmark Standards.
<b>Fully Successful</b>	<p>In addition to attached Benchmark Standards, the following measurable criteria apply:</p> <ul style="list-style-type: none"> <li>• Supports Agency data interpretation needs through collaborating with HRIS</li> <li>• Works with OCR and bureaus to ensure data consistency on required reports</li> </ul>
<b>Minimally Successful</b>	See attached Benchmark Standards.
<b>Unsatisfactory</b>	See attached Benchmark Standards.

**Narrative Summary**

Describe the employee's performance for each Critical Element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

(b) (6)

(b) (6)

**Privacy Act Notice:** Chapter 43 of Title 5, U.S.C., authorizes collection of this information. The primary use of this information is by management and your servicing human resources office to issue and record your performance rating. Additional disclosures of this information may be: To MSPB, Office of Special Counsel, EEOC, the FLRA, or an arbitrator in connection with administrative proceedings; to the Department of Justice or other Federal agency, courts, or party to litigation when the Government is a party to or has an interest in the judicial or administrative proceeding; to a congressional office in response to an inquiry made on behalf of an individual; to the appropriate Federal, State, or local government agency investigating potential violations of civil or criminal law or regulation; and to Federal State, local and professional licensing boards in determining qualifications of individuals seeking to be licensed.

If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

**Refusal to sign:** In cases where the employee refuses to sign the EPAP, the supervisor has the authority to implement the performance standards and rating without employee agreement. Supervisor's should identify in the employee's signature block that the "Employee Refused to Sign."

Benchmark **Supervisory Employee** Performance Standards

**Exceptional:**

**Supervisory:** The employee demonstrates excellent leadership skills and with only rare exceptions develops effective working relationships with others; immediately handles difficult situations with subordinates with professionalism and effectiveness, and demonstrates foresight in correcting situations that may cause future problems before they arise; encourages independence and risk-taking among subordinates, yet takes responsibility for their actions; is open to and solicits the views of others, and promotes cooperation among peers and subordinates, while guiding, motivating and stimulating positive responses.

The employee demonstrates a strong commitment to fair treatment, equal opportunity and the affirmative action objectives of the organization, and has a significant positive impact on achievement of goals in this area. In addition, the employee demonstrates innovation and specific positive achievements in meeting other management obligations such as the Merit System Principles, anti-harassment, anti-discrimination and EEO obligations, strengthening diversity and inclusion, effective management of ethics, conduct and discipline issues, strategic planning of workforce requirements and effective use of recruitment, retention and hiring tools, reasonable accommodation obligations, safety and occupational health obligations, strengthening employee engagement and customer service, effective performance management, IT security, data protection and records management obligations, and internal management policies and controls. The employee systematically monitors quality, delivery, and customer satisfaction levels and makes adjustments accordingly; and works with staff to proactively implement solutions to prevent problems and avoid gaps in customer expectations.

**Effective Performance Management:** The employee uses staff preferences and performance information to identify both immediate and long-term developmental needs, helps staff to identify their own developmental needs and provides challenging assignments to address those needs; promotes cooperation among peers and subordinates, while guiding, motivating and stimulating positive responses to accomplishments; and provides continuing constructive performance feedback, working with employees to identify ways to improve their strengths.

**Superior:**

**Supervisory:** The employee demonstrates good leadership skills and establishes sound working relationships; almost always handles difficult situations with subordinates with professionalism and effectiveness; shows good judgment in dealing with others and considering their views; has a strong sense of mission and seeks out responsibility; demonstrates a commitment to fair treatment, equal opportunity and the affirmative action objectives of the organization, and has a positive impact on achievement of goals in this area. In addition, the employee promotes a safe working environment and solutions to problems encountered in meeting other management obligations such as the Merit System Principles, anti-harassment, anti-discrimination and EEO obligations, strengthening diversity and inclusion, effective management of ethics, conduct and discipline issues, strategic planning of workforce requirements and effective use of recruitment, retention and hiring tools, reasonable accommodation obligations, safety and occupational health obligations, strengthening employee engagement and customer service, effective performance management, IT security, data protection and records management obligations, and internal management policies and controls. Employee anticipates customer needs and resolves or avoids potential problems, resulting in high customer satisfaction. Employee tailors methods of reward and recognition to the individual to the extent possible, resulting in increased motivation in staff; and solicits employee input and takes initiative to seek out and arrange for a variety of developmental opportunities beyond standard training.

**Effective Performance Management:** Using effective planning works with employees to exceed expectations in critical areas and shows sustained support of organizational goals; establishes sound working relationships with subordinates and shows good judgment in dealing with them, considering their views; works with employees to develop plans and timeframes to improve performance.

**Fully Successful:**

**Supervisory:** The employee is a capable leader who works successfully with others and listens to suggestions. The employee generally handles difficult situations with subordinates with professionalism and effectiveness. The employee also works well as a team member, supporting the group's efforts and showing an ability to handle a variety of interpersonal situations. The employee's work with others shows an understanding of the importance of fair treatment and equal opportunity and meets other management obligations such as the Merit System Principles, anti-harassment, anti-discrimination and EEO obligations, strengthening diversity and inclusion, effective management of ethics, conduct and discipline issues, strategic planning of workforce requirements and effective use of recruitment, retention and hiring tools, reasonable accommodation obligations, safety and occupational health obligations, strengthening employee engagement and customer service, effective performance management, IT security, data protection and records management obligations, and internal management policies and controls. The employee maintains contact with customers (internal and/or external), and is effective in understanding their needs and using feedback to address customer requirements. The employee provides timely, flexible, and responsive products and/or services to customers, resulting in value to the mission. Solicits employee input to improve work products and/or services and to develop employee skills. Recognizes and rewards employee contributions in a fair and consistent manner.

**Effective Performance Management:** The employee identifies and ensures alignment of unit goals with agency goals, seeks input of employees in the development of performance criteria, effectively translates and communicates project or work unit goals into concrete work assignments for staff; provides feedback and conducts reviews according to DOI established timeframes; ensures performance distinctions are made among individuals and awards are reflective of employee contributions toward organizational performance; and addresses poor performance in a fair and timely manner.

**Minimally Successful:**

**Supervisory:** The Department of the Interior has not developed a benchmark standard for Minimally Successful standard for this performance cycle; however, managers and supervisors must develop a Minimally Successful standard when plans are established for the year and/or if it is determined that an employee has not achieved Fully Successful performance. This may include a specific standard in the EPAP itself or a narrative Letter of Expectations attached and made part of the performance standard which must indicate the following information: 1) the employee is on notice that his/her performance is less than Fully Successful; 2) that the employee's performance is Minimally Successful and what constitutes the Minimally Successful performance (written in a forward, not backward manner), such as "your performance is Minimally Successful which means that you have completed certain work products 50% of the time;" 3) that the employee must continue at this level in order to avoid falling to the Unsatisfactory level; and 4) that the expectation is that the employee will get back to the Fully Successful level of performance. Please contact your servicing Human Resource Office for assistance.

**Unsatisfactory:**

**Supervisory:** The employee's supervisory performance is unsatisfactory. The employee usually fails to motivate subordinates and promote team spirit; often provides unclear assignments and performance requirements or insufficient instructions to subordinates; frequently fails to provide sufficient explanation of organizational goals to subordinates; generally fails to satisfy customer needs and/or meet customer service objectives; and/or frequently fails to meet production or mission goals in a timely and quality manner. The employee's work with others consistently fails to show an understanding of the importance of fair treatment and equal opportunity. Employee frequently fails to meet other management obligations such as the Merit System Principles, anti-harassment, anti-discrimination and EEO obligations, strengthening diversity and inclusion, effective management of ethics, conduct and discipline issues, strategic planning of workforce requirements and effective use of recruitment, retention and hiring tools, reasonable accommodation obligations, safety and occupational health obligations, strengthening employee engagement and customer service, effective performance management, IT security, data protection and records management obligations, and internal management policies and controls.

## Understanding Performance Management

**An Employee's Duties** – Your supervisor should provide you with a copy of the position description for your job. Your position description is the official record of your main duties and responsibilities and is used in developing performance appraisal criteria. Take some time to read through your position description. Ask your supervisor about anything that is not clear to you. Your supervisor should review your position description with you at least once a year to ensure that it accurately reflects your main duties and responsibilities. Keep a copy of your position description and refer to it from time to time. You may want to make notes on your copy when your job changes, so that you can discuss the changes with your supervisor.

**Employee Performance Appraisal Plan (EPAP)** – The Employee Performance Appraisal Plan (EPAP) is the form used by the Department to evaluate the work performance of its employees under the 5-level appraisal system. When used effectively, the EPAP is a valuable communication tool for both employee development and organizational accomplishments.

Managers and supervisors are responsible for the following:

1. Complying with provisions of the U.S. Department of the Interior's Performance Appraisal Departmental Manual and Handbook (370 DM 430).
2. Establishing performance elements and performance standards that are linked to organizational goals and position descriptions.
3. Monitoring employee performance, communicating with employees about their performance and resolving performance problems.
4. Approving or reviewing ratings recommended by supervisors or rating officials.

The EPAP has several important goals:

1. Clarifying how the employee's performance requirements link to the strategic mission of their organization;
2. Increasing individual productivity by giving employees the information they need to do their jobs effectively;
3. Improving individual/organizational productivity by promoting communication between employees and supervisors about job-related matters, so that better and more efficient methods of operation can be developed; and,
4. Providing a process to recognize employees for good performance and their contributions to the organization.

**Appraisal Period** – The appraisal period begins October 1 and ends September 30 of each year, except where specific exceptions have been granted. The minimum period on which an appraisal may be based is 90 calendar days. During the appraisal period, your supervisor may periodically discuss your work with you and let you know how you are doing. In addition, before the end of the appraisal period, the supervisor will conduct one formal progress review with you. This progress review is another opportunity for you and your supervisor to discuss your progress, review your position description, identify any training needs or improvements, or to revise your critical performance elements and performance standards.

**Performance Elements and Performance Standards** – Your supervisor will explain your duties and responsibilities to you and discuss what is expected of you in order to achieve satisfactory performance. To further define your performance expectations, your supervisor will establish performance elements and performance standards for your job. Employee input into this process is required.

Performance elements tell you what work assignments and responsibilities need to be accomplished during the appraisal period. All employees must have one performance element that is linked to the strategic mission or Government Performance Results Act goals of the organization. Between one and five performance elements can be established for a position. These elements are all considered Critical Elements. They are of such importance to the position that unsatisfactory performance in one element alone would result in a determination that the employee's overall performance is unsatisfactory.

Performance standards tell employees how well performance elements must be done by defining achievable rating levels for: Exceptional, Superior, Fully Successful, Minimally Successful, and Unsatisfactory performance. These five rating levels focus on results and include credible measures such as quality, quantity, timeliness, cost effectiveness, etc.

Your overall performance is evaluated by your supervisor or rating official using these performance standards. A determination that an employee's overall performance is unsatisfactory could result in remedial action and unsatisfactory performance may be the basis for removal or reduction in grade. Minimally Successful performance may result in the denial of a within-grade increase.

**The Rating Process** – At the end of the appraisal period, your supervisor will carefully review the performance elements and standards for your position. Based on your actual performance, one of five rating levels may be assigned. The rating will be presented to you during the formal performance discussion between you and your supervisor. The appraisal will be completed with your signature and a copy provided to you. This rating is documented on the EPAP form and is considered as your Rating of Record. Your rating of record is directly linked to your eligibility for certain types of pay increases and awards.

**Rewarding Performance** – Rewarding performance means recognizing good performance and providing incentives to employees for their work efforts and contributions to the organization. At the end of the appraisal period, your supervisor may consider you for an award based on your performance and rating of record as follows:

- Exceptional – Eligible for an individual cash award up to 5% of base pay; a Quality Step Increase; Time-Off Award; or other appropriate equivalent recognition.
- Superior – Eligible for an individual cash award up to 3% of base pay; Time-Off Award, non-monetary award, or other appropriate equivalent recognition.
- Fully Successful – Not eligible for any performance award, but may receive monetary, non-monetary, Time-Off, or other appropriate incentive awards for specific accomplishments throughout the year.
- Minimally Successful and Unsatisfactory – Ineligible for any performance recognition.

## **How to get the most out of your Employee Performance Appraisal Plan**

### **1. Ask for Feedback throughout the appraisal period.**

How do you know if you are learning how to do your job and meeting your performance expectations? Talk to your supervisor throughout the appraisal period. Your supervisor wants you to succeed and is available to provide guidance to help you learn how to effectively do your job. Communicating regularly with your supervisor gives you the opportunity to understand the job expectations. It also lets your supervisor know what type of assistance or resources you need to perform your work, and it is a good way to get feedback.

Feedback is information that helps you know how you are progressing in learning the duties and responsibilities of your job. Employees who seek feedback from their supervisors learn their jobs more quickly and with fewer wrong turns than employees who shy away from feedback. Employees who seek feedback spend less time redoing work and turn in work with fewer mistakes. As a result, they improve their work performance.

Getting and using feedback is one of the most important keys to learning your job. As you do your work, ask for feedback from your supervisor to see if you are on track. At first you may feel uncomfortable asking for feedback. But, remember that your supervisor wants you to succeed. As you master your job and get to know your supervisor, you will soon feel more comfortable asking for and receiving feedback.

### **2. Preparation**

#### **a. Before your supervisor prepares your appraisal:**

1. Prepare a list of key work accomplishments and give it to your supervisor for consideration in preparing your rating.
2. If you have specific issues come prepared to discuss them. Give your supervisor a "heads up" so that they can also prepare to discuss the issues.
3. Write down any key points and questions you may have.

#### **b. During your performance discussion:**

1. Don't be shy about asking for clarification, especially about your supervisor's expectations.
2. Refer to your notes, so that you don't overlook any points that are important to you.
3. Tell your supervisor how you feel things are progressing and if you need any additional information or materials.
4. Let your supervisor know what your short/long-term career goals are.
5. Ask for feedback.

If you still have questions about the Employee Performance Appraisal Plan after carefully reviewing this handbook, please discuss your questions with your supervisor.

## Supervisor's Guide to Developing Individual Development Plans

The Individual Development Plan (IDP) is a valuable performance enhancement tool for any federal employee. The IDP can be of great assistance to those who want to enhance skills and strengths and learn more about matters of interest that are relevant to the performance of the agency. Bureaus/Offices are required to use an IDP for supervisory positions. Check with your Human Resources Office for the IDP or other appropriate form to be used by your Bureau/Office for documenting employee development needs.

The following is a brief outline of the definition, steps and goals of an IDP.

**Goals:** The employee and the rating official develop goals together. The IDP provides a connection between the employee's career interests and needs to the organizational mission and priorities. The most common goals of an IDP are to:

- Learn new skills to improve current job performance
- Maximize current performance in support of organizational requirements
- Increase interest, challenge, and satisfaction in current position
- Obtain knowledge, skills and abilities necessary for career growth

**Definition:** An IDP identifies a broad spectrum of developmental opportunities for the employee, including on-the-job training, distance learning, formal classroom training, details, shadow assignments and self-development. It addresses the needs of the organization and of the employee beginning with a focus on maximizing employee performance in the current job.

An IDP is a guide to help individuals reach career goals within the context of organizational objectives. It is a developmental action plan to move employees from their current place to where they want to go. It provides the systematic steps to improve and to build on strengths as individuals improve job performance and pursue career goals.

An IDP is a partnership between the employee and the rating official in personal development. Preparing an IDP involves open feedback, clarification and discussion about developmental needs, goals, and plans. Periodic communication between the rating official and the employee is the key to the currency and success of an IDP.

### **An IDP is not a:**

- *Performance appraisal. It is not used to determine pay, awards or other personnel actions based on performance.*
- *Contract for training. Final approval of training opportunities is made based on factors such as timing and budget availability.*
- *Position description. It is not used for clarifying discrepancies in the duties as described.*
- *Guarantee for promotion or for reassignment to another position. While the developmental experiences identified in an IDP may have some training that might qualify the employee for another position or grade, there is no guarantee of advancement.*

**Responsibilities:** As in all aspects of the employee/supervisor relationship, direct and open communication is the key to the success of an IDP. The following responsibilities address the IDP process specifically.

The **employee** is responsible for:

- Assessing personal skills necessary for performing the current position
- Suggesting developmental experiences which would enhance the skills necessary for performing the current position and for the desired career goals
- Identifying personal career goals
- Understanding what skills are necessary for meeting the career goals
- Participating in open discussions with the rating official concerning the elements of the IDP
- Completing the developmental experiences in the IDP as approved by the rating official
- Alerting the rating official when the IDP needs review and updating

The **rating official** is responsible for:

- Providing constructive feedback to the employee about skills necessary for performing the current position
- Suggesting and reviewing employee suggestions for developmental experiences which would enhance the skills necessary for performing the current position
- Counseling the employee about career goals
- Identifying developmental experiences which would enhance the skills necessary for performing in the next type of position toward the employee's career goal
- Participating in open discussions with the employee concerning the elements of the IDP, in periodic updates and reviews of the IDP for currency
- Giving final approval to specific developmental experiences
- Monitoring the progress of the employee in completing the developmental experiences agreed upon in the IDP

**Individual Development Plan** (*Bureaus/Offices are required to use an IDP for supervisory positions. Check with your Human Resources Office for the IDP or other appropriate form to be used by your Bureau/Office for documenting employee developmental needs.*)

Employee's Name <b>Martin Pursley</b>	Position Title/Grade Director, Strategic Talent Programs	Office Phone 202-219-0727	Office Fax	Email Address Martin_pursley@ios.doi.gov
Current Supervisor's Name <b>Raymond Limon</b>	Supervisor's Title Director, OHR	Office Phone 202-208-5310	Office Fax	Email Address Raymond_limon@ios.doi.gov
Goals for Successful Performance in Current Position	Short-term Career Goals (2-3 years)	Long-term Goals (3+ years)		

(b) (6)

Developmental Objectives: What do you need to do this year to work towards your goals?	Developmental Activities (training, assignments, projects, details, etc.)	Proposed Dates	Estimated Costs	Date Completed
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(b) (6)

Notes:  <span style="font-size: 48pt; color: red;">(b) (6)</span>	Employee's Signature/Date
	Supervisor's Signature/Date

## Instructions for Completing the Individual Development Plan

**Employee Development and Career Goals** – the employee and supervisor work together to complete the goals for successful performance in the employee's current position and the employee's short- and long-term career goals on the IDP.

**Developmental Objectives** – describe what the employee needs to do this year to work toward his/her goals. Objectives describe what the employee needs to learn or achieve in order to reach his/her goals.

**Determine a method of training and a training time frame** – determine what type of training or activity is needed to accomplish the employee's developmental goals. It could be on-the-job training, a detail, or a formal training course or a combination of methods. Identify the proposed dates for the training or activity in the "Proposed Dates" column. Enter the actual or estimated cost of the activity in the "Estimated Costs" column. This column can be used in preparing your office's annual budget. Once the training is completed, write the date in the "Date Completed" column.

### **Methods of Training:**

**On-the-job training** – this can include coaching by a skilled individual or details into positions that will give the employee the skills and knowledge needed.

**Details** – temporary assignments to another location and/or position to gain specific knowledge and/or experience.

**Courses** – formal training courses, e.g., from your agency, local universities, commercial vendors.

**Satellite Broadcasts/Computer/Web Based Learning** – a variety of topics available through your agency via satellite broadcasts, software packages, and on-line training.

**Discuss the Development Plan with your Employee** – discuss the IDP with the employee and make any necessary modifications. The supervisor and employee should sign and date the plan. This plan should be completed within 60 days from the beginning of the performance year.

**Review and Modifications** – the plan should be reviewed at each performance review and modified as situations or needs change.

**U.S. DEPARTMENT OF THE INTERIOR  
Supervisory Performance Appraisal Plan**

Employee Name: Jonathan Mack		Title/Series/Grade: Supervisory Human Resources Specialist, GS-0201-15	
Duty Station: Washington DC	Appraisal Period:	From: 10-01-16	To: 09-30-17

**Part A-1: Notification of Standards:** *Signatures certify that Critical elements/standards were discussed. (Part E)*

Employee: Jonathan Mack	Rating Official: Ray Limon	Reviewing Official (if applicable*):
Date:	Date:	Date:

**Part A-2: Employee Input into Development of Standards:** *Signatures certify employee involvement was solicited by supervisor.*

Employee: Jonathan Mack	Date: 01-14-16:	Rating Official:	Date:
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**Part A-3: Employee Training:** *Signatures certify employee was provided training in Performance Management System.*

Employee:	Date:	Rating Official:	Date:
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**Part A-4: Individual Development Plan:** *Signatures certify that supervisor's Individual development plan was created (required)*

Employee:	Date:	Rating Official:	Date:
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**Part B: Progress Review:** *Signatures certify that performance was discussed.*

Employee:	Date:	Rating Official:	Date:
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**Part C: Summary Rating Determination:** Assign the numerical rating level that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers: **Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.**) See reverse for complete instructions.

Element Number	Numerical Rating
1	<b>(b) (6)</b>
2	
3	
4	
5	

Total Numerical Rating **(b) (6)**

**Part D: Summary Rating:** Use conversion chart to determine rating. Check appropriate box:

<b>(b) (6)</b> Exceptional	4.6 – 5.00 AND No Critical element rated lower than "Superior".
Superior	3.6 – 4.59 AND No Critical element rated lower than "Fully Successful".
Fully Successful	3.0 – 3.59 AND No Critical element rated lower than "Fully Successful".
Minimally Successful	2.0 – 2.99 AND No Critical element rated lower than "Minimally Successful".
Unsatisfactory	One or more Critical elements rated "Unsatisfactory".

Employee:	Rating Official:	Reviewing Official: (if applicable):
Date:	Date:	Date:

Check here if Interim Rating: \_\_\_\_\_  
Performance Award: QSI \_\_\_\_\_ Cash: \$ \_\_\_\_\_ or \_\_\_\_\_% of pay Time Off \_\_\_\_\_

## Instructions for Completing the Supervisory Employee Performance Appraisal Plan

**Establishing Critical Elements and Performance Standards:** Critical elements (at least one, but not more than five) must be established for each employee at the start of each performance year. Through these elements, employees are held accountable for work assignments and responsibilities of their position. A Critical element is an assignment or responsibility of such importance that Unsatisfactory performance in that element alone would result in a determination that the employee's overall performance is Unsatisfactory. Please see the Performance Appraisal Handbook for more detailed information.

Performance standards are expressions of the performance threshold(s), requirement(s), or expectation(s) that must be met for each element at a particular level of performance. They must be focused on results and include credible measures. You may use the attached Benchmark Performance standards to describe general parameters of the standards, but must augment those benchmarks with specific, measurable criteria such as quality, quantity, timeliness and/or cost effectiveness, for the "Fully Successful" level for each element. Rating officials are strongly encouraged to develop specific performance standards at additional levels to ensure that the employee has a clear understanding of the levels of performance expected. *At least one, and preferably all, Critical elements must show how the element is linked to strategic goals, such as Government Performance Results Act (GPRA) or mission related goals of the organization. If possible, these goals should be aligned throughout the organization (i.e., show how the strategic goal cascades from the SES down to the lowest non-supervisory levels.) The employee should be able to clearly understand how the results they are held responsible for are linked to the strategic and/or mission goals of the organization.*

**Employee Involvement:** Employees must be involved in the development of their performance plans. Part A-2 of this form requires employee and supervisor signatures certifying that employee input into the development of the plan was solicited.

**Individual Development Plan:** The IDP provides the connection between the employee's career interests and needs to the organizational mission and priorities. **All supervisors are required to have an IDP that is updated annually.** Required training as well as individual training needs and development activities will be identified in the IDP PB 06-04, dated 11-09-2005).

**Progress Reviews:** A progress review is required approximately mid-way through the rating period. Part B should be completed after the progress review. Any written feedback or recommended training can be noted on a separate sheet and attached to the employee performance appraisal plan.

**Assigning the Summary Rating:** A specific rating is required for each Critical element to reflect the level of performance demonstrated by the employee throughout the rating period. Only one numerical rating level is assigned for each Critical element. Before the rating official assigns a summary rating, he/she should consider all interim summary ratings received for the employee during the annual appraisal period. The summary rating is assigned as follows:

- A. Assess how the employee performed relative to the described performance standards.
- B. Document the employee's performance with a narrative that describes the achievements for the Critical elements as compared to the performance standards. A narrative must be written for each Critical element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory, to provide examples of the employee's performance that substantiate and explain how the performance falls within the level assigned. There is a block provided for the narrative for each Critical element.
- C. In Part C of this form, assign one of the numerical rating levels that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers: Exceptional = 5 points, Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points).
- D. Add up the numerical rating levels to get a total, and then divide the total by the number of Critical elements to get an average. (Elements that are "not rated" because an employee has not had a chance to perform them during the rating year are not assigned any points and should not be used to determine the average rating.)
- E. Assign a summary rating based on the table in Part D of this form. Employee and supervisor sign the form Certifying that the rating was discussed. Reviewing Official's signature is required for Exceptional, Minimally Successful and Unsatisfactory ratings.

**Note:** Whenever an employee is rated "**Unsatisfactory**" on one or more critical elements, the overall rating **must** be "**Unsatisfactory**" (regardless of total points). The rating official should immediately contact the servicing Human Resources Office. Whenever an employee is rated "**Minimally Successful**" on one or more Critical elements, the overall rating may not be higher than "**Minimally Successful**" (regardless of total points).

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**Part E: Critical Elements and Performance Standards:** List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.**

<p><b>Critical Element 1</b></p>	<p><b>GPRA/Strategic Goal: Building a 21<sup>st</sup> Century Workforce, Enabling agencies to hire the best talent from all segments of society.</b></p> <p><b>Division Goal:</b></p> <p><b>Performance Measure:</b> Supervisory/Managerial duties are effectively carried out in order to support the Department's capacity to manage its programs in results oriented, customer-focused, and efficient manner.</p> <p><i>Supervisory/Managerial Element: Performance of supervisory/managerial duties will be carried out in accordance with regulatory requirements and other Bureau/Office policies governing the following area:</i></p> <ul style="list-style-type: none"> <li>▪ Diversity/EEO obligations;</li> <li>▪ Internal Management controls;</li> <li>▪ Merit Systems Principles;</li> <li>▪ Safety and Occupational Health obligations;</li> <li>▪ Effective Performance Management; and</li> <li>▪ Effective Management of ethics, conduct &amp; discipline issues.</li> <li>▪ Hiring Reform</li> <li>▪ Employee Engagement</li> </ul>
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**Performance Standards**

<p><b>Exceptional</b></p>	<p>In addition to the attached benchmark standards, the following measureable criteria apply.</p> <ul style="list-style-type: none"> <li>• Provides effective results based leadership to ensure success in assigned tasks.</li> <li>• Assigns work that encourages skill building and increased competency in team members.</li> <li>• Addresses problems with team, resulting in better communication and understanding.</li> <li>• Provides support, coaching, training and mentoring both to team and non-team members.</li> </ul>
<p><b>Superior</b></p>	<p>See attached Benchmark standards.</p>
<p><b>Fully Successful</b></p>	<p>In addition to the attached benchmark standards, the following measurable Criteria apply.</p> <ul style="list-style-type: none"> <li>• Establishes internal management controls and quality assurance processes.</li> <li>• Establishes performance plans and timely evaluations for those supervised.</li> <li>• Provides leadership, coaching and mentoring to team members</li> <li>• Actively seeks to build and enhance work relationships.</li> <li>• Demonstrates an understanding of the relationship between individual, office and Departmental goals.</li> </ul>
<p><b>Minimally Successful</b></p>	<p>See attached Benchmark standards.</p>
<p><b>Unsatisfactory</b></p>	<p>See attached Benchmark standards.</p>

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**Narrative Summary**

Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

A large black rectangular redaction box covers the majority of the page. In the upper left corner of this box, the text "(b)" is written in large, bold, red font. In the upper right corner, the text "(6)" is written in large, bold, red font. The rest of the box is empty black space.

**Part E: Critical Elements and Performance Standards:** *List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. At a minimum, measurable criteria must be identified at the Fully Successful level.*

<p><b>Critical Element 2:</b></p>	<p><b>GPRA/Strategic Goal: DOI-Building a 21<sup>st</sup> Century Workforce</b> <b>Division Goal:</b></p> <p>Performance Measure: Build customer service and business partnership capacity.</p>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<p>In addition to the attached benchmark standards, the following measurable criteria apply.</p> <ul style="list-style-type: none"> <li>• Recognized as an Executive Resources thought leader.</li> <li>• Is sought out as a consultant, presenter or speaker by internal and external audiences.</li> <li>• Provides leadership and innovative solutions to strategic executive resources problems, enabling the HR community and other stakeholders to better accomplish their goals.</li> <li>• Receives high value feedback from a multiple stakeholders.</li> <li>• Effectively communicate, and build on strong business partnerships throughout the Department, which includes SES/SL/ST members and senior Department leadership.</li> </ul>
<p><b>Superior</b></p>	<p>See attached Benchmark standards.</p>
<p><b>Fully Successful</b></p>	<p>In addition to attached Benchmark standards, the following measurable criteria apply.</p> <ul style="list-style-type: none"> <li>• Demonstrates customer service by anticipating, understanding, and addressing stakeholder needs.</li> <li>• Establishes internal standard operating procedures and meets deadlines for required reports, data calls and other actions</li> <li>• Provides the most accurate, data supported, and complete information available</li> <li>• Solution oriented, focuses on possible resolution to problems and issues.</li> <li>• Is flexible and adaptable in responding to clients and other stakeholder needs.</li> <li>• Coordinates, develops, and communicates policies that are necessary for accomplishing assignments.</li> </ul>
<p><b>Minimally Successful</b></p>	<p>See attached Benchmark standards.</p>
<p><b>Unsatisfactory</b></p>	<p>See attached Benchmark standards.</p>

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### Narrative Summary

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Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

(b) (6)

**Part E: Critical Elements and Performance Standards:** *List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.***

<p><b>Critical Element 3:</b></p>	<p><b>GPRA/Strategic Goal: Building a 21<sup>st</sup> Century Workforce-Dependability and Efficiency of Executive Resources Programs.</b></p> <p><b>Division Goal:</b></p> <p>Performance Measure: Provides strategic workforce planning guidance to bureaus and senior leadership as it relates to succession planning. Serves as Executive Secretary to the ERB and ensures materials reviewed and decided by the ERB are sound and logical.</p>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<ul style="list-style-type: none"> <li>• Provides leadership to Bureaus on requests that require ERB approval.</li> <li>• Uses sound judgment and makes recommendations to leadership team on actions that are problematic.</li> <li>• Develop an SES talent management system that will ensure the best talent is being recruited.</li> <li>• Provides ERB with relevant past practices that pertain to an issue being decided.</li> <li>• Provide strategic advice to bureaus on best practices to accomplish desired goals.</li> <li>• Manages the Departments SES/SL/ST allocation, this includes keeping management aware of our current allocation and managing requests for additional allocations as necessary.</li> <li>• Assist senior leadership's adherence to the new Federal Information Technology Acquisition Reform Act (FITARA).</li> </ul>
<p><b>Superior</b></p>	<p>See attached Benchmark standards.</p>
<p><b>Fully Successful</b></p>	<p>In addition to attached Benchmark standards, the following measurable criteria apply.</p> <ul style="list-style-type: none"> <li>• Manage actions from Bureaus that require ERB approval.</li> <li>• Assist Bureaus with developing and submitting cases for ERB review.</li> <li>• Ensures PMF candidates have met mandatory requirements prior to securing ERB approval.</li> <li>• Is available to all clients for questions and follows up timely with requested information.</li> </ul>
<p><b>Minimally Successful</b></p>	<p>See attached Benchmark standards.</p>

**Unsatisfactory**

See attached Benchmark standards.

**Narrative Summary**

Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

(b) (6)

**Part E: Critical Elements and Performance Standards:** *List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. At a minimum, measurable criteria must be identified at the Fully Successful level.*

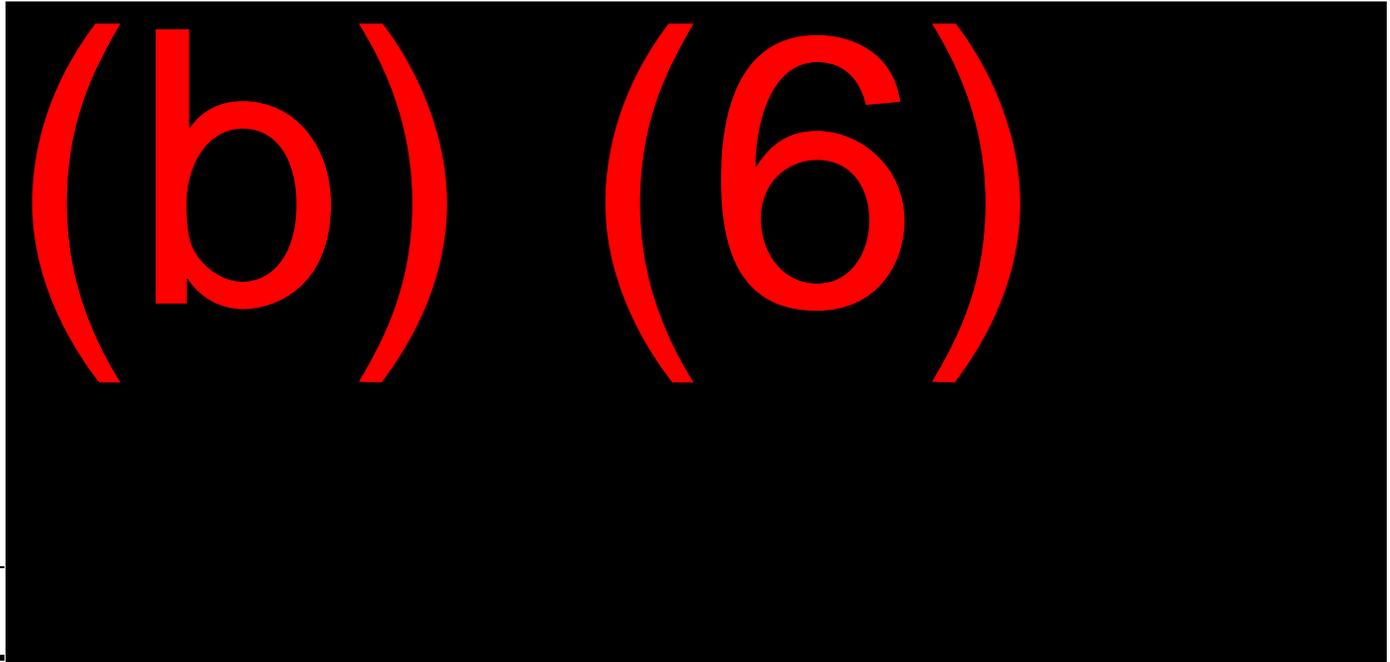
<p><b>Critical Element 4:</b></p>	<p><b>GPRA/Strategic Goal: Building a 21<sup>st</sup> Century Workforce, Ensure efficient SES/SL/ST Performance Management</b> <b>Division Goal:</b></p> <p>Performance Measure: Provide leadership to Bureau HR Professionals and Executives on developing robust performance plans; specifically in 3<sup>rd</sup> quarter of FY-2017 we will begin implementation of DOIs adoption of OPM's basic SL/ST performance appraisal system.</p>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<p>See attached Benchmark standards.</p> <ul style="list-style-type: none"> <li>• Provide leadership and innovative solutions to ensure a timely, seamless transition to OPM's basic SL/ST performance appraisal form.</li> <li>• Provide leadership to bureau points of contact on the development of performance plans and make adjustments as necessary to ensure our SES/SL/ST systems are certified by OPM.</li> <li>• Serve as an expert and thought leader on all aspects of the SES/SL/ST performance close-out.</li> <li>• Pro-actively seek solutions to problems that can be anticipated.</li> </ul>
<p><b>Superior</b></p>	<p>See attached Benchmark standards.</p>
<p><b>Fully Successful</b></p>	<p>In addition to attached Benchmark standards, the following measurable criteria apply.</p> <ul style="list-style-type: none"> <li>• Represent the Executive Resources Division in discussions regarding performance management improvements.</li> <li>• Provide bureau points of contact with updated information from OPM regarding SES performance management.</li> <li>• Respond timely to inquiries regarding SES performance management.</li> </ul>
<p><b>Minimally Successful</b></p>	<p>See attached Benchmark standards.</p>
<p><b>Unsatisfactory</b></p>	<p>See attached Benchmark standards.</p>

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**Narrative Summary**

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Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.



**Part E: Critical Elements and Performance Standards:** *List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.***

<b>Critical Element 5:</b>	<b>GPRA/Strategic Goal: Building a 21<sup>st</sup> Century Workforce, Assist the Department in succession planning via the CDP and PMF programs.</b> <b>Division Goal:</b>  Performance Measure: Ensure the Department's SES CDP program graduates obtain OPM approval.
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**Performance Standards**

<b>Exceptional</b>	See attached Benchmark standards. <ul style="list-style-type: none"><li>• Provides leadership and innovative solutions on CDP recruitment strategies.</li><li>• Is sought out as a consultant, presenter by internal and external entities.</li><li>• Provide assistance to CDP graduates in securing certification by OPM</li><li>• Receives high value feedback from multiple stakeholders.</li></ul>
<b>Superior</b>	See attached Benchmark standards.
<b>Fully Successful</b>	In addition to attached Benchmark standards, the following measurable criteria apply. <ul style="list-style-type: none"><li>• Demonstrates customer service by anticipating, and addressing stakeholder needs.</li><li>• Establishes internal standard operating procedures and meets deadlines for required reports.</li><li>• Is accessible, knowledgeable, and responsive to inquiries within 48 hours with at least acknowledgment of receipt.</li><li>• Coordinates, develops, and communicates policies necessary to ensure effective compliance of CDP program.</li></ul>
<b>Minimally Successful</b>	See attached Benchmark standards.
<b>Unsatisfactory</b>	See attached Benchmark standards.

**Narrative Summary**

Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.



**Privacy Act Notice:** Chapter 43 of Title 5, U.S.C., authorizes collection of this information. The primary use of this information is by management and your servicing human resources office to issue and record your performance rating. Additional disclosures of this information may be: To MSPB, Office of Special Counsel, EEOC, the FLRA, or an arbitrator in connection with administrative proceedings; to the Department of Justice or other Federal agency, courts, or party to litigation when the Government is a party to or has an interest in the judicial or administrative proceeding; to a congressional office in response to an inquiry made on behalf of an individual; to the appropriate Federal, State, or local government agency investigating potential violations of civil or criminal law or regulation; and to Federal State, local and professional licensing boards in determining qualifications of individuals seeking to be licensed.

If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

**Refusal to sign:** In cases where the employee refuses to sign the EPAP, the supervisor has the authority to implement the performance standards and rating without employee agreement. Supervisor's should identify in the employee's signature block that the "Employee Refused to sign."

Benchmark **Supervisory Employee** Performance Standards

**Exceptional:**

**Supervisory:** The employee demonstrates excellent leadership skills and with only rare exceptions develops effective working relationships with others; immediately handles difficult situations with subordinates with professionalism and effectiveness, and demonstrates foresight in correcting situations that may cause future problems before they arise; encourages independence and risk-taking among subordinates, yet takes responsibility for their actions; is open to and solicits the views of others, and promotes cooperation among peers and subordinates, while guiding, motivating and stimulating positive responses.

The employee demonstrates a strong commitment to fair treatment, equal opportunity and the affirmative action objectives of the organization, and has a significant positive impact on achievement of goals in this area. In addition, the employee demonstrates innovation and specific positive achievements in meeting other management obligations such as safety, internal management controls, merit systems principles, performance management, and management of ethics, conduct and discipline issues. The employee systematically monitors quality, delivery, and customer satisfaction levels and makes adjustments accordingly; and works with staff to proactively implement solutions to prevent problems and avoid gaps in customer expectations.

**Effective Performance Management:** Uses employee preferences and performance information to identify both immediate and long-term developmental needs, helps staff to identify their own developmental needs and provides challenging assignments to address those needs; promotes cooperation among peers and subordinates, while guiding, motivating and stimulating positive responses to accomplishments; and provides continuing constructive performance feedback, working with employees to identify ways to improve their strengths.

**Superior:**

**Supervisory:** The employee demonstrates good leadership skills and establishes sound working relationships; almost always handles difficult situations with subordinates with professionalism and effectiveness; shows good judgment in dealing with others and considering their views; has a strong sense of mission and seeks out responsibility; demonstrates a commitment to fair treatment, equal opportunity and the affirmative action objectives of the organization, and has a positive impact on achievement of goals in this area. In addition, the employee promotes a safe working environment and solutions to problems encountered in meeting other management obligations including internal management controls, merit systems obligations, managing performance, and management of ethics, conduct and discipline issues; and anticipates customer needs and resolves or avoids potential problems, resulting in high customer satisfaction. Employee tailors methods of reward and recognition to the individual to the extent possible, resulting in increased motivation in staff; and solicits employee input and takes initiative to seek out and arrange for a variety of developmental opportunities beyond standard training.

**Effective Performance Management:** Using effective planning works with employees to exceed expectations in critical areas and shows sustained support of organizational goals; establishes sound working relationships with subordinates and shows good judgment in dealing with them, considering their views; works with employees to develop plans and timeframes to improve performance.

**Fully Successful:**

**Supervisory:** The employee is a capable leader who works successfully with others and listens to suggestions. The employee generally handles difficult situations with subordinates with professionalism and effectiveness. The employee also works well as a team member, supporting the group's efforts and showing an ability to handle a variety of interpersonal situations. The employee's work with others shows an understanding of the importance of fair treatment and equal opportunity and meets all management commitments related to providing a safe working environment, merit systems obligations, performance management, and internal controls, and

management of ethics, conduct and discipline issues. The employee maintains contact with customers (internal and/or external), and is effective in understanding their needs and using feedback to address customer requirements. The Supervisory employee provides timely, flexible, and responsive products and/or services to customers, resulting in value to the mission. Solicits employee input to improve work products and/or services and to develop employee skills. Recognizes and rewards employee contributions in a fair and consistent manner.

**Effective Performance Management:** The employee identifies and ensures alignment of unit goals with agency goals, seeks input of employees in the development of performance criteria, effectively translates and communicates project or work unit goals into concrete work assignments for staff; provides feedback and conducts reviews according to DOI established timeframes; ensures performance distinctions are made among individuals and awards are reflective of employee contributions toward organizational performance; and addresses poor performance in a fair and timely manner.

**Minimally Successful:**

**Supervisory:** The employee's supervisory performance shows serious deficiencies that require correction. The employee must motivate subordinates and promote team spirit; provide clear assignments and performance requirements or sufficient instructions to subordinates; provide sufficient explanation of organizational goals to subordinates; satisfy customer needs and/or meet customer service objectives; and/or meet production or mission goals in a timely and quality manner. Their work with others must show a consistent understanding of the importance of fair treatment and equal opportunity. The employee must meet all management obligations related to internal controls, merit system obligations, performance management, and/or management of ethics, conduct and discipline issues.

**Unsatisfactory:**

**Supervisory:** The employee's supervisory performance is unsatisfactory. The employee usually fails to motivate subordinates and promote team spirit; often provides unclear assignments and performance requirements or insufficient instructions to subordinates; frequently fails to provide sufficient explanation of organizational goals to subordinates; generally fails to satisfy customer needs and/or meet customer service objectives; and/or frequently fails to meet production or mission goals in a timely and quality manner. The employee's work with others consistently fails to show an understanding of the importance of fair treatment and equal opportunity. Employee frequently fails to meet other management obligations related to internal controls, merit systems obligations, performance management, and/or management of ethics, conduct and discipline issues.

## Understanding Performance Management

**An Employee's Duties** – Your supervisor should provide you with a copy of the position description for your job. Your position description is the official record of your main duties and responsibilities and is used in developing performance appraisal criteria. Take some time to read through your position description. Ask your supervisor about anything that is not clear to you. Your supervisor should review your position description with you at least once a year to ensure that it accurately reflects your main duties and responsibilities. Keep a copy of your position description and refer to it from time to time. You may want to make notes on your copy when your job changes, so that you can discuss the changes with your supervisor.

**Employee Performance Appraisal Plan (EPAP)** – The Employee Performance Appraisal Plan (EPAP) is the form used by the Department to evaluate the work performance of its employees under the 5-level appraisal system. When used effectively, the EPAP is a valuable communication tool for both employee development and organizational accomplishments.

Managers and supervisors are responsible for the following:

1. Complying with provisions of the U.S. Department of the Interior's Performance Appraisal Departmental Manual and Handbook (370 DM 430).
2. Establishing performance elements and performance standards that are linked to organizational goals and position descriptions.
3. Monitoring employee performance, communicating with employees about their performance and resolving performance problems.
4. Approving or reviewing ratings recommended by supervisors or rating officials.

The EPAP has several important goals:

1. Clarifying how the employee's performance requirements link to the strategic mission of their organization;
2. Increasing individual productivity by giving employees the information they need to do their jobs effectively;
3. Improving individual/organizational productivity by promoting communication between employees and supervisors about job-related matters, so that better and more efficient methods of operation can be developed; and,
4. Providing a process to recognize employees for good performance and their contributions to the organization.

**Appraisal Period** – The appraisal period begins October 1 and ends September 30 of each year, except where specific exceptions have been granted. The minimum period on which an appraisal may be based is 90 calendar days. During the appraisal period, your supervisor may periodically discuss your work with you and let you know how you are doing. In addition, before the end of the appraisal period, the supervisor will conduct one formal progress review with you. This progress review is another opportunity for you and your supervisor to discuss your progress, review your position description, identify any training needs or improvements, or to revise your critical performance elements and performance standards.

**Performance Elements and Performance Standards** – Your supervisor will explain your duties and responsibilities to you and discuss what is expected of you in order to achieve satisfactory performance. To further define your performance expectations, your supervisor will establish performance elements and performance standards for your job. Employee input into this process is required.

Performance elements tell you what work assignments and responsibilities need to be accomplished during the appraisal period. All employees must have one performance element that is linked to the strategic mission or Government Performance Results Act goals of the organization. Between one and five performance elements can be established for a position. These elements are all considered critical elements. They are of such importance to the position that unsatisfactory performance in one element alone would result in a determination that the employee's overall performance is unsatisfactory.

Performance standards tell employees how well performance elements must be done by defining achievable rating levels for: Exceptional, Superior, Fully Successful, Minimally Successful, and Unsatisfactory performance. These five rating levels focus on results and include credible measures such as quality, quantity, timeliness, cost effectiveness, etc.

Your overall performance is evaluated by your supervisor or rating official using these performance standards. A determination that an employee's overall performance is unsatisfactory could result in remedial action and unsatisfactory performance may be the basis for removal or reduction in grade. Minimally successful performance may result in the denial of a within-grade increase.

**The Rating Process** – At the end of the appraisal period, your supervisor will carefully review the performance elements and standards for your position. Based on your actual performance, one of five rating levels may be assigned. The rating will be presented to you during the formal performance discussion between you and your supervisor. The appraisal will be completed with your signature and a copy provided to you. This rating is documented on the EPAP form and is considered as your Rating of Record. Your rating of record is directly linked to your eligibility for certain types of pay increases and awards.

**Rewarding Performance** – Rewarding performance means recognizing good performance and providing incentives to employees for their work efforts and contributions to the organization. At the end of the appraisal period, your supervisor may consider you for an award based on your performance and rating of record as follows:

- Exceptional – Eligible for an individual cash award up to 5% of base pay; a Quality Step Increase; Time-Off Award; or other appropriate equivalent recognition.
- Superior – Eligible for an individual cash award up to 3% of base pay; Time-Off Award, non-monetary award, or other appropriate equivalent recognition.
- Fully Successful – Not eligible for any performance award, but may receive monetary, non-monetary, Time-off, or other appropriate incentive awards for specific accomplishments throughout the year.
- Minimally Successful and Unsatisfactory – Ineligible for any performance recognition.

## How to get the most out of your Employee Performance Appraisal Plan

### 1. Ask for Feedback throughout the appraisal period.

How do you know if you are learning how to do your job and meeting your performance expectations? Talk to your supervisor throughout the appraisal period. Your supervisor wants you to succeed and is available to provide guidance to help you learn how to effectively do your job. Communicating regularly with your supervisor gives you the opportunity to understand the job expectations. It also lets your supervisor know what type of assistance or resources you need to perform your work, and it is a good way to get feedback.

Feedback is information that helps you know how you are progressing in learning the duties and responsibilities of your job. Employees who seek feedback from their supervisors learn their jobs more quickly and with fewer wrong turns than employees who shy away from feedback. Employees who seek feedback spend less time redoing work and turn in work with fewer mistakes. As a result, they improve their work performance.

Getting and using feedback is one of the most important keys to learning your job. As you do your work, ask for feedback from your supervisor to see if you are on track. At first you may feel uncomfortable asking for feedback. But, remember that your supervisor wants you to succeed. As you master your job and get to know your supervisor, you will soon feel more comfortable asking for and receiving feedback.

### 2. Preparation

a. Before your supervisor prepares your appraisal:

1. Prepare a list of key work accomplishments and give it to your supervisor for consideration in preparing your rating.
2. If you have specific issues come prepared to discuss them. Give your supervisor a "heads up" so that they can also prepare to discuss the issues.
3. Write down any key points and questions you may have.

b. During your performance discussion:

1. Don't be shy about asking for clarification, especially about your supervisor's expectations.
2. Refer to your notes, so that you don't overlook any points that are important to you.
3. Tell your supervisor how you feel things are progressing and if you need any additional information or materials.
4. Let your supervisor know what your short/long-term career goals are.
5. Ask for feedback.

If you still have questions about the Employee Performance Appraisal Plan after carefully reviewing this handbook, please discuss your questions with your supervisor.

## Supervisor's Guide to Developing Individual Development Plans

The Individual Development Plan (IDP) is a valuable performance enhancement tool for any federal employee. The IDP can be of great assistance to those who want to enhance skills and strengths and learn more about matters of interest that are relevant to the performance of the agency. Bureaus/Offices are required to use an IDP for supervisory positions. Check with your Human Resources Office for the IDP or other appropriate form to be used by your Bureau/Office for documenting employee development needs.

The following is a brief outline of the definition, steps and goals of an IDP.

**Goals:** The employee and the rating official develop goals together. The IDP provides a connection between the employee's career interests and needs to the organizational mission and priorities. The most common goals of an IDP are to:

- Learn new skills to improve current job performance
- Maximize current performance in support of organizational requirements
- Increase interest, challenge, and satisfaction in current position
- Obtain knowledge, skills and abilities necessary for career growth

**Definition:** An IDP identifies a broad spectrum of developmental opportunities for the employee, including on-the-job training, distance learning, formal classroom training, details, shadow assignments and self-development. It addresses the needs of the organization and of the employee beginning with a focus on maximizing employee performance in the current job.

An IDP is a guide to help individuals reach career goals within the context of organizational objectives. It is a developmental action plan to move employees from their current place to where they want to go. It provides the systematic steps to improve and to build on strengths as individuals improve job performance and pursue career goals.

An IDP is a partnership between the employee and the rating official in personal development. Preparing an IDP involves open feedback, clarification and discussion about developmental needs, goals, and plans. Periodic communication between the rating official and the employee is the key to the currency and success of an IDP.

**An IDP is not a:**

- *Performance appraisal. It is not used to determine pay, awards or other personnel actions based on performance.*
- *Contract for training. Final approval of training opportunities is made based on factors such as timing and budget availability.*
- *Position description. It is not used for clarifying discrepancies in the duties as described.*
- *Guarantee for promotion or for reassignment to another position. While the developmental experiences identified in an IDP may have some training that might qualify the employee for another position or grade, there is no guarantee of advancement.*

**Responsibilities:** As in all aspects of the employee/supervisor relationship, direct and open communication is the key to the success of an IDP. The following responsibilities address the IDP process specifically.

The **employee** is responsible for:

- Assessing personal skills necessary for performing the current position
- Suggesting developmental experiences which would enhance the skills necessary for performing the current position and for the desired career goals
- Identifying personal career goals
- Understanding what skills are necessary for meeting the career goals
- Participating in open discussions with the rating official concerning the elements of the IDP

- Completing the developmental experiences in the IDP as approved by the rating official
- Alerting the rating official when the IDP needs review and updating

The **rating official** is responsible for:

- Providing constructive feedback to the employee about skills necessary for performing the current position
- Suggesting and reviewing employee suggestions for developmental experiences which would enhance the skills necessary for performing the current position
- Counseling the employee about career goals
- Identifying developmental experiences which would enhance the skills necessary for performing in the next type of position toward the employee's career goal
- Participating in open discussions with the employee concerning the elements of the IDP, in periodic updates and reviews of the IDP for currency
- Giving final approval to specific developmental experiences
- Monitoring the progress of the employee in completing the developmental experiences agreed upon in the IDP

**Individual Development Plan** (*Bureaus/Offices are require to use an IDP for supervisory positions. Check with your Human Resources Office for the IDP or other appropriate form to be used by your Bureau/Office for the IDP or other appropriate form to be used by your Bureau/Office for documenting employee developmental needs.*)

Individual Development Plan

Plan Performance Year \_\_\_\_\_

Employee's Name	Position Title/Grade	Office Phone	Office Fax	Email Address
Current Supervisor's Name	Supervisor's Title	Office Phone	Office Fax	Email Address
Goals for Successful Performance in Current Position	Short-term Career Goals (2-3 years)	Long-term Goals (3+ years)		
Developmental Objectives: What do you need to do this year to work towards your goals?	Developmental Activities (training, assignments, projects, details, etc.)	Proposed Dates	Estimated Costs	Date Completed
Notes:	Employee's Signature/Date			
	Supervisor's Signature/Date			

## Instructions for completing the Individual Development Plan

**Employee Development and Career Goals** – the employee and supervisor work together to complete the goals for successful performance in the employee’s current position and the employee’s short- and long-term career goals on the IDP.

**Developmental Objectives** – describe what the employee needs to do this year to work toward his/her goals. Objectives describe what the employee needs to learn or achieve in order to reach his/her goals.

**Determine a method of training and a training time frame** – determine what type of training or activity is needed to accomplish the employee’s developmental goals. It could be on-the-job training, a detail, or a formal training course or a combination of methods. Identify the proposed dates for the training or activity in the “Proposed Dates” column. Enter the actual or estimated cost of the activity in the “Estimated Costs” column. This column can be used in preparing your office’s annual budget. Once the training is completed, write the date in the “Date Completed” column.

### **Methods of Training:**

**On-the-job training** – this can include coaching by a skilled individual or details into positions that will give the employee the skills and knowledge needed.

**Details** – temporary assignments to another location and/or position to gain specific knowledge and/or experience.

**Courses** – formal training courses, e.g., from your agency, local universities, commercial vendors.

**Satellite Broadcasts/Computer/Web Based Learning** – a variety of topics available through your agency via satellite broadcasts, software packages, and on-line training.

**Discuss the Development Plan with your Employee** – discuss the IDP with the employee and make any necessary modifications. The supervisor and employee should sign and date the plan. This plan should be completed within 60 days from the beginning of the performance year.

**Review and Modifications** – the plan should be reviewed at each performance review and modified as situations or needs change.

**U.S. DEPARTMENT OF THE INTERIOR  
Supervisory Performance Appraisal Plan**

Employee Name: Kermit Howard		Title/Series/Grade: Supervisory Human Resources Specialist, GS-0201-15	
Duty Station: Washington, DC	Appraisal Period:	From: October 1, 2016	To: September 30, 2017

**Part A-1: Notification of Standards:** *Signatures certify that Critical elements/standards were discussed. (Part E)*

Employee:	Rating Official:	Reviewing Official (if applicable*):
Date:	Date:	Date:

**Part A-2: Employee Input into Development of Standards:** *Signatures certify employee involvement was solicited by supervisor.*

Employee:	Date:	Rating Official:	Date:
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**Part A-3: Employee Training:** *Signatures certify employee was provided training in Performance Management System.*

Employee:	Date:	Rating Official:	Date:
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**Part A-4: Individual Development Plan:** *Signatures certify that supervisor's Individual development plan was created (required)*

Employee:	Date:	Rating Official:	Date:
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**Part B: Progress Review:** *Signatures certify that performance was discussed.*

Employee:	Date:	Rating Official:	Date:
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**Part C: Summary Rating Determination:** Assign the numerical rating level that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers: **Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.**) See reverse for complete instructions.

Element Number	Numerical Rating
1	(b) (6)
2	
3	
4	
5	

Total Numerical Rating (b) (6)

**Part D: Summary Rating: Use conversion chart to determine rating. Check appropriate box:**

(b) (6)	<b>Exceptional</b>	4.6 – 5.00 AND No Critical element rated lower than "Superior".
	<b>Superior</b>	3.6 – 4.59 AND No Critical element rated lower than "Fully Successful".
	<b>Fully Successful</b>	3.0 – 3.59 AND No Critical element rated lower than "Fully Successful".
	<b>Minimally Successful</b>	2.0 – 2.99 AND No Critical element rated lower than "Minimally Successful".
	<b>Unsatisfactory</b>	One or more Critical elements rated "Unsatisfactory".

Employee:	Rating Official:	Reviewing Official: (if applicable):
Date:	Date:	Date:

Check here if Interim Rating: \_\_\_\_\_  
Performance Award: QSI \_\_\_\_\_ Cash: \$ \_\_\_\_\_ or \_\_\_\_\_% of pay Time Off \_\_\_\_\_

## Instructions for Completing the Supervisory Employee Performance Appraisal Plan

**Establishing Critical Elements and Performance Standards:** Critical elements (at least one, but not more than five) must be established for each employee at the start of each performance year. Through these elements, employees are held accountable for work assignments and responsibilities of their position. A Critical element is an assignment or responsibility of such importance that Unsatisfactory performance in that element alone would result in a determination that the employee's overall performance is Unsatisfactory. Please see the Performance Appraisal Handbook for more detailed information.

Performance standards are expressions of the performance threshold(s), requirement(s), or expectation(s) that must be met for each element at a particular level of performance. They must be focused on results and include credible measures. You may use the attached Benchmark Performance standards to describe general parameters of the standards, but must augment those benchmarks with specific, measurable criteria such as quality, quantity, timeliness and/or cost effectiveness, for the "Fully Successful" level for each element. Rating officials are strongly encouraged to develop specific performance standards at additional levels to ensure that the employee has a clear understanding of the levels of performance expected. *At least one, and preferably all, Critical elements must show how the element is linked to strategic goals, such as Government Performance Results Act (GPRA) or mission related goals of the organization. If possible, these goals should be aligned throughout the organization (i.e., show how the strategic goal cascades from the SES down to the lowest non-supervisory levels.) The employee should be able to clearly understand how the results they are held responsible for are linked to the strategic and/or mission goals of the organization.*

**Employee Involvement:** Employees must be involved in the development of their performance plans. Part A-2 of this form requires employee and supervisor signatures certifying that employee input into the development of the plan was solicited.

**Individual Development Plan:** The IDP provides the connection between the employee's career interests and needs to the organizational mission and priorities. **All supervisors are required to have an IDP that is updated annually.** Required training as well as individual training needs and development activities will be identified in the IDP PB 06-04, dated 11-09-2005).

**Progress Reviews:** A progress review is required approximately mid-way through the rating period. Part B should be completed after the progress review. Any written feedback or recommended training can be noted on a separate sheet and attached to the employee performance appraisal plan.

**Assigning the Summary Rating:** A specific rating is required for each Critical element to reflect the level of performance demonstrated by the employee throughout the rating period. Only one numerical rating level is assigned for each Critical element. Before the rating official assigns a summary rating, he/she should consider all interim summary ratings received for the employee during the annual appraisal period. The summary rating is assigned as follows:

- A. Assess how the employee performed relative to the described performance standards.
- B. Document the employee's performance with a narrative that describes the achievements for the Critical elements as compared to the performance standards. A narrative must be written for each Critical element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory, to provide examples of the employee's performance that substantiate and explain how the performance falls within the level assigned. There is a block provided for the narrative for each Critical element.
- C. In Part C of this form, assign one of the numerical rating levels that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers: Exceptional = 5 points, Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points).
- D. Add up the numerical rating levels to get a total, and then divide the total by the number of Critical elements to get an average. (Elements that are "not rated" because an employee has not had a chance to perform them during the rating year are not assigned any points and should not be used to determine the average rating.)
- E. Assign a summary rating based on the table in Part D of this form. Employee and supervisor sign the form Certifying that the rating was discussed. Reviewing Official's signature is required for Exceptional, Minimally Successful and Unsatisfactory ratings.

**Note:** Whenever an employee is rated "**Unsatisfactory**" on one or more critical elements, the overall rating **must** be "**Unsatisfactory**" (regardless of total points). The rating official should immediately contact the servicing Human Resources Office. Whenever an employee is rated "**Minimally Successful**" on one or more Critical elements, the overall rating may not be higher than "**Minimally Successful**" (regardless of total points).

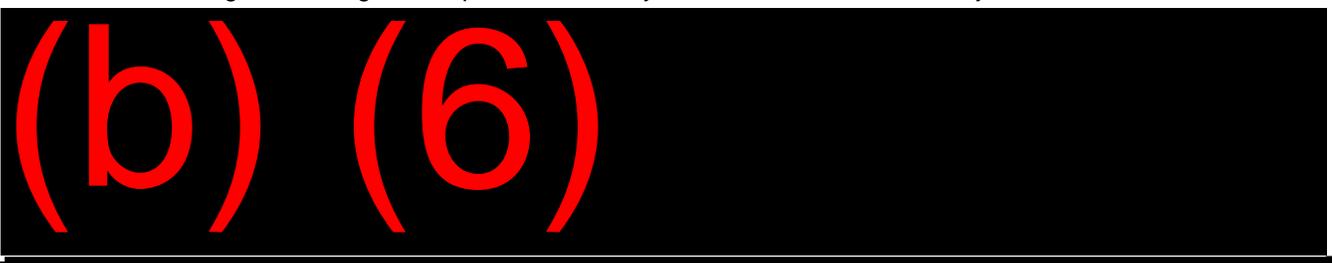
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**Part E: Critical Elements and Performance Standards:** List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.**

<p><b>Critical Element 1</b></p>	<p><b>GPRA/Strategic Goal:</b> PMA – Enabling agencies to hire the best talent from all segments of society; DOI – Building a 21<sup>st</sup> Century Workforce  <b>SHCPA Goal:</b> Provide strategic and transformative workforce solutions to ensure program efficiency, and continuous improvement while focusing on a results-focused accountability system that ensures compliance with laws, regulations, and merit system principles.</p> <p><b>Performance Measure:</b> Supervisory/Managerial duties are effectively carried out in order to support the Department's capacity to manage its programs in results oriented, customer-focused, and efficient manner.</p> <p><i>Supervisory/Managerial Element: Performance of supervisory/managerial duties will be carried out in accordance with regulatory requirements and other Bureau/Office policies governing the following area:</i></p> <ul style="list-style-type: none"> <li>▪ Diversity/EEO obligations;</li> <li>▪ Internal Management controls;</li> <li>▪ Merit Systems Principles;</li> <li>▪ Safety and Occupational Health obligations;</li> <li>▪ Effective Performance Management; and</li> <li>▪ Effective Management of ethics, conduct &amp; discipline issues.</li> <li>▪ Hiring Reform</li> <li>▪ Employee Engagement</li> </ul>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<p>Leads, builds and facilitates internal and external teams to meet organizational goals; Facilitates three (3) learning sessions for internal and/or external employees; ensures direct reports establish IDPs that include internal employee development and innovative opportunities – with 95% or greater participation; provides quarterly performance feedback to employees.</p>
<p><b>Superior</b></p>	<p>Leads, builds and facilitates internal teams to meet organizational goals; Facilitates two (2) learning sessions for internal and/or external employees; ensures direct reports establish IDPs that include internal employee development and innovative opportunities – with 90% or greater participation; provides semi-annual performance feedback to employees.</p>
<p><b>Fully Successful</b></p>	<p>Leads, builds and facilitates teams to meet program goals; Facilitates one (1) learning sessions for internal and/or external employees; ensures direct reports establish IDPs that include internal employee development and innovative opportunities – with 85% or greater participation; provides semi-annual performance feedback to employees.</p>
<p><b>Minimally Successful</b></p>	<p>See attached Benchmark standards.</p>
<p><b>Unsatisfactory</b></p>	<p>See attached Benchmark standards.</p>

**Narrative Summary**

Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.



(b) (6)

**Part E: Critical Elements and Performance Standards:** *List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. **At a minimum, measurable criteria must be identified at the Fully Successful level.***

<p><b>Critical Element 2:</b></p>	<p><b>GPRA/Strategic Goal: PMA – Enabling agencies to hire the best talent from all segments of society; DOI – Building a 21<sup>st</sup> Century Workforce SHCPA</b>  <b>Goal:</b> Provide strategic and transformative workforce solutions to ensure program efficiency, and continuous improvement while focusing on a results-focused accountability system that ensures compliance with laws, regulations, and merit system principles.  <b>Performance Measure:</b> Builds customer service and business partnership capacity. Able to be a strategic problem solver and demonstrate responsiveness to internal and external stakeholders. Looked upon as a thought leader and consultant within the Department.</p>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<p>Recognized as a HR/HC thought leader and problem solver able to find strategic alternatives with win/win scenarios as well as escalate and/or de-escalate issues when appropriate. Sought out as a consultant, presenter or speaker by internal and external entities. Provides leadership and innovative solutions to strategic human capital problems, enabling the HR community and other stakeholders to better accomplish their goals. Seeks out opportunities to benchmark policies, products and/or services in an effort to improve overall office performance. Receives high value feedback from multiple stakeholders.</p>
<p><b>Superior</b></p>	<p>See attached Benchmark Standards</p>
<p><b>Fully Successful</b></p>	<p>Provides expedited service to senior management officials. Establishes internal standard operations procedures and meets deadlines for required reports, data calls and other actions. Provides the most accurate, data supported and completed information available. Is flexible and adaptable in responding to client and other stakeholder needs. Solution oriented, focuses on possible resolution to problems and issues. Is accessible, knowledgeable, and responsive to inquiries within 48 hours with at least an acknowledgement of receipt. Demonstrates customer service by anticipating, understanding and addressing stakeholder needs (i.e., effectively contributes to new customer service office tool).</p>
<p><b>Minimally Successful</b></p>	<p>See attached Benchmark standards.</p>
<p><b>Unsatisfactory</b></p>	<p>See attached Benchmark standards.</p>

**Narrative Summary**

Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.



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Rating for Critical Element 2:

(b) (6)

**Part E: Critical Elements and Performance Standards:** *List each of the Supervisory employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. At a minimum, measurable criteria must be identified at the Fully Successful level.*

<p><b>Critical Element 3:</b></p>	<p><b>GPRA/Strategic Goal: PMA – Enabling agencies to hire the best talent from all segments of society; DOI – Building a 21<sup>st</sup> Century Workforce SHCPA</b>  <b>Goal:</b> Provide strategic and transformative workforce solutions to ensure program efficiency, and continuous improvement while focusing on a results-focused accountability system that ensures compliance with laws, regulations, and merit system principles.  <b>Performance Measure:</b> Manages a rigorous, results-focused human capital accountability system that ensures compliance with title 5 laws, with an emphasis on 5 CFR 250 requirements, regulations, merit system principles and agency policies. Promotes effectiveness and efficiencies through and allows for continuous improvement with human capital program performance in support of the Department's mission.</p>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<p>Enhances the accountability system through innovative techniques, such as HRStat evaluations and/or processes. Develops tools and/or mediums that refine Department-wide accountability reviews methodologies and reporting.</p>
<p><b>Superior</b></p>	<p>Builds accountability capacity and strengthen accountability teams' competencies closing skills gaps through the enhancement of knowledge of 5 CFR 250 within the Department.</p>
<p><b>Fully Successful</b></p>	<p>Ensure the Department and bureaus conduct robust accountability reviews to ensure the Department and bureaus are regulatory and legislatively compliant with Merit System Principles and title 5 of the Code of Federal Regulations and United States Code. Conducts evaluations to inform human capital programs on progress and performance.</p>
<p><b>Minimally Successful</b></p>	<p>See attached Benchmark standards.</p>
<p><b>Unsatisfactory</b></p>	<p>See attached Benchmark standards.</p>

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### Narrative Summary

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Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

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<p><b>Critical Element 4:</b></p>	<p><b>GPRA/Strategic Goal: PMA – Enabling agencies to hire the best talent from all segments of society; DOI – Building a 21<sup>st</sup> Century Workforce SHCPA</b>  <b>Goal:</b> Provide strategic and transformative workforce solutions to ensure program efficiency, and continuous improvement while focusing on a results-focused accountability system that ensures compliance with laws, regulations, and merit system principles.  <b>Performance Measure:</b>            Provide human capital solutions to meet the needs of a 21st Century Department. Leverage external and internal organizations and programs to acquire ideas, innovations, resources and influences that will enhance Departmental workforce planning and analytics, employee performance and hiring reform to achieve enhanced Departmental performance.</p>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<p>Develop broad networks with Federal agencies to leverage in human capital management and human resources best practices. Collaborate with other Federal agencies on government-wide work groups to address human capital cross agency priorities and initiatives.</p>
<p><b>Superior</b></p>	<p>Establishes communities of practice within the Department to leverage resources which will provide human capital solutions to address Departmental human capital goals such as employee engagement, Information Technology and Cybersecurity reform and reduce time to hire for mission critical occupations.</p>
<p><b>Fully Successful</b></p>	<p>Ensures human capital policies are aligned with the mission of the organization. Provides advisory services on workforce restructuring, planning and analysis. Ensures deadlines are met with OPM data calls to include time to hire and other hiring reform metrics.</p>
<p><b>Minimally Successful</b></p>	<p>See attached Benchmark standards.</p>
<p><b>Unsatisfactory</b></p>	<p>See attached Benchmark standards.</p>

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**Narrative Summary**

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Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

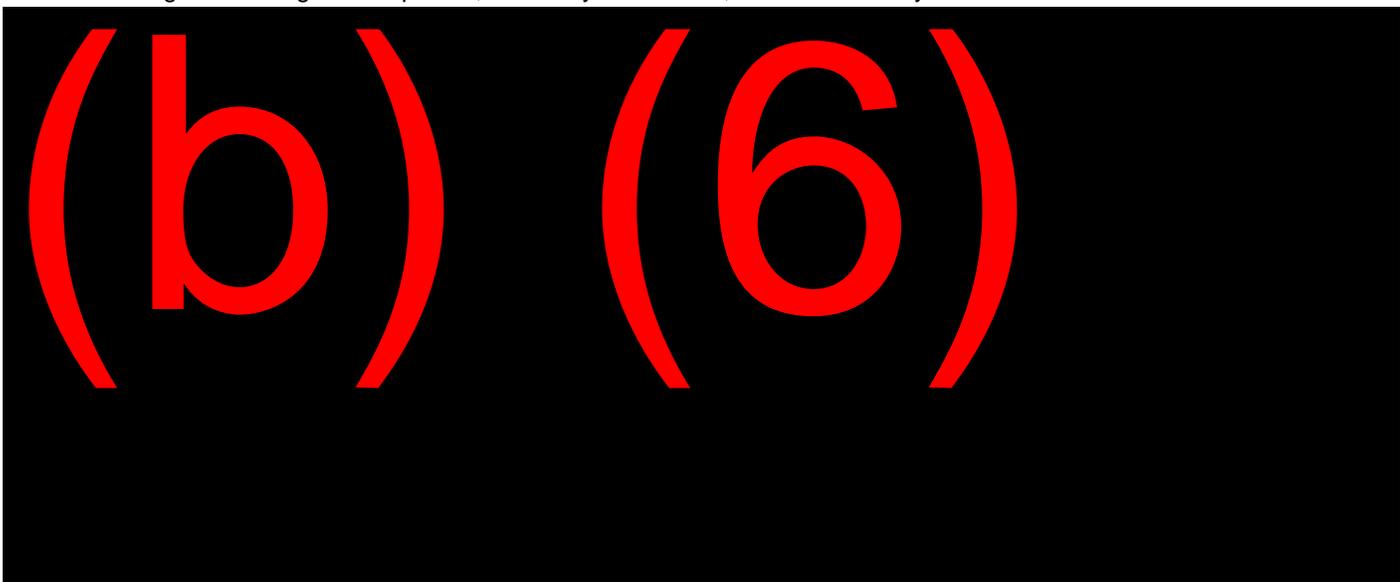
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<b>Critical Element 5:</b>	<p><b>GPRA/Strategic Goal: PMA – Enabling agencies to hire the best talent from all segments of society; DOI – Building a 21<sup>st</sup> Century Workforce SHCPA Goal:</b> Provide strategic and transformative workforce solutions to ensure program efficiency, and continuous improvement while focusing on a results-focused accountability system that ensures compliance with laws, regulations, and merit system principles.</p> <p><b>Performance Measure:</b> Institutes organizational change management practices and processes to enhance organizational resiliency of the Department's human capital programs through the alignment of the Department's human capital and strategic goals and implementation of human capital operations plan.</p>
<b>Performance Standards</b>	
<b>Exceptional</b>	Provide advisory services which ensure the Department is able to achieve its corporate level goals and Government-wide cross agency priority goal, and Government-wide cross agency priority goals. ...
<b>Superior</b>	Provides advisory services that result in a change in behavior on how bureaus achieve their human capital goals outlined by the Department's goals.
<b>Fully Successful</b>	Provides recommendations, data analytics and best practices to bureaus and inform on anticipated impacts from newly originated or altered human capital regulations, legislation or Department Secretarial Orders, policies and/or directives.
<b>Minimally Successful</b>	See attached Benchmark standards.
<b>Unsatisfactory</b>	See attached Benchmark standards.

**Narrative Summary**

Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.



**Privacy Act Notice:** Chapter 43 of Title 5, U.S.C., authorizes collection of this information. The primary use of this information is by management and your servicing human resources office to issue and record your performance rating. Additional disclosures of this information may be: To MSPB, Office of Special Counsel, EEOC, the FLRA, or an arbitrator in connection with administrative proceedings; to the Department of Justice or other Federal agency, courts, or party to litigation when the Government is a party to or has an interest in the judicial or administrative proceeding; to a congressional office in response to an inquiry made on behalf of an individual; to the appropriate Federal, State, or local government agency investigating potential violations of civil or criminal law or regulation; and to Federal State, local and professional licensing boards in determining qualifications of individuals seeking to be licensed.

If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

**Refusal to sign:** In cases where the employee refuses to sign the EPAP, the supervisor has the authority to implement the performance standards and rating without employee agreement. Supervisor's should identify in the employee's signature block that the "Employee Refused to sign."

Benchmark **Supervisory Employee** Performance Standards

**Exceptional:**

**Supervisory:** The employee demonstrates excellent leadership skills and with only rare exceptions develops effective working relationships with others; immediately handles difficult situations with subordinates with professionalism and effectiveness, and demonstrates foresight in correcting situations that may cause future problems before they arise; encourages independence and risk-taking among subordinates, yet takes responsibility for their actions; is open to and solicits the views of others, and promotes cooperation among peers and subordinates, while guiding, motivating and stimulating positive responses.

The employee demonstrates a strong commitment to fair treatment, equal opportunity and the affirmative action objectives of the organization, and has a significant positive impact on achievement of goals in this area. In addition, the employee demonstrates innovation and specific positive achievements in meeting other management obligations such as safety, internal management controls, merit systems principles, performance management, and management of ethics, conduct and discipline issues. The employee systematically monitors quality, delivery, and customer satisfaction levels and makes adjustments accordingly; and works with staff to proactively implement solutions to prevent problems and avoid gaps in customer expectations.

**Effective Performance Management:** Uses employee preferences and performance information to identify both immediate and long-term developmental needs, helps staff to identify their own developmental needs and provides challenging assignments to address those needs; promotes cooperation among peers and subordinates, while guiding, motivating and stimulating positive responses to accomplishments; and provides continuing constructive performance feedback, working with employees to identify ways to improve their strengths.

**Superior:**

**Supervisory:** The employee demonstrates good leadership skills and establishes sound working relationships; almost always handles difficult situations with subordinates with professionalism and effectiveness; shows good judgment in dealing with others and considering their views; has a strong sense of mission and seeks out responsibility; demonstrates a commitment to fair treatment, equal opportunity and the affirmative action objectives of the organization, and has a positive impact on achievement of goals in this area. In addition, the employee promotes a safe working environment and solutions to problems encountered in meeting other management obligations including internal management controls, merit systems obligations, managing performance, and management of ethics, conduct and discipline issues; and anticipates customer needs and resolves or avoids potential problems, resulting in high customer satisfaction. Employee tailors methods of reward and recognition to the individual to the extent possible, resulting in increased motivation in staff; and solicits employee input and takes initiative to seek out and arrange for a variety of developmental opportunities beyond standard training.

**Effective Performance Management:** Using effective planning works with employees to exceed expectations in critical areas and shows sustained support of organizational goals; establishes sound working relationships with subordinates and shows good judgment in dealing with them, considering their views; works with employees to develop plans and timeframes to improve performance.

**Fully Successful:**

**Supervisory:** The employee is a capable leader who works successfully with others and listens to suggestions. The employee generally handles difficult situations with subordinates with professionalism and effectiveness. The employee also works well as a team member, supporting the group's efforts and showing an ability to handle a variety of interpersonal situations. The employee's work with others shows an understanding of the importance of fair treatment and equal opportunity and meets all management commitments related to providing a safe working environment, merit systems obligations, performance management, and internal controls, and

management of ethics, conduct and discipline issues. The employee maintains contact with customers (internal and/or external), and is effective in understanding their needs and using feedback to address customer requirements. The Supervisory employee provides timely, flexible, and responsive products and/or services to customers, resulting in value to the mission. Solicits employee input to improve work products and/or services and to develop employee skills. Recognizes and rewards employee contributions in a fair and consistent manner.

**Effective Performance Management:** The employee identifies and ensures alignment of unit goals with agency goals, seeks input of employees in the development of performance criteria, effectively translates and communicates project or work unit goals into concrete work assignments for staff; provides feedback and conducts reviews according to DOI established timeframes; ensures performance distinctions are made among individuals and awards are reflective of employee contributions toward organizational performance; and addresses poor performance in a fair and timely manner.

**Minimally Successful:**

**Supervisory:** The employee's supervisory performance shows serious deficiencies that require correction. The employee must motivate subordinates and promote team spirit; provide clear assignments and performance requirements or sufficient instructions to subordinates; provide sufficient explanation of organizational goals to subordinates; satisfy customer needs and/or meet customer service objectives; and/or meet production or mission goals in a timely and quality manner. Their work with others must show a consistent understanding of the importance of fair treatment and equal opportunity. The employee must meet all management obligations related to internal controls, merit system obligations, performance management, and/or management of ethics, conduct and discipline issues.

**Unsatisfactory:**

**Supervisory:** The employee's supervisory performance is unsatisfactory. The employee usually fails to motivate subordinates and promote team spirit; often provides unclear assignments and performance requirements or insufficient instructions to subordinates; frequently fails to provide sufficient explanation of organizational goals to subordinates; generally fails to satisfy customer needs and/or meet customer service objectives; and/or frequently fails to meet production or mission goals in a timely and quality manner. The employee's work with others consistently fails to show an understanding of the importance of fair treatment and equal opportunity. Employee frequently fails to meet other management obligations related to internal controls, merit systems obligations, performance management, and/or management of ethics, conduct and discipline issues.

## Understanding Performance Management

**An Employee's Duties** – Your supervisor should provide you with a copy of the position description for your job. Your position description is the official record of your main duties and responsibilities and is used in developing performance appraisal criteria. Take some time to read through your position description. Ask your supervisor about anything that is not clear to you. Your supervisor should review your position description with you at least once a year to ensure that it accurately reflects your main duties and responsibilities. Keep a copy of your position description and refer to it from time to time. You may want to make notes on your copy when your job changes, so that you can discuss the changes with your supervisor.

**Employee Performance Appraisal Plan (EPAP)** – The Employee Performance Appraisal Plan (EPAP) is the form used by the Department to evaluate the work performance of its employees under the 5-level appraisal system. When used effectively, the EPAP is a valuable communication tool for both employee development and organizational accomplishments.

Managers and supervisors are responsible for the following:

1. Complying with provisions of the U.S. Department of the Interior's Performance Appraisal Departmental Manual and Handbook (370 DM 430).
2. Establishing performance elements and performance standards that are linked to organizational goals and position descriptions.
3. Monitoring employee performance, communicating with employees about their performance and resolving performance problems.
4. Approving or reviewing ratings recommended by supervisors or rating officials.

The EPAP has several important goals:

1. Clarifying how the employee's performance requirements link to the strategic mission of their organization;
2. Increasing individual productivity by giving employees the information they need to do their jobs effectively;
3. Improving individual/organizational productivity by promoting communication between employees and supervisors about job-related matters, so that better and more efficient methods of operation can be developed; and,
4. Providing a process to recognize employees for good performance and their contributions to the organization.

**Appraisal Period** – The appraisal period begins October 1 and ends September 30 of each year, except where specific exceptions have been granted. The minimum period on which an appraisal may be based is 90 calendar days. During the appraisal period, your supervisor may periodically discuss your work with you and let you know how you are doing. In addition, before the end of the appraisal period, the supervisor will conduct one formal progress review with you. This progress review is another opportunity for you and your supervisor to discuss your progress, review your position description, identify any training needs or improvements, or to revise your critical performance elements and performance standards.

**Performance Elements and Performance Standards** – Your supervisor will explain your duties and responsibilities to you and discuss what is expected of you in order to achieve satisfactory performance. To further define your performance expectations, your supervisor will establish performance elements and performance standards for your job. Employee input into this process is required.

Performance elements tell you what work assignments and responsibilities need to be accomplished during the appraisal period. All employees must have one performance element that is linked to the strategic mission or Government Performance Results Act goals of the organization. Between one and five performance elements can be established for a position. These elements are all considered critical elements. They are of such importance to the position that unsatisfactory performance in one element alone would result in a determination that the employee's overall performance is unsatisfactory.

Performance standards tell employees how well performance elements must be done by defining achievable rating levels for: Exceptional, Superior, Fully Successful, Minimally Successful, and Unsatisfactory performance. These five rating levels focus on results and include credible measures such as quality, quantity, timeliness, cost effectiveness, etc.

Your overall performance is evaluated by your supervisor or rating official using these performance standards. A determination that an employee's overall performance is unsatisfactory could result in remedial action and unsatisfactory performance may be the basis for removal or reduction in grade. Minimally successful performance may result in the denial of a within-grade increase.

**The Rating Process** – At the end of the appraisal period, your supervisor will carefully review the performance elements and standards for your position. Based on your actual performance, one of five rating levels may be assigned. The rating will be presented to you during the formal performance discussion between you and your supervisor. The appraisal will be completed with your signature and a copy provided to you. This rating is documented on the EPAP form and is considered as your Rating of Record. Your rating of record is directly linked to your eligibility for certain types of pay increases and awards.

**Rewarding Performance** – Rewarding performance means recognizing good performance and providing incentives to employees for their work efforts and contributions to the organization. At the end of the appraisal period, your supervisor may consider you for an award based on your performance and rating of record as follows:

- Exceptional – Eligible for an individual cash award up to 5% of base pay; a Quality Step Increase; Time-Off Award; or other appropriate equivalent recognition.
- Superior – Eligible for an individual cash award up to 3% of base pay; Time-Off Award, non-monetary award, or other appropriate equivalent recognition.
- Fully Successful – Not eligible for any performance award, but may receive monetary, non-monetary, Time-off, or other appropriate incentive awards for specific accomplishments throughout the year.
- Minimally Successful and Unsatisfactory – Ineligible for any performance recognition.

## How to get the most out of your Employee Performance Appraisal Plan

### 1. Ask for Feedback throughout the appraisal period.

How do you know if you are learning how to do your job and meeting your performance expectations? Talk to your supervisor throughout the appraisal period. Your supervisor wants you to succeed and is available to provide guidance to help you learn how to effectively do your job. Communicating regularly with your supervisor gives you the opportunity to understand the job expectations. It also lets your supervisor know what type of assistance or resources you need to perform your work, and it is a good way to get feedback.

Feedback is information that helps you know how you are progressing in learning the duties and responsibilities of your job. Employees who seek feedback from their supervisors learn their jobs more quickly and with fewer wrong turns than employees who shy away from feedback. Employees who seek feedback spend less time redoing work and turn in work with fewer mistakes. As a result, they improve their work performance.

Getting and using feedback is one of the most important keys to learning your job. As you do your work, ask for feedback from your supervisor to see if you are on track. At first you may feel uncomfortable asking for feedback. But, remember that your supervisor wants you to succeed. As you master your job and get to know your supervisor, you will soon feel more comfortable asking for and receiving feedback.

### 2. Preparation

a. Before your supervisor prepares your appraisal:

1. Prepare a list of key work accomplishments and give it to your supervisor for consideration in preparing your rating.
2. If you have specific issues come prepared to discuss them. Give your supervisor a "heads up" so that they can also prepare to discuss the issues.
3. Write down any key points and questions you may have.

b. During your performance discussion:

1. Don't be shy about asking for clarification, especially about your supervisor's expectations.
2. Refer to your notes, so that you don't overlook any points that are important to you.
3. Tell your supervisor how you feel things are progressing and if you need any additional information or materials.
4. Let your supervisor know what your short/long-term career goals are.
5. Ask for feedback.

If you still have questions about the Employee Performance Appraisal Plan after carefully reviewing this handbook, please discuss your questions with your supervisor.

## Supervisor's Guide to Developing Individual Development Plans

The Individual Development Plan (IDP) is a valuable performance enhancement tool for any federal employee. The IDP can be of great assistance to those who want to enhance skills and strengths and learn more about matters of interest that are relevant to the performance of the agency. Bureaus/Offices are required to use an IDP for supervisory positions. Check with your Human Resources Office for the IDP or other appropriate form to be used by your Bureau/Office for documenting employee development needs.

The following is a brief outline of the definition, steps and goals of an IDP.

**Goals:** The employee and the rating official develop goals together. The IDP provides a connection between the employee's career interests and needs to the organizational mission and priorities. The most common goals of an IDP are to:

- Learn new skills to improve current job performance
- Maximize current performance in support of organizational requirements
- Increase interest, challenge, and satisfaction in current position
- Obtain knowledge, skills and abilities necessary for career growth

**Definition:** An IDP identifies a broad spectrum of developmental opportunities for the employee, including on-the-job training, distance learning, formal classroom training, details, shadow assignments and self-development. It addresses the needs of the organization and of the employee beginning with a focus on maximizing employee performance in the current job.

An IDP is a guide to help individuals reach career goals within the context of organizational objectives. It is a developmental action plan to move employees from their current place to where they want to go. It provides the systematic steps to improve and to build on strengths as individuals improve job performance and pursue career goals.

An IDP is a partnership between the employee and the rating official in personal development. Preparing an IDP involves open feedback, clarification and discussion about developmental needs, goals, and plans. Periodic communication between the rating official and the employee is the key to the currency and success of an IDP.

**An IDP is not a:**

- *Performance appraisal. It is not used to determine pay, awards or other personnel actions based on performance.*
- *Contract for training. Final approval of training opportunities is made based on factors such as timing and budget availability.*
- *Position description. It is not used for clarifying discrepancies in the duties as described.*
- *Guarantee for promotion or for reassignment to another position. While the developmental experiences identified in an IDP may have some training that might qualify the employee for another position or grade, there is no guarantee of advancement.*

**Responsibilities:** As in all aspects of the employee/supervisor relationship, direct and open communication is the key to the success of an IDP. The following responsibilities address the IDP process specifically.

The **employee** is responsible for:

- Assessing personal skills necessary for performing the current position
- Suggesting developmental experiences which would enhance the skills necessary for performing the current position and for the desired career goals
- Identifying personal career goals
- Understanding what skills are necessary for meeting the career goals
- Participating in open discussions with the rating official concerning the elements of the IDP

- Completing the developmental experiences in the IDP as approved by the rating official
- Alerting the rating official when the IDP needs review and updating

The **rating official** is responsible for:

- Providing constructive feedback to the employee about skills necessary for performing the current position
- Suggesting and reviewing employee suggestions for developmental experiences which would enhance the skills necessary for performing the current position
- Counseling the employee about career goals
- Identifying developmental experiences which would enhance the skills necessary for performing in the next type of position toward the employee's career goal
- Participating in open discussions with the employee concerning the elements of the IDP, in periodic updates and reviews of the IDP for currency
- Giving final approval to specific developmental experiences
- Monitoring the progress of the employee in completing the developmental experiences agreed upon in the IDP

**Individual Development Plan** (*Bureaus/Offices are require to use an IDP for supervisory positions. Check with your Human Resources Office for the IDP or other appropriate form to be used by your Bureau/Office for the IDP or other appropriate form to be used by your Bureau/Office for documenting employee developmental needs.*)

Individual Development Plan

Plan Performance Year \_\_\_\_\_

Employee's Name	Position Title/Grade	Office Phone	Office Fax	Email Address
Current Supervisor's Name	Supervisor's Title	Office Phone	Office Fax	Email Address
Goals for Successful Performance in Current Position	Short-term Career Goals (2-3 years)	Long-term Goals (3+ years)		
Developmental Objectives: What do you need to do this year to work towards your goals?	Developmental Activities (training, assignments, projects, details, etc.)	Proposed Dates	Estimated Costs	Date Completed
Notes:	Employee's Signature/Date			
	Supervisor's Signature/Date			

## Instructions for completing the Individual Development Plan

**Employee Development and Career Goals** – the employee and supervisor work together to complete the goals for successful performance in the employee’s current position and the employee’s short- and long-term career goals on the IDP.

**Developmental Objectives** – describe what the employee needs to do this year to work toward his/her goals. Objectives describe what the employee needs to learn or achieve in order to reach his/her goals.

**Determine a method of training and a training time frame** – determine what type of training or activity is needed to accomplish the employee’s developmental goals. It could be on-the-job training, a detail, or a formal training course or a combination of methods. Identify the proposed dates for the training or activity in the “Proposed Dates” column. Enter the actual or estimated cost of the activity in the “Estimated Costs” column. This column can be used in preparing your office’s annual budget. Once the training is completed, write the date in the “Date Completed” column.

### **Methods of Training:**

**On-the-job training** – this can include coaching by a skilled individual or details into positions that will give the employee the skills and knowledge needed.

**Details** – temporary assignments to another location and/or position to gain specific knowledge and/or experience.

**Courses** – formal training courses, e.g., from your agency, local universities, commercial vendors.

**Satellite Broadcasts/Computer/Web Based Learning** – a variety of topics available through your agency via satellite broadcasts, software packages, and on-line training.

**Discuss the Development Plan with your Employee** – discuss the IDP with the employee and make any necessary modifications. The supervisor and employee should sign and date the plan. This plan should be completed within 60 days from the beginning of the performance year.

**Review and Modifications** – the plan should be reviewed at each performance review and modified as situations or needs change.

Office of Human Resources  
Strategic Goals and Objectives  
Priorities and Initiatives for 2017

<b>Mission: <i>The Office of Human Resources is the premiere and corporate human capital office and partner leading the Department's HR strategic planning efforts by providing policies, solutions, oversight and guidance to further the Department's overall mission.</i></b>				
<b>Goal #1: Strategic Human Capital Planning and Evaluation Division</b>				
<b>Division Goals</b>	<b>Objectives</b>	<b>Priorities</b>	<b>Initiatives</b>	<b>Status</b>
<p><b>Provide strategic and transformative workforce solutions to ensure program efficiency, and continuous improvement while focusing on a results-focused accountability system that ensures compliance with laws, regulations, and merit system principles</b></p>	<p>Utilize the Human Capital Assessment and Accountability Framework, to establish a system by which the Department can determine the effectiveness and efficiencies of its human capital programs.</p> <p>Utilize the program to gauge the maturity of the human capital programs and monitor the progress of human capital goals and initiatives.</p>	<ul style="list-style-type: none"> <li>• Create a process by which evaluation informs Strategic planning verify achievement of human capital goals and overall objectives, monitor and assess effectiveness in implementing merit-based strategies that support the office/bureau/Department mission and sustain and continuously improve sound human capital management.</li> <li>• Create a Strategic WF Planning and Evaluation CoP.</li> <li>• Assess the cost of Human Capital programs.</li> <li>• Evaluate human capital programs through 5 CFR 250 and HRStat maturity model for efficiencies.</li> <li>• Evaluate the implementation of the SSR tables implemented for the oil and gas producing regions.</li> <li>• HRStat Cop.</li> <li>• Develop a HRStat Dashboard</li> </ul>	<ul style="list-style-type: none"> <li>• Produce a report on human capital programs effectiveness, efficiency and return on investment.</li> <li>• Inform SHROs and bureau/office leadership where improvements can be made in their HR/HC programs.</li> <li>• Produce a business operations report to showcase justifications for continued human capital program operations.</li> <li>• Educate bureau HR practitioners on the 5 CFR250 and HRStat programs and the value proposition it has for their programs.</li> </ul>	

	<p>Develop and maintain an enterprise-wide system to assess the current and future workforce requirements for the Department.</p> <p>Coordinate with OCIO on the implementation of the IMT Workforce Plan.</p> <p>Align SCHP with DOI Strategic Plan</p>	<ul style="list-style-type: none"> <li>• Conduct review and submission of VERA/VSIP requests</li> <li>• Coordinate with bureaus/office CoP Workforce Analysis reps to conduct enterprise level workforce analysis.</li> <li>• Re-validate MCOs. High risk occupations and high volume occupations.</li> <li>• Conduct workforce reshaping workshops.</li> <li>• Re-validate current skills gaps and identify future skills gaps</li> <li>• Provide analysis of youth engagement data</li> </ul>	<ul style="list-style-type: none"> <li>• Examine VERA/VSIP acceptance rates to determine impact to workforce resilience and closing skill gaps within the Department and Federal Government-wide MCOs.</li> <li>• Produce action plans that will inform strategies to address MCO, high risk, high volume shortages.</li> <li>• Provide report on the youth engagement initiative; identify best practices and accomplishments by the bureaus/offices.</li> </ul>	
	<p>Ensure that the Department and its bureaus carry out a robust accountability review program to ensure HR compliance, effectiveness, efficiency and strategic alignment</p>	<ul style="list-style-type: none"> <li>• Develop annual accountability review schedule with input from bureaus</li> </ul>	<ul style="list-style-type: none"> <li>• Lead or provide hands on support for each accountability review in terms of: <ul style="list-style-type: none"> <li>○ Planning and preparation</li> <li>○ Onsite review activities</li> <li>○ Reporting and corrective action plan development and follow-through.</li> </ul> </li> <li>• Ensure all reporting requirements are met within the established timeframes</li> <li>• Ensure reports are thorough and complete, identifying all significant and/or systemic issues found.</li> <li>• Ensure that corrective action plans sufficiently address all required and recommended actions.</li> <li>• Ensure reviews are closed out in a timely manner.</li> </ul>	

	<p>Develop tools and resources to assist in carrying out accountability review activities.</p>	<ul style="list-style-type: none"> <li>• Ensure all accountability program participants have the tools and resources to carry out accountability review activities.</li> <li>• Communicate best practices and lessons learned.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to issue quarterly accountability newsletter to share news and information, including best practices and lessons learned from accountability reviews</li> <li>• Develop and refine review methodology based on changes, new initiatives, regulations, policies, or procedures. <ul style="list-style-type: none"> <li>○ Evaluation plans and criteria</li> <li>○ Case file checklists</li> <li>○ Interview guides</li> <li>○ Survey tools</li> </ul> </li> <li>• Maintain an accountability program SharePoint site or other portal for accountability program information.</li> </ul>	
	<p>Enhance strategies employee engagement and overall individual and organizational performance.</p>	<ul style="list-style-type: none"> <li>• Synthesize EVS data and provide trend analysis for all bureaus and offices.</li> <li>• Identify progress being made and best practices</li> <li>• Identify areas that may require improvement and provide recommendations.</li> <li>• Provide information on how the data can be used to enhance employee engagement.</li> <li>• Conduct FEVS workshops.</li> <li>• Conduct employee engagement workshops.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify barriers within the FEVS data results to inform bureau leadership, manager and HR.</li> <li>• Identify improvements made in areas highlighted by the FEVS results.</li> <li>• Educate leadership and employees on the value proposition of the survey.</li> <li>• Identify improvements made in employee, and overall bureau/office performance and agency performance.</li> </ul>	
	<p>Build bureau accountability program capacity and strengthen review team competencies</p>	<ul style="list-style-type: none"> <li>• Ensure all accountability program participants are trained and competent to carry out accountability review activities.</li> <li>• Coordinate</li> </ul>	<ul style="list-style-type: none"> <li>• Identify competency gaps.</li> <li>• Promote training and development for all accountability participants <ul style="list-style-type: none"> <li>○ Publicize OPM's evaluator training</li> <li>○ Consider arranging for customized OPM training</li> </ul> </li> </ul>	

		<p>Accountability System review with OPM-MSAC.</p> <ul style="list-style-type: none"> <li>• Coordinate Excepted Service study with OPM-MSAC.</li> </ul>	<p>for all DOI accountability leads or representatives</p> <ul style="list-style-type: none"> <li>• Foster accountability program networking</li> <li>• Promote and encourage bureau representatives to participate in other bureaus' accountability reviews and evaluations</li> <li>• Continue to represent DOI on OPM's Accountability Program Manager's Council</li> <li>• Issue a survey to bureau accountability counterparts to assess program performance.</li> </ul>	
	<p>Ensure the validity of the current model established in FY2009.</p>	<ul style="list-style-type: none"> <li>• Coordinate with the bureaus E2E POCs to review their processes.</li> <li>• Determine consistency of E2E processes throughout the bureaus.</li> <li>• Run T2H reports for MCOs, high risk occupations and high volume occupations.</li> <li>• Identify barriers that hinder meeting 80 day model per OPM guidance.</li> <li>• Monitor progress of SSR implementation on T2H on STEM occupations (oil &amp; gas).</li> </ul>	<ul style="list-style-type: none"> <li>• Identify barriers with current processes to reach 80 day model goal.</li> <li>• Provide best practices being implemented by the bureaus.</li> <li>• Ensure the development of action plans to address barriers that prevent reaching 80 day model goal.</li> <li>• Re-validate current hiring model or make enhancement where needed.</li> <li>• Produce quarterly reports on the impact of the SSR implementation has on T2H for STEM in oil and gas occupations.</li> </ul>	
	<p>Ensure human capital policies are aligned with the mission of the Department through review, update and guidance.</p>	<ul style="list-style-type: none"> <li>• Established internal controls program that will monitor and update human capital policies as required by Federal</li> </ul>	<ul style="list-style-type: none"> <li>• Produce an internal controls standard operating procedure.</li> <li>• Produce a workflow design that will track the progress of policy augmentation.</li> </ul>	

		regulations and/or legislation and/or Agency.		
	Identify Department-wide improvement initiatives based on accountability review results	<ul style="list-style-type: none"> <li>Establish/refine department-wide accountability review metrics.</li> <li>Identify other methodologies to gage department-wide performance.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all bureaus are aware of the department-wide metrics. Work with the bureaus to incorporate metrics into their accountability review planning activities</li> <li>Develop and/or implement tools to assess department-wide human capital activities (i.e., an exit survey, or other types of climate surveys)</li> <li>Assess performance against these metrics across the department to identify bureau-specific, as well as department-wide improvement needs.</li> <li>Track human capital performance via tools such as a Human Capital Dashboard or Federal Employee Viewpoint Survey results to gage human capital performance and needs.</li> <li>Work with OHR/HC and Diversity counterparts to develop improvement strategies, products, and initiatives (i.e., training programs, policies, procedures, and tools)</li> </ul>	
<b>Goal #2: Strategic Talent Programs Division</b>				
<b>Division Goals</b>	<b>Objectives</b>	<b>Priorities</b>	<b>Initiatives</b>	<b>Status</b>
<b>Promote innovative tools and practices, build partnerships and establish policies that will build DOI's capacity to recruit and retain a highly qualified, diverse workforce</b>	Implement policies that provide clarity, consistency, compliance and eliminate Agency barriers to effective recruitment, hiring and retention.	<ul style="list-style-type: none"> <li>Strengthen current and identify opportunities for new policy /guidance</li> </ul>	<ul style="list-style-type: none"> <li>Review and update current policies / guidance</li> <li>Design and implement communication strategies to enhance policy awareness and understanding</li> <li>Address methodology / practice in guidance documents</li> <li>Develop internal process SOPs</li> </ul>	<ul style="list-style-type: none"> <li>Review 100% of current policies</li> </ul>

	<p>Institutionalize Hiring Excellence and integrate with DOI strategic, human capital, and diversity/inclusion plans to drive improvements in hiring processes through better HR/Hiring manager collaboration and improved satisfaction of hiring process and results.</p>	<ul style="list-style-type: none"> <li>Strengthen collaboration between supervisors/ hiring managers and HR specialists and clarify understanding of their roles</li> </ul>	<ul style="list-style-type: none"> <li>Provide “easy-to-use” tools, resources and information to build hiring manager understanding of “how” to engage effectively in the recruitment and hiring process</li> <li>Integrate “effective hiring” elements into supervisory training program</li> <li>Design and execute HR communication and training strategy to build HR staffing and consultation skill set</li> </ul>	<ul style="list-style-type: none"> <li>Increased engagement of hiring managers in process</li> <li>Increased hiring manager satisfaction with HR collaboration</li> </ul>
		<ul style="list-style-type: none"> <li>Improve strategic recruitment to reach well-qualified and diverse candidate pools</li> </ul>	<ul style="list-style-type: none"> <li>Establish a data collection plan, including feedback from surveys</li> <li>Enhance utilization of data in Agency barrier analysis and data visibility at component levels</li> <li>Connect recruitment/hiring/retention data to drive process and outcome improvements</li> <li>Increase utilization of hiring flexibilities and tools (e.g. resume mining)</li> <li>Improve communication strategies (employer branding) to external diverse communities</li> <li>Improve DOI digital footprint to build employer brand (e.g. social media, webpages, better JOAs)</li> <li>Engage hiring managers and ERGs in outreach / recruitment efforts</li> <li>Develop strategy to bridge PLC participants and interns to DOI opportunities</li> <li>Collaborate with CR, AEP Branch</li> </ul>	
		<ul style="list-style-type: none"> <li>Improve assessment strategies to get best talent</li> </ul>	<ul style="list-style-type: none"> <li>Develop guidance to enhance HR, SME, and hiring manager engagement in assessment strategy development and improve occupational questionnaires</li> <li>Work with mission areas to standardize PDs</li> <li>Execute a training strategy to improve job analysis</li> <li>Establish competency models and assessment tools for MCO and high volume occupations</li> </ul>	

			<ul style="list-style-type: none"> <li>Clarify assessment strategies for ACWA occupations</li> </ul>	
	Address Agency retention challenges proactively, as a strategic issues.	<ul style="list-style-type: none"> <li>Foster data-driven Agency level understanding of agency level retention barriers/ challenges</li> <li>Strengthen retention through tools, resources and practices</li> </ul>	<ul style="list-style-type: none"> <li>Integrate retention / attrition data into overall “talent dashboard”</li> <li>Collaborate to close skill gaps in MCOs</li> <li>Develop a core DOI employee orientation curriculum</li> <li>Establish transparent all employee communication strategy/ tools for HR topics</li> <li>Identify HR career paths strategy with bureaus</li> <li>Engage ERGs and other employee groups to find opportunities to leverage retention program opportunities (e.g. group driven mentoring, etc.)</li> </ul>	
<b>Goal #3: HR Information Technology Division</b>				
<b>Division Goals</b>	<b>Objectives</b>	<b>Priorities</b>	<b>Initiatives</b>	<b>Status</b>
<b>Support the Department’s Human Capital Team in managing the Human Resources Management portfolio of information technology solutions.</b>	Supervisory/Managerial	<ul style="list-style-type: none"> <li>Employee Engagement</li> <li>Employee Development</li> </ul>	<ul style="list-style-type: none"> <li>Increase Employee Engagement</li> <li>Encourage Employee Development</li> <li>Receive Positive Feedback</li> </ul>	<ul style="list-style-type: none"> <li>Team is collaborating on reporting and analytics, case management, and performance management</li> <li>Team has completed Entellitrak and Tableau training</li> <li>Team has maintained COR, PMP, and CISSP certifications</li> <li>Team has received exceptional performance reviews for FY 2016</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Customer Satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>Deliver a high level of Customer Satisfaction</li> <li>Improve Efficiency</li> <li>Improve Quality</li> <li>Improve Accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Data and analysis performed for Next100 and other data initiatives has been well received</li> </ul>
	Provide strategic leadership, oversight, management, and administration of Human Resources Information	<ul style="list-style-type: none"> <li>HRIS Council</li> <li>MAESC / HR LOB</li> <li>USSM</li> <li>User Groups</li> <li>Working Groups</li> </ul>	<ul style="list-style-type: none"> <li>Reduce and/or Avoid Costs</li> <li>Improve Efficiency</li> <li>Increase Transparency</li> <li>Increase Awareness</li> <li>Improve Communication</li> </ul>	<ul style="list-style-type: none"> <li>HRIS Council is functioning well</li> <li>Team contributes to the MAESC</li> <li>Team is engaged with FPPS</li> </ul>

	Technology (HRIT).		<ul style="list-style-type: none"> <li>Encourage Collaboration</li> </ul>	User Group
	Manage the Human Resources Management (HRM) portfolio of information technology solutions	<ul style="list-style-type: none"> <li>Reporting and Analytics [OBIEE, Tableau]</li> <li>Talent Management Solution [SumTotal, Totara, etc.]</li> <li>Case Management Solutions [Micropact, ServiceNow]</li> <li>FPPS Modernization</li> <li>HR Portal</li> </ul>	<ul style="list-style-type: none"> <li>Obtain Stakeholder Support for Investments</li> <li>Maintain the HRIT Roadmap</li> <li>Support Capital Planning and Investment Control (CPIC)</li> <li>Support the Budget Formulation and Execution Process</li> <li>Support the Planning, Implementation, Operation, and Maintenance of Systems</li> </ul>	<ul style="list-style-type: none"> <li>Working with OFM to configure Tableau for HR</li> <li>Market research of Talent Management solutions is in progress</li> <li>Working with OCIO on Micropact contract renewal</li> </ul>
	Provide HRIT support to the Human Capital Team.	<ul style="list-style-type: none"> <li>System Administration [eOPF, ELRTS]</li> <li>Contract Administration [eOPF, Micropact, USA Jobs, HR LOB, IBC]</li> <li>Reporting and Analytics [OBIEE, Tableau]</li> <li>Federal Employee Viewpoint Survey (FEVS)</li> <li>Best Places to Work</li> <li>PMA Benchmarking</li> <li>HRstat</li> <li>Electronic Forms System [ServiceNow]</li> <li>Content Management [Drupal, Google, SharePoint]</li> </ul>	<ul style="list-style-type: none"> <li>Provide System Administrator Support</li> <li>Obtain or Maintain the Authority to Operate Systems</li> <li>Continuously Monitor Systems</li> <li>Provide System Owner (SO) Support</li> <li>Provide Information System Security Officer (ISSO) Support</li> <li>Provide Contract Officer Representative (COR) Support</li> </ul>	<ul style="list-style-type: none"> <li>Exercising contracts and agreements with the bureaus and offices and external agencies / vendors</li> <li>Upgrading ELRTS to the latest version of Entellitrak</li> <li>Development of visualizations using Tableau is in progress</li> <li>Supporting Hiring Excellence effort and other data initiatives</li> <li>Preparing for next round of PMA Benchmarking</li> <li>Supporting automation of performance forms using the new EFS</li> <li>Building the new HR Google site</li> </ul>
<b>Goal #4: Workforce Relations Division</b>				
<b>Division Goals</b>	<b>Objectives</b>	<b>Priorities</b>	<b>Initiatives</b>	<b>Status</b>
<b>Provide strategic leadership and transparent delivery of human resource advice and consultation for employee performance and workforce management programs</b>	Performance Management: Focus on having a performance management system that effectively plans, monitors, develops, rates, and rewards employee performance.	<ul style="list-style-type: none"> <li>Ensure the performance management program is aligned with organizational objectives and strategies, meeting the organization's performance appraisal requirements.</li> <li>Conduct performance management system/program compliance audits and reviews.</li> <li>Provide technical expertise</li> </ul>	<ul style="list-style-type: none"> <li>Develop a business case which supports a 4-level performance rating system, based on best practice research and input from leadership and employee relations practitioners in the bureaus/offices for targeted implementation in FY18.</li> <li>Partner with HRIS Division to identify and implement a new electronic performance management tool to automate the process.</li> <li>Identify and share best practices across the Department quarterly.</li> </ul>	

		<p>on complex performance management/appraisal issues.</p> <ul style="list-style-type: none"> <li>• Improve internal processes for EPAPs.</li> <li>• Sustain a robust employee recognition/awards program.</li> </ul>		
	<p>Employee Relations: Strengthen existing employee conduct-related policies, procedures and tools, reflecting Federal sector best practices, agency priorities and a respectful and civil workplace culture.</p>	<ul style="list-style-type: none"> <li>• Strengthen the Department’s capability to review trends in conduct-related issues.</li> <li>• Develop and implement accountability procedures in the area of employee relations.</li> <li>• Update existing policies to reflect changes in case law, Federal sector best practices, and agency leadership priorities.</li> <li>• Strengthen the professional capabilities of bureau/office employee relations practitioners.</li> <li>• Support Departmental civil treatment initiatives as applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with HRIS Division to update, revise and re-launch the electronic Employee and Labor Relations Tracking System (ELRTS).</li> <li>• Continue developing and implementing regular oversight of the use of administrative leave across the Department, working closely with bureaus/offices to timely review requests for approval and track extended cases.</li> <li>• Evaluate and update 370 DM 752, with particular focus on the Table of Penalties (including cybersecurity violations and harassment-related misconduct).</li> <li>• Conduct a training needs assessment for employee relations community of practice to identify necessary skill gaps; conduct training or develop supporting materials as necessary.</li> <li>• Develop and coordinate training on investigative procedures for employee relations practitioners.</li> </ul>	
	<p>Labor-Management Relations: Promote cooperative labor-management relations that further the mission and goals of the Department and reflect Federal sector best practices and DOI</p>	<ul style="list-style-type: none"> <li>• Facilitate and encourage resolution of labor-management disputes at the lowest level possible.</li> <li>• Continue to engage unions as appropriate at the national and/or local/bureau level with respect to DOI wide initiatives such as civil</li> </ul>	<ul style="list-style-type: none"> <li>• Consult with national labor organizations as appropriate, regarding workplace challenges such as civil treatment, performance management, telework, etc., and endeavor to develop solutions jointly.</li> <li>• Expand communication strategies to share experiences and best practices of collective bargaining, using various</li> </ul>	

	<p>priorities.</p>	<p>treatment, performance management and telework.</p> <ul style="list-style-type: none"> <li>• Increase presence of labor-management forums and committees throughout DOI.</li> <li>• Provide technical expertise and guidance on complex labor-management relations issues.</li> <li>• Strengthen the professional capabilities of bureau/office labor relations practitioners.</li> </ul>	<p>platforms.</p> <ul style="list-style-type: none"> <li>• Partner with HRIS Division to update, revise and re-launch Employee and Labor Relations Tracking System (ELRTS).</li> <li>• Conduct a training needs assessment for the labor relations community of practice to identify necessary skill gaps; conduct training or develop supporting materials as necessary.</li> </ul>	
	<p>Benefits: Effectively oversee and manage OPM retirement and employee benefits, concepts, principles, and practices.</p>	<ul style="list-style-type: none"> <li>• Advise Department management officials on the development and implementation of innovations related to the retirement HR technical area.</li> <li>• Strengthen the professional capabilities of bureau/office benefit officers.</li> <li>• Resolve complex retirement inquiries regarding the CSRS, FERS, and Special Retirement programs.</li> <li>• Expand participation in Human Capital Assessment Accountability Framework reviews, evaluating HR practices to include special retirement program management.</li> <li>• Ensure updates to agency policies to reflect changes in federal employee benefits, regulations, and laws.</li> <li>• Communicate/articulate various workforce planning tools (phased retirement, VERA/VSIP, NDAA, etc.) to leaders and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist OPM in extending the FEHB program to the Emergency/Casual workforce.</li> <li>• Maintain relationships with OPM to leverage consultation on difficult/complex retirement and benefit issues.</li> <li>• Continue to conduct special retirement quarterly audits to ensure regulatory compliance (eligibility, maximum entry age, mandatory retirement age, etc.).</li> </ul>	

	<p>Strengthen business process application, capacity, and policies.</p>	<ul style="list-style-type: none"> <li>• Ensure policies support a diverse workforce.</li> <li>• Promote a fair and inclusive workplace.</li> <li>• Provide results oriented data / information for decision-making.</li> </ul>		
	<p>Work Life Balance Programs: Establish and oversee work life policies and activities in areas such as (telework, absence and leave, employee assistance etc.), to meet organizational goals and customer expectations.</p>	<ul style="list-style-type: none"> <li>• Ensure the work-life program is aligned with organizational objectives and strategies.</li> <li>• Provide technical expertise on complex absence and leave issues and regularly evaluate programs and policies.</li> <li>• Promote OPM and bureau/office work/life balance initiatives as part of a complete health and safety program in the workplace.</li> <li>• Incorporate work life balance best practices that strengthen the Department's work life program.</li> <li>• Assist senior leadership and bureau work-life coordinators in strategically setting goals, creating action plans, and conducting evaluations.</li> <li>• Collect, analyze, and share DOI work-life data with senior leadership and counterparts.</li> <li>• Continue to assist fostering a civil culture among DOI employees and surrounding communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate, update, and implement the Telework Handbook and Agreement.</li> <li>• Re-compete the EAP contract and expand EAP support to the DOI workforce and their families.</li> <li>• Leverage the Department's internal communication platform to maximize visibility and promote awareness of the Federal Work Life Survey.</li> </ul>	
	<p>Workers' Compensation: Effectively manage and oversee policies, concepts,</p>	<ul style="list-style-type: none"> <li>• Expand the role of workers' compensation specialists to meet strategic objectives of</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a total case management system to manage worker's compensation process.</li> </ul>	

	principles, and practices ensuring alignment with Departmental goals and objectives.	<p>the Department. This includes evaluation of bureau workers' compensation program effectiveness, return-to-work efforts, and training to increase awareness of workers' compensation costs to DOI.</p> <ul style="list-style-type: none"> <li>• Develop and implement outcome-based data and trends to measure, track, project, and decrease worker's compensation chargeback costs.</li> <li>• Update existing policies to strengthen DOI's capability to implement best practices and agency leadership priorities.</li> <li>• Strengthen the professional capabilities of human resources practitioners for bureau/office workers' compensation programs.</li> <li>• Advise Department management officials on new developments for implementations within workers' compensation areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Expand the use of the Department of Labor's ECOMP claims management system department-wide.</li> </ul>	
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<b>Goal #5: Executive Resources Division</b>				
<b>Division Goals</b>	<b>Objectives</b>	<b>Priorities</b>	<b>Initiatives</b>	<b>Status</b>
<b>Promote innovative tools and practices, build partnerships and establish policies that will help DOI maintain a highly effective Executive Resources Division</b>	Provide effective Presidential transition assistance.	<ul style="list-style-type: none"> <li>• Ensure off-boarding Senior political employees are provided with need to know information regarding their departure; ensure incoming Senior Political employees are seamlessly and efficiently on-boarded.</li> </ul>		Have assisted in several briefings to departing political employees and currently attend and provide key input in planning meeting for arrivals in the new Administration.

	Assist SES CDP graduates in obtaining OPM certification upon completion of the program.	<ul style="list-style-type: none"> <li>• Provide technical expertise to graduates on the proper presentation of Executive qualifications statements.</li> <li>• Ensure each candidate is given a timely in-depth review.</li> </ul>		SES CDP class 18 reviews will be completed in first quarter of FY-2017; SES CDP class 19 reviews will be completed in second quarter of 2017.
	Successfully complete the annual Performance management close-out for SES/SL/ST members.	<ul style="list-style-type: none"> <li>• Optimize the SES/SL/ST performance close-out process.</li> <li>• Provide bureaus with previous year performance results.</li> <li>• Improve understanding of Executive Resources Office's requirements and mandates.</li> <li>• Improve effectiveness Executive resources consultation in Performance process.</li> <li>• Acculturate new employees to DOI by developing an Agency Wide SES On-boarding program</li> </ul>		The 2016 SES/SL/ST Performance Close-out will be completed in January 2017.
	Build customer service and business partnership capacity	<ul style="list-style-type: none"> <li>• Ensure policies enable success</li> <li>• Improve internal processes</li> <li>• Provide results oriented data / information for decision-making</li> </ul>	<ul style="list-style-type: none"> <li>• Establish communities of practice.</li> <li>• Internal standard operating procedures.</li> </ul>	

## DEPARTMENT OF THE INTERIOR Employee Performance Appraisal Plan

Employee Name and Social Security Number: <b>(b) (6)</b> Y	Title/Series/Grade: <b>Administrative Specialist GS-0301-11</b>		
Duty Station: <b>WASHINGTON, DC</b>	Appraisal Period:	From: <b>10/1/2016</b>	To: <b>09/30/2017</b>

**Part A-1: Notification of Standards:** *Signatures certify that critical elements/standards were discussed. (Part E)*

Employee:	Rating Official:	Reviewing Official (if applicable*):
Date:	Date:	Date:

**Part A-2: Employee Input into Development of Standards:** *Signatures certify employee involvement was solicited by supervisor.*

Employee:	Date:	Rating Official:	Date:
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**Part A-3: Employee Training:** *Signatures certify employee was provided training in Performance Management System.*

Employee:	Date:	Rating Official:	Date:
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**Part B: Progress Review:** *Signatures certify that performance was discussed.*

Employee:	Date:	Rating Official:	Date:
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**Part C: Summary Rating Determination:** Assign the numerical rating level that accurately reflects the employee's performance for each of the critical elements (Use only whole numbers: **Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.**) *See reverse for complete instructions.*

Element Number	Numerical Rating
1	(b) (6)
2	
3	
4	
5	

Total Numerical Rating **(b) (6)**

**Part D: Summary Rating:** Use conversion chart to determine rating. Check appropriate box:

<b>(b) (6)</b>	<b>Exceptional</b>	4.6 – 5.00 AND No critical element rated lower than "Superior".
	<b>Superior</b>	3.6 – 4.59 AND No critical element rated lower than "Fully Successful".
	<b>Fully Successful</b>	3.0 – 3.59 AND No critical element rated lower than "Fully Successful".
	<b>Minimally Successful</b>	2.0 – 2.99 AND No critical element rated lower than "Minimally Successful".
	<b>Unsatisfactory</b>	One or more critical elements rated "Unsatisfactory".

Employee:	Rating Official:	Reviewing Official: (if applicable):
Date:	Date:	Date:

Check here if Interim Rating: \_\_\_\_\_

Performance Award: QSI \_\_\_\_\_ Cash: \$ \_\_\_\_\_ or \_\_\_\_\_% of pay Time Off \_\_\_\_\_

# Instructions for Completing the Employee Performance Appraisal Plan

## Establishing Critical Elements and Performance Standards

Critical elements (at least one, but no more than five) must be established for each employee at the start of the performance year. Through these elements, employees are held accountable for work assignments and responsibilities of their position. A critical element is an assignment or responsibility of such importance that Unsatisfactory performance in that element alone would result in a determination that the employee's overall performance is Unsatisfactory. Please see the Performance Appraisal Handbook for more detailed information.

Performance standards are expressions of the performance threshold(s), requirement(s), or expectation(s) that must be met for each element at a particular level of performance. They must be focused on results and include credible measures. You may use the attached Benchmark Performance Standards to describe general parameters of the standards, but must augment those benchmarks with specific, measurable criteria such as quality, quantity, timeliness and/or cost effectiveness, for the "Fully Successful" level for each element. Rating officials are strongly encouraged to develop specific performance standards at additional levels to ensure that the employee has a clear understanding of the levels of performance expected. *At least one, and preferably all, critical elements must show how the element is linked to strategic goals, such as Government Performance Results Act (GPR) or mission related goals of the organization. These goals should be aligned throughout the organization (i.e., show how the strategic goal cascades from the SES down to the lowest non-supervisory levels.) The employee should be able to clearly understand how the results they are held responsible for are linked to the results that those in their supervisory/managerial chain are held responsible for.*

**Employee Involvement:** Employees must be involved in the development of their performance plans. Part A-2 of this form requires employee and supervisor signatures certifying that employee input into the development of the plan was solicited.

## Progress Reviews

A progress review is required approximately mid-way through the rating period. Part B should be completed after the progress review. Any written feedback or recommended training can be noted on a separate sheet and attached to the employee performance appraisal plan.

## Assigning the Summary Rating

A specific rating is required for each critical element to reflect the level of performance demonstrated by the employee throughout the rating period. Only one numerical rating level is assigned for each critical element. Before the rating official assigns a summary rating, he/she should consider all interim summary ratings received for the employee during the annual appraisal period. The summary rating is assigned as follows:

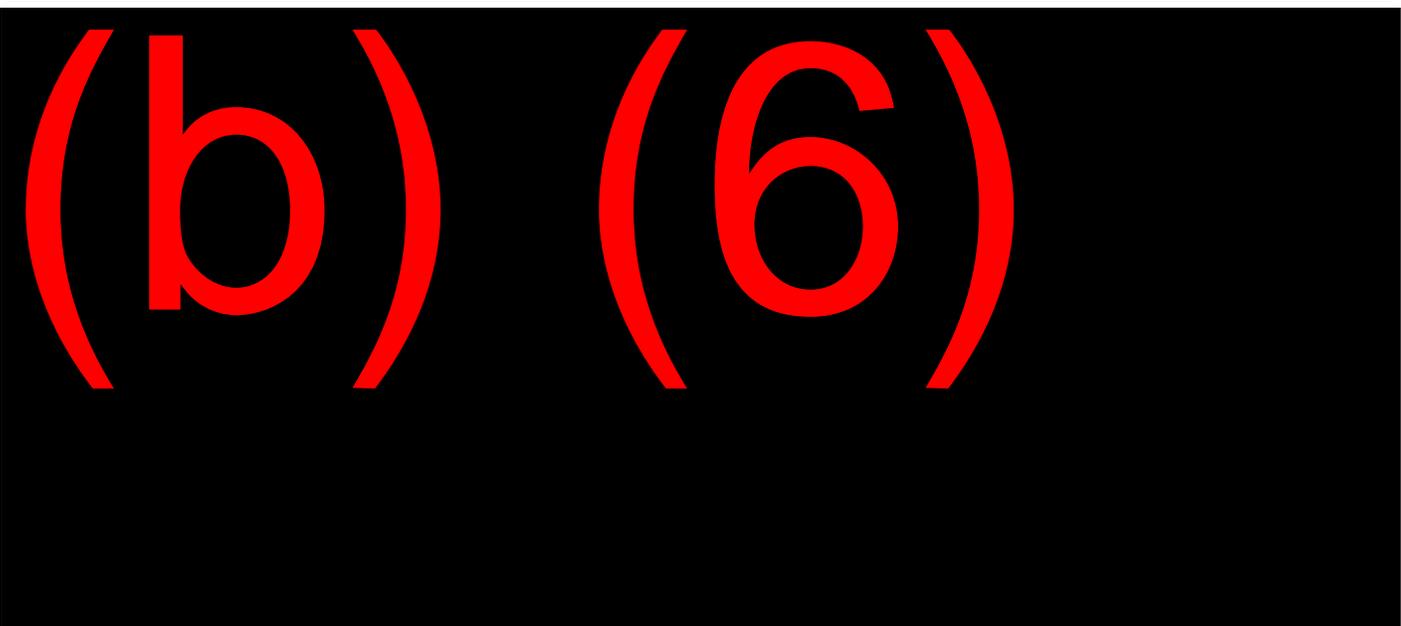
- A. Assess how the employee performed relative to the described performance standards.
- B. Document the employee's performance with a narrative that describes the achievements for the critical elements as compared to the performance standards. A narrative must be written for each critical element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory, to provide examples of the employee's performance that substantiate and explain how the performance falls within the level assigned. There is a block provided for the narrative for each critical element.
- C. In Part C of this form, assign one of the numerical rating levels that accurately reflects the employee's performance for each of the critical elements (Use only whole numbers: Exceptional = 5 points, Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points).
- D. Add up the numerical rating levels to get a total, and then divide the total by the number of critical elements to get an average. (Elements that are "not rated" because an employee has not had a chance to perform them during the rating year are not assigned any points and should not be used to determine the average rating.)
- E. Assign a summary rating based on the table in Part D of this form. Employee and supervisor sign the form certifying that the rating was discussed. Reviewing Official's signature is required for Exceptional, Minimally Successful and Unsatisfactory ratings.

**Note:** Whenever an employee is rated "**Unsatisfactory**" on one or more critical elements, the overall rating **must** be "**Unsatisfactory**" (regardless of total points). **The rating official should immediately contact the servicing human resources office.** Whenever an employee is rated "**Minimally Successful**" on one or more critical elements, the overall rating may not be higher than "**Minimally Successful**" (regardless of total points).

**Part E: Critical Elements and Performance Standards:** List below each of the employee's critical elements (at least one, but no more than 5) and their corresponding performance standards. If Benchmark Standards are used, indicate "Benchmark Standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the critical element supports. At a minimum, **measurable criteria must be identified at the Fully Successful level.**

<p><b>Critical Element 1:</b></p>	<p><b>GPRA/Strategic Goal: Management Excellence- Manage the Department to be highly skilled, accountable, modern, functionally integrated, citizen centered and result oriented:</b> Provides a broad range of administrative services for the Director, Office of Human Resources, and staff following Departmental guidelines and within established timeframes. Complete, control, and track correspondence in compliance with all Departmental guidelines, and within the established timeframes. Attend the executive secretariat meeting on behalf of the Office of Human Resources, while ensuring all correspondence is up to date and meets existing requirements. Maintain records and communicates with the individual staff members to advise and ensure compliance with due dates as required. Achieves other assignments as assigned.</p>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<p>See Benchmark Standards attached.</p>
<p><b>Superior</b></p>	<p>See Benchmark Standards attached.</p>
<p><b>Fully Successful</b></p>	<p>In addition to the benchmark standard, correspondence is accurately and timely prepared, tracked, and maintained. Copies are filed and provided to the originator and the appropriate office staff as required. Employee shall complete all assignments timely (within established standards for each assignment) with no more than three instances where complete files are not provided as required to the appropriate staff member during each reporting period. Employee shall complete all assignments and correspondence with no more than three instances of late or incorrect work products that meet Departmental guidelines.</p>
<p><b>Minimally Successful</b></p>	<p>See Benchmark Standards attached.</p>
<p><b>Unsatisfactory</b></p>	<p>See Benchmark Standards attached.</p>

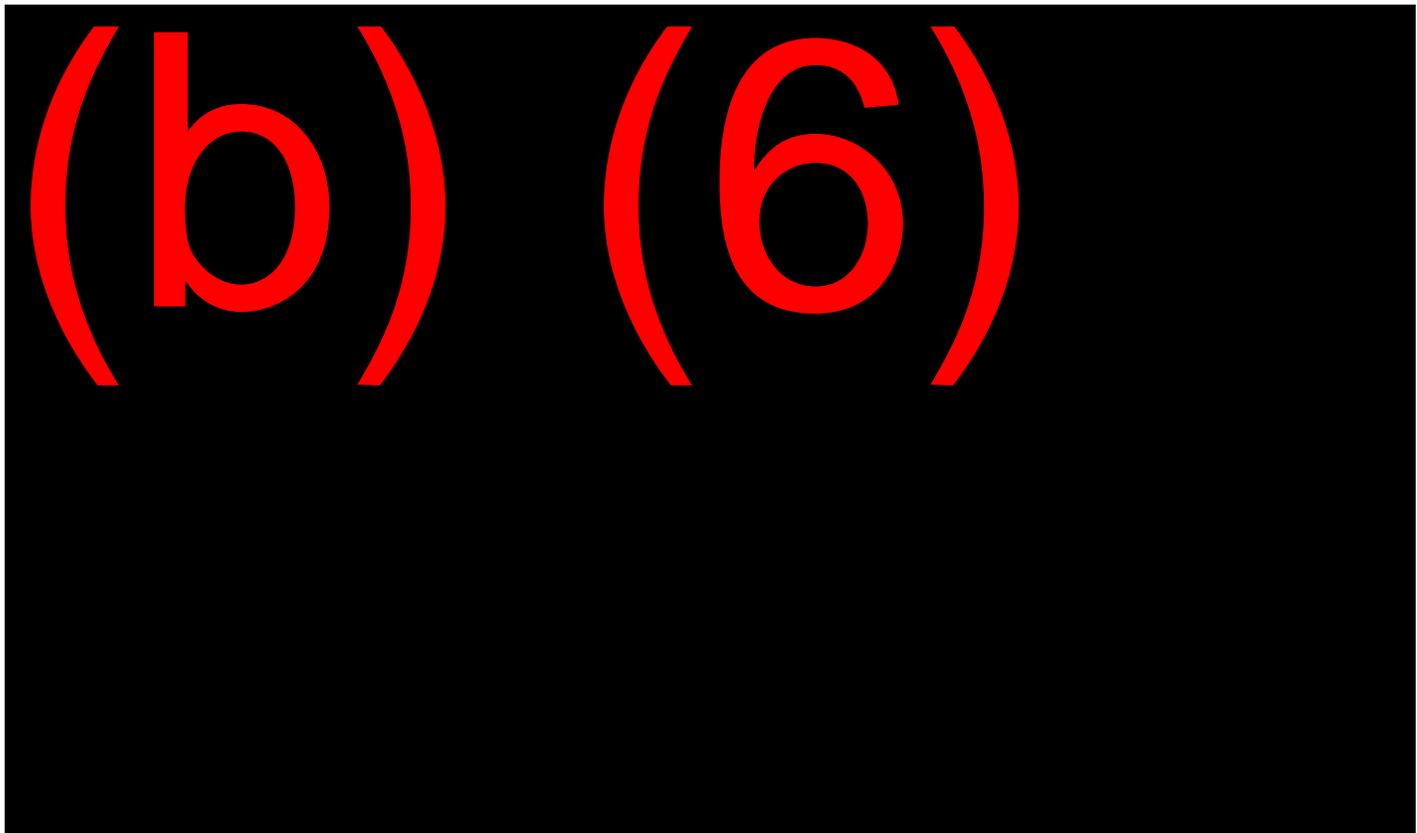
**Narrative Summary**



**Part E: Critical Elements and Performance Standards:** List below each of the employee's critical elements (at least one, but no more than 5) and their corresponding performance standards. If Benchmark Standards are used, indicate "Benchmark Standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the critical element supports. At a minimum, measurable criteria must be identified at the Fully Successful level.

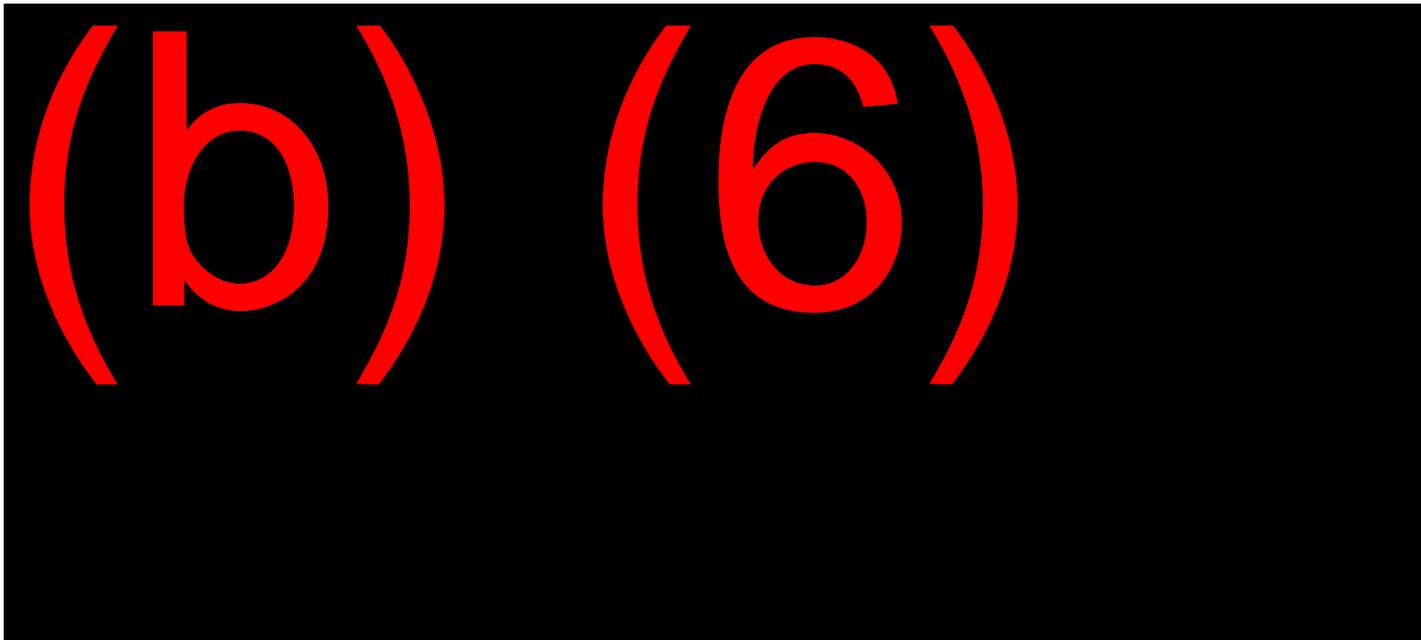
<b>Critical Element 2:</b>	<b>GPRA/Strategic Goal: Management Excellence-</b> Provide exceptional customer service to staff, visitors, and other DOI and external agency/organization representatives. Exhibits a courteous, professional, and service oriented demeanor to represent positively the Office of Human Resources, and the DOI. Works in a collaborative manner with the Secretarial Assistant for the DAS/HCPP and the DCHCO as required.
<b>Performance Standards</b>	
<b>Exceptional</b>	See Benchmark Standards attached.
<b>Superior</b>	See Benchmark Standards attached
<b>Fully Successful</b>	In addition to the benchmark standard, the employee shall complete all assignments and interactions with no more than three (3) instances of customer complaints which are found to be valid during a reporting period. Employee shall complete all assignments with no more than three (3) instances of errors in administrative paperwork. Employee shall meet all established timelines with no more than three (3) instances of untimely work products.
<b>Minimally Successful</b>	See Benchmark standards attached
<b>Unsatisfactory</b>	See Benchmark standards attached

**Narrative Summary**



**Part E: Critical Elements and Performance Standards:** List below each of the employee's critical elements (at least one, but no more than 5) and their corresponding performance standards. If Benchmark Standards are used, indicate "Benchmark Standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the critical element supports. At a minimum, measurable criteria must be identified at the Fully Successful level.

<p><b>Critical Element 3:</b></p>	<p><b>GPRA/Strategic Goal:</b>  <b>Performance Measure:</b> Process and maintain sales orders, IAA and purchase requests for the Office of Human Resources. Ensuring fund availability, mandated procedures are followed and appropriate signatures are obtained. Assembles budget estimates and justifications from the OHR Directors for the budgets of each office serviced; exercises fund controls; analyze/reconciles cost and obligation ledgers against actual expenses; and recommends appropriate actions. Provides monthly funds reports to the Director of Human Resources and OHR Directors. Prepares budget projections and revise as needed. Ensures credit card statements are signed as required by Departmental policy.</p>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<p>See Benchmark Standards attached.</p>
<p><b>Superior</b></p>	<p>See Benchmark standards attached</p>
<p><b>Fully Successful</b></p>	<p>In addition to the benchmark standard,</p>
<p><b>Minimally Successful</b></p>	<p>See Benchmark standards attached</p>
<p><b>Unsatisfactory</b></p>	<p>See Benchmark standards attached</p>
<p><b>Narrative Summary</b></p>	



**Part E: Critical Elements and Performance Standards:** List below each of the employee's critical elements (at least one, but no more than 5) and their corresponding performance standards. If Benchmark Standards are used, indicate "Benchmark Standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the critical element supports. At a minimum, measurable criteria must be identified at the Fully Successful level.

<b>Critical Element 4:</b>	<p><b>GPRA/Strategic Goal:</b></p> <p><b>Performance Measure:</b> Manage and schedule meetings on behalf of the Director of Human Resources, staff, as needed to ensure that all appointments are scheduled timely, accurately and efficiently. Oversee the scheduling of conference rooms and ensures the needed technology is available to conduct professional and effective meetings. Create and maintain office files and historical data for future use. Achieve other duties as assigned.</p> <p>Schedules and organizes travel for the Director, Office of Human Resources. Process travel authorizations and vouchers in accordance with Departmental guidelines and requirements in a timely manner. Ensures the collection and filing of all required documents meet travel regulations and guidelines. Complete the time keeping and attendance process for the Office of Human Resources in a timely and accurate manner. Utilizes various office automation and administrative systems to successfully accomplish work assignments.</p>
<b>Performance Standards</b>	
<b>Exceptional</b>	See Benchmark Standards attached.
<b>Superior</b>	See Benchmark standards attached
<b>Fully Successful</b>	In addition to the benchmark standard, all assignments for scheduling appointments, changes and cancellations are completed with no more than three instances of error in scheduling, foreseeable changes, or cancellations during this reporting period. Office files are adequately supported, overseen, and updated to ensure accurate and professional record keeping with no more than three (3) instances of erroneous filings. Travel vouchers are processed in a timely and efficient manner within two (2) days of receipt from the staff. Travel documents are completed with no more than two (2) errors in scheduling to meet Departmental needs and requirements. Time and attendance are timely completed as required and verified by the due date as mandated by payroll (Normally the Monday a week prior to payday at 10 a.m.) with no more than three (3) errors or instances annually.
<b>Minimally Successful</b>	See Benchmark standards attached
<b>Unsatisfactory</b>	See Benchmark standards attached

**Narrative Summary**

(b) (6)

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Rating for Critical Element 4:

(b) (6)

**Part E: Critical Elements and Performance Standards:** List below each of the employee's critical elements (at least one, but no more than 5) and their corresponding performance standards. If Benchmark Standards are used, indicate "Benchmark Standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the critical element supports. At a minimum, measurable criteria must be identified at the Fully Successful level.

<p><b>Critical Element 5:</b></p>	<p><b>GPRA/Strategic Goal:</b>  <b>Performance Measure:</b> Participate and contribute in a positive manner in the activities and goals of the Office of Human Resources. Support the Secretary of the Interior's Initiatives, the DOI Strategic Plan, and the Departmental goals as needed. Actively promote an effective and efficient interaction among the Office of Human Resources Staff and coworkers. Attends assigned meetings, prepares and maintains reports, agendas and responds appropriately to the required participants.</p>
<p><b>Performance Standards</b></p>	
<p><b>Exceptional</b></p>	<p>See Benchmark Standards attached.</p>
<p><b>Superior</b></p>	<p>See Benchmark standards attached</p>
<p><b>Fully Successful</b></p>	<p>In addition to the benchmark standard, employee shall accomplish all tasks from customers with no more than two (2) instances of valid complaints. Employee shall be responsive and timely to the requirements and needs of the team in the Office of Human resources. Prepare agendas and minutes. All agendas and minutes are distributed within two days before the meeting with no more than three (3) instances of untimely distribution during this reporting period.</p>
<p><b>Minimally Successful</b></p>	<p>See Benchmark standards attached</p>
<p><b>Unsatisfactory</b></p>	<p>See Benchmark standards attached</p>
<p><b>Narrative Summary</b></p>	



See earlier comments.

**Privacy Act Notice:** Chapter 43 of Title 5, U.S.C., authorizes collection of this information. The primary use of this information is by management and your servicing human resources office to issue and record your performance rating. Additional disclosures of this information may be: To MSPB, Office of Special Counsel, EEOC, the FLRA, or an arbitrator in connection with administrative proceedings; to the Department of Justice or other Federal agency, courts, or party to litigation when the Government is a party to or has an interest in the judicial or administrative proceeding; to a congressional office in response to an inquiry made on behalf of an individual; to the appropriate Federal, State, or local government agency investigating potential violations of civil or criminal law or regulation; and to Federal State, local and professional licensing boards in determining qualifications of individuals seeking to be licensed.

Collection of your Social Security Number is authorized by Executive Order 9397. Furnishing your Social Security Number is mandatory, failure to provide this information will prohibit data collection required by the Office of Personnel Management.

If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

## **Benchmark Employee Performance Standards**

### **Exceptional:**

Employee demonstrates particularly excellent performance that is of such high quality that organizational goals have been achieved that would not have been otherwise. The employee demonstrates mastery of technical skills and a thorough understanding of the mission of the organization and has a fundamental impact on the completion of program objectives.

The employee exerts a major positive influence on management practices, operating procedures and/or program implementation, which contributes substantially to organizational growth and recognition. The employee plans for the unexpected and uses alternate ways of reaching goals. Difficult assignments are handled intelligently and effectively. The employee has produced an exceptional quantity of work, often ahead of established schedules and with little supervision.

The employee's oral and written communications are exceptionally clear and effective. He/she improves cooperation among participants in the workplace and prevents misunderstandings. Complicated or controversial subjects are presented or explained effectively to a variety of audiences so that desired outcomes are achieved.

### **Superior:**

Employee demonstrates unusually good performance that exceeds expectations in critical areas and exhibits a sustained support of organizational goals. The employee shows a comprehensive understanding of the objectives of the job and the procedures for meeting them.

Effective planning by the employee improves the quality of management practices, operating procedures, task assignments and/or program activities. The employee develops and/or implements workable and cost-effective approaches to meeting organizational goals.

The employee demonstrates an ability to get the job done well in more than one way while handling difficult and unpredicted problems. The employee produces a high quantity of work, often ahead of established schedules with less than normal supervision.

The employee writes and speaks clearly on difficult subjects to a wide range of audiences and works effectively with others to accomplish organizational objectives.

### **Fully Successful:**

The employee demonstrates good, sound performance that meets organizational goals. All critical activities are generally completed in a timely manner and supervisor is kept informed of work issues, alterations and status. The employee effectively applies technical skills and organizational knowledge to get the job done. The employee successfully carries out regular duties while also handling any difficult special assignments. The employee plans and performs work according to organizational priorities and schedules. The employee communicates clearly and effectively.

### **Minimally Successful:**

The employee's performance shows serious deficiencies that requires correction. The employee's work frequently needs revision or adjustments to meet a minimally successful level. All assignments are completed, but often require assistance from supervisor and/or peers. Organizational goals and objectives are met only as a result of close supervision. On one or more occasions, important work requires unusually close supervision to meet organizational goals or needs so much revision that deadlines were missed or imperiled.

Employee shows a lack of awareness of policy implications or assignments; inappropriate or incomplete use of programs or services; circumvention of established procedures, resulting in unnecessary expenditure of time or money; reluctance to accept responsibility; disorganization in carrying out assignments; incomplete understanding of one or more important areas of the field of work; unreliable methods for completing assignments; lack of clarity in writing and speaking; and/or failure to promote team spirit.

### **Unsatisfactory:**

The employee's performance is unsatisfactory. The quality and quantity of the employee's work are not adequate for the position. Work products do not meet the minimum requirements expected.

The employee demonstrates little or no contribution to organizational goals; failure to meet work objectives; inattention to organizational priorities and administrative requirements; poor work habits resulting in missed deadlines and/or incomplete work products; strained work relationships; failure to respond to client needs; and/or lack of response to supervisor's corrective efforts.

## Understanding Performance Management

**An Employee's Duties** – Your supervisor should provide you with a copy of the position description for your job. Your position description is the official record of your main duties and responsibilities and is used in developing performance appraisal criteria. Take some time to read through your position description. Ask your supervisor about anything that is not clear to you. Your supervisor should review your position description with you at least once a year to ensure that it accurately reflects your main duties and responsibilities. Keep a copy of your position description and refer to it from time to time. You may want to make notes on your copy when your job changes, so that you can discuss the changes with your supervisor.

**Employee Performance Appraisal Plan (EPAP)** – The Employee Performance Appraisal Plan (EPAP) is the form used by the Department to evaluate the work performance of its employees under the 5-level appraisal system. When used effectively, the EPAP is a valuable communication tool for both employee development and organizational accomplishments.

Managers and supervisors are responsible for the following:

1. Complying with provisions of the U.S. Department of the Interior's Performance Appraisal Departmental Manual and Handbook (370 DM 430).
2. Establishing performance elements and performance standards that are linked to organizational goals and position descriptions.
3. Monitoring employee performance, communicating with employees about their performance and resolving performance problems.
4. Approving or reviewing ratings recommended by supervisors or rating officials.

The EPAP has several important goals:

1. Clarifying how the employee's performance requirements link to the strategic mission of their organization;
2. Increasing individual productivity by giving employees the information they need to do their jobs effectively;
3. Improving individual/organizational productivity by promoting communication between employees and supervisors about job-related matters, so that better and more efficient methods of operation can be developed; and,
4. Providing a process to recognize employees for good performance and their contributions to the organization.

**Appraisal Period** – The appraisal period begins October 1 and ends September 30 of each year, except where specific exceptions have been granted. The minimum period on which an appraisal may be based is 90 calendar days. During the appraisal period, your supervisor may periodically discuss your work with you and let you know how you are doing. In addition, before the end of the appraisal period, the supervisor will conduct one formal progress review with you. This progress review is another opportunity for you and your supervisor to discuss your progress, review your position description, identify any training needs or improvements, or to revise your critical performance elements and performance standards.

**Performance Elements and Performance Standards** – Your supervisor will explain your duties and responsibilities to you and discuss what is expected of you in order to achieve satisfactory performance. To further define your performance expectations, your supervisor will establish performance elements and performance standards for your job. Employee input into this process is required.

Performance elements tell you what work assignments and responsibilities need to be accomplished during the appraisal period. All employees must have one performance element that is linked to the strategic mission or Government Performance Results Act goals of the organization. Between one and five performance elements can be established for a position. These elements are all considered critical elements. They are of such importance to the position that unsatisfactory performance in one element alone would result in a determination that the employee's overall performance is unsatisfactory.

Performance standards tell employees how well performance elements must be done by defining achievable rating levels for: Exceptional, Superior, Fully Successful, Minimally Successful, and Unsatisfactory performance. These five rating levels focus on results and include credible measures such as quality, quantity, timeliness, cost effectiveness, etc.

Your overall performance is evaluated by your supervisor or rating official using these performance standards. A determination that an employee's overall performance is unsatisfactory could result in remedial action and unsatisfactory

performance may be the basis for removal or reduction in grade. Minimally successful performance may result in the denial of a within-grade increase.

**The Rating Process** – At the end of the appraisal period, your supervisor will carefully review the performance elements and standards for your position. Based on your actual performance, one of five rating levels may be assigned. The rating will be presented to you during the formal performance discussion between you and your supervisor. The appraisal will be completed with your signature and a copy provided to you. This rating is documented on the EPAP form and is considered as your Rating of Record. Your rating of record is directly linked to your eligibility for certain types of pay increases and awards.

**Rewarding Performance** – Rewarding performance means recognizing good performance and providing incentives to employees for their work efforts and contributions to the organization. At the end of the appraisal period, your supervisor may consider you for an award based on your performance and rating of record as follows:

- Exceptional – Eligible for an individual cash award up to 5% of base pay; a Quality Step Increase; Time-Off Award; or other appropriate equivalent recognition.
- Superior – Eligible for an individual cash award up to 3% of base pay; Time-Off Award, non-monetary award, or other appropriate equivalent recognition.
- Fully Successful – Not eligible for any performance award, but may receive monetary, non-monetary, Time-off, or other appropriate incentive awards for specific accomplishments throughout the year.
- Minimally Successful and Unsatisfactory – Ineligible for any performance recognition.

### **How to get the most out of your Employee Performance Appraisal Plan**

1. Ask for Feedback throughout the appraisal period.

How do you know if you are learning how to do your job and meeting your performance expectations? Talk to your supervisor throughout the appraisal period. Your supervisor wants you to succeed and is available to provide guidance to help you learn how to effectively do your job. Communicating regularly with your supervisor gives you the opportunity to understand the job expectations. It also lets your supervisor know what type of assistance or resources you need to perform your work, and it is a good way to get feedback.

Feedback is information that helps you know how you are progressing in learning the duties and responsibilities of your job. Employees who seek feedback from their supervisors learn their jobs more quickly and with fewer wrong turns than employees who shy away from feedback. Employees who seek feedback spend less time redoing work and turn in work with fewer mistakes. As a result, they improve their work performance.

Getting and using feedback is one of the most important keys to learning your job. As you do your work, ask for feedback from your supervisor to see if you are on track. At first you may feel uncomfortable asking for feedback. But, remember that your supervisor wants you to succeed. As you master your job and get to know your supervisor, you will soon feel more comfortable asking for and receiving feedback.

#### 2. Preparation

##### a. Before your supervisor prepares your appraisal:

1. Prepare a list of key work accomplishments and give it to your supervisor for consideration in preparing your rating.
2. If you have specific issues come prepared to discuss them. Give your supervisor a "heads up" so that they can also prepare to discuss the issues.
3. Jot down any key points and questions you may have.

##### b. During your performance discussion:

1. Don't be shy about asking for clarification, especially about your supervisor's expectations.
2. Refer to your notes, so that you don't overlook any points that are important to you.
3. Tell your supervisor how you feel things are progressing and if you need any additional information or materials.
4. Let your supervisor know what your short/long-term career goals are.
5. Ask for feedback.

If you still have questions about the Employee Performance Appraisal Plan, stop by and talk to your supervisor, who will be happy to address any questions you may have.

**From:** Mack, Jonathan  
**To:** [Pletcher, Mary](#)  
**Cc:** [Caroline \(Carrie\) Soave](#)  
**Subject:** Fwd: OIG Records Check  
**Date:** Monday, October 23, 2017 10:38:17 AM  
**Attachments:** [SES, SL, ST Roster 9.30.17.xlsx](#)

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Mary and Steve,

In 2014, OPM began requiring that agencies provide their Performance Review Boards (PRBs) with information regarding misconduct that has impacted the performance for any SES, SL or ST employee, as appropriate.

The PRB must take into account the impact of any documented misconduct on the executive's performance, within the parameters of the applicable performance requirements or performance standards for the underlying position during the relevant appraisal period when making recommendations on appraisals and performance awards.

To satisfy this requirement and to provide the Executive Resources Board (ERB) with all relevant information needed in making their final decisions on performance and recognition, we are requesting an IG records check of all SES, SL and ST employees. If there are any \*ongoing\* or former (in the past 12 months) investigations involving misconduct involving an SES, SL or ST employee, please provide us a summary of information regarding the investigation. The ERB can decide to delay performance decisions until after an investigation is completed.

Attached is a list of all SES, SL and ST employees on the rolls as of September 30, 2017. In order to provide this information in a timely manner to the PRBs and ERB, we need this information not later than Wednesday, November 22nd.

If you have any questions, please let me know as soon as possible.

Thanks,  
Mary

ay Perio	Dept	Bureau	Bureau Desc	Sub Bur	Name	Pay Plan	Occ Series	Grade	Position Title	Type Of Appointment	Type of Appointment2
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	50	DEERINWATER DANIEL J.	ES	0301	00	SENIOR ADVISOR TO THE AS-IA	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	GG	STREATER EDDIE R.	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	CHAVARRIA GABRIELA DEL CARMEN	SL	0480	00	FISH AND WILDLIFE ADVISOR	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AD	PATINO REYNALDO	ST	0482	00	RESEARCH FISH BIOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AP	FERRERO RICHARD C.	ES	0401	00	REGIONAL DIRECTOR - NORTHWEST REGION	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AO	FRANKEL ARTHUR D.	ST	1313	00	RESEARCH GEOPHYSICIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AO	HEIN JAMES R.	ST	1350	00	RESEARCH GEOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AO	KEELEY JON E.	ST	0408	00	RESEARCH ECOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	ID	MURPHY TIMOTHY M.	ES	0340	00	STATE DIRECTOR	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	01	GRAY LORRI J.	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	BATHRICK MARK L.	ES	0340	00	DIRECTOR OFFICE OF AVIATION SERVICES	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	40	ESTENOZ SHANNON A.	ES	0340	00	DIRECTOR EVERGLADES RESTORATION	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	18	CLARK HORACE G.	ES	0905	00	REGIONAL SOLICITOR	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	SE	AUSTIN STANLEY J.	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	OREMLAND RONALD S.	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	CLOERN JAMES E.	ST	1301	00	RESEARCH PHYSICAL SCIENTIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	INGEBRITSEN STEVEN E.	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AQ	HILDRETH EDWARD W.	ST	1350	00	RESEARCH GEOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AO	HANKS THOMAS C.	ST	1313	00	RESEARCH GEOPHYSICIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AO	LOCKNER DAVID A.	ST	1313	00	RESEARCH GEOPHYSICIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AO	PARSONS THOMAS E.	ST	1313	00	RESEARCH GEOPHYSICIST	10	CAREER (COMP SVC PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	JJ	DUTSCHKE AMY L.	ES	0340	00	REGIONAL DIRECTOR-PACIFIC	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	CA	PEREZ JEROME E	ES	0340	00	STATE DIRECTOR	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AO	SOGGE MARK K.	ES	0401	00	REGIONAL EXECUTIVE - PACIFIC REGION	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	02	MURILLO DAVID G.	ES	0340	00	REGIONAL DIRECTOR MID PACIFIC REGION	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	15	JOSEPHSON CLEMENTINE	ES	0905	00	REGIONAL SOLICITOR	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	08	SOUZA PAUL	ES	0480	00	REGIONAL DIRECTOR SACRAMENTO CA	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AO	LAFFERTY KEVIN D.	ST	0408	00	RESEARCH ECOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AL	WEYERS HOLLY S.	ES	0401	00	REGIONAL DIRECTOR - SOUTHEAST	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	ENOMOTO STANTON KEONE	SL	0340	00	SENIOR PROGRAM DIRECTOR	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	HARVEY RONALD W.	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	NORDSTROM DARRELL K.	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	22	OCF OF SURFACE MINING RECLAMATION & E	27	BERRY DAVID A	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	WIGHT TIMOTHY S.	SL	2210	00	ASSOCIATE CHIEF INFORMATION OFFICER	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AM	BARON JILL S.	ST	0408	00	RESEARCH ECOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AP	FIELD EDWARD H.	ST	1313	00	RESEARCH GEOPHYSICIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AP	WALD DAVID J.	ST	1313	00	RESEARCH GEOPHYSICIST	10	CAREER (COMP SVC PERM)
201721	IN	10	NATIONAL PARK SERVICE	MW	SHOLLY CAMERON H	ES	0340	00	REGIONAL DIRECTOR MIDWEST REGION	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	SLACK JAMES J.	ES	0340	00	DIRECTOR NCTC	50	CAREER (SES PERM)
201721	IN	22	OCF OF SURFACE MINING RECLAMATION & E	27	SHOPE THOMAS D.	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	70	LAKE TIMOTHY CHARLES	ES	0340	00	REGIONAL FIDUCIARY	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	AA	LAPOINTE TIMOTHY L.	ES	0340	00	REGIONAL DIRECTOR-GREAT PLAINS	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AH	KELLY FRANCIS P.	ES	1301	00	DIR (EROS) CENTER & POLICY ADVISOR	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AH	LOVELAND THOMAS R.	ST	1301	00	RESEARCH PHYSICAL SCIENTIST	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	KLINNER KENNETH OSCAR	SL	2210	00	DIRECTOR PLANNING AND PERFORMANCE	10	CAREER (COMP SVC PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	SS	MAYTUBBY BRUCE W.	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	99	ONEILL KEITH JAMES	ES	1102	00	ASSOCIATE DIRECTOR FOR ACQ SERVICES	50	CAREER (SES PERM)
201721	IN	24	OFFICE OF THE INSPECTOR GENERAL	OM	ANDERSON RODERICK M.	ES	0301	00	ASSISTANT INSPECTOR GENERAL	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	MASON ROBERT R JR.	SL	1315	00	SENIOR SCIENCE ADVISOR-SURFACE WATER	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AR	PLUMLEE GEOFFREY S.	SL	1301	00	ASSOC DIRECTOR ENVIRONMENTAL HEALTH	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AI	TISCHLER MICHAEL ALLAN	SL	1301	00	SENIOR SCIENCE ADVISOR	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AI	DELOATCH IVAN B.	SL	1301	00	FEDERAL GEOGRAPHIC DATA	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AD	ORGAN JOHN FRANCIS	SL	0401	00	SENIOR SCIENCE ADVISOR-COOP RESEARCH	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AQ	IVERSON RICHARD M.	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AJ	KRABENHOF DAVID P.	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	22	OCF OF SURFACE MINING RECLAMATION & E	27	CLAYBORNE ALFRED L.	ES	0340	00	REGIONAL DIRECTOR-MCRO	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AD	MARTIN THOMAS E.	ST	0486	00	RESEARCH WILDLIFE BIOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	10	NATIONAL PARK SERVICE	PW	RICHARDSON LIZETTE	ES	0340	00	PARK MANAGER (SUPERINTENDENT)	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	03	FULP TERRANCE J	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	DETTINGER MICHAEL	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	NV	RUHS JOHN F	ES	0340	00	STATE DIRECTOR	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	MILLY PAUL C. D.	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	70	REYNOLDS THOMAS G.	ES	0340	00	REGIONAL FIDUCIARY TRUST ADMIN	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	KK	JAMES JAMES D. JR.	ES	0340	00	DEPUTY DIRECTOR FIELD OPS	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	MM	WALKER WILLIAM T.	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	02	LUEDERS AMY L.	ES	0480	00	REGIONAL DIRECTOR ALBUQUERQUE	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	KK	LORDS DOUGLAS A.	ES	0340	00	DEPUTY BUREAU DIRECTOR-TRUST SVS.	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	19	WENGER LANCE C.	ES	0905	00	REGIONAL SOLICITOR-SOUTHWEST	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	ARAGON JOSE RAMON	ES	0301	00	SENIOR ADVISOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	70	WILLIAMS MARGARET C.	ES	0340	00	REG FIDUCIARY TRUST ADMINISTRATOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	70	WHITE JOHN ETHAN	ES	0340	00	DEPUTY SPECIAL TRUSTEE FOR PROGRAM	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	70	CRAFT ROBERT C.	ES	0340	00	REG FIDUCIARY TRUST ADMINISTRATOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	70	BURCH MELVIN E.	ES	0340	00	REGIONAL FIDUCIARY TRUST	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	70	LOUDERMILK WELDON B.	ES	0340	00	DEPUTY SPECIAL TRUSTEE -	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	70	RIGGS HELEN	ES	0340	00	DEPUTY SPECIAL TRUSTEE -	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AJ	TILITT DONALD E.	ST	0415	00	RESEARCH TOXICOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AI	USERY EDDY L.	ST	1301	00	RESEARCH PHYSICAL SCIENTIST	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	70	DUMONTIER DEBRA L.	ES	0340	00	DEPUTY SPECIAL TRUSTEE FOR BUSINESS	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	IM	LEHNERTZ CHRISTINE S.	ES	0340	00	PARK MANAGER	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	AZ	SUAZO RAYMOND	ES	0340	00	STATE DIRECTOR	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	HH	BOWKER BRYAN L.	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	15	KRUSE MICHAEL	SL	0905	00	CHIEF JUSTICE	40	SCHED A (EXC SVC NONPERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	DD	PFJEFFER TAMARAH NMN	ES	1701	00	ASSOC DEPUTY DIRECTOR-NAVAJO	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AQ	DEVARIS AIMEE MARIE	ES	1301	00	REGIONAL DIRECTOR - ALASKA	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	AK	FROST HERBERT C.	ES	0340	00	REGIONAL DIRECTOR ALASKA	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	17	DARNELL JOSEPH D.	ES	0905	00	REGIONAL SOLICITOR	50	CAREER (SES PERM)
201721	IN	27	BUREAU OF OCEAN ENERGY MANAGEMENT	MJ	KENDALL JAMES J. JR.	ES	0340	00	ALASKA REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	07	SEKANIEC GREGORY EUGENE	ES	0480	00	REGIONAL DIRECTOR - ANCHORAGE	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AD	MCGUIRE ANTHONY D	ST	0408	00	RESEARCH ECOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	99	BEALL JAMES W	ES	0340	00	ASSOCIATE DIRECTOR	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	WO	HUDSON JODY LEE	ES	0340	00	ASSISTANT DIRECTOR	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	DD	HAMLEY JEFFREY L.	ES	1720	00	ASSOC DEP DIR - PERFORMANCE & ACCTBY	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	WO	MCALFEAR CHRISTOPHER J	ES	0340	00	ASSISTANT DIRECTOR NLCS & CP	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	WO	NEDD MICHAEL D.	ES	0340	00	AD MINS REAL & RES PRO	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	WO	HANNA JEANETTE D.	ES	0301	00	SEN ADVISOR FOR TRIBAL ENERGY DEV	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	ROSS JOHN W	ES	0340	00	DIRECTOR OFFICE OF VALUATION	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	NASSAR JOSEPH W	ES	0340	00	DIRECTOR OFFICE OF FACILITIES	50	CAREER (SES PERM)
201721	IN	26	BUREAU OF SAFETY AND ENVIRONMENTAL ET	EE	MORRIS DOUGLAS W.	ES	0340	00	REGULATORY PROGRAMS CHIEF	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	ES	MOURITSEN KAREN E.	ES	0340	00	STATE DIRECTOR	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	KK	ORTIZ HANKIE P.	ES	0340	00	DEPUTY BUREAU DIRECTOR INDIAN SVS.	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	99	HOLMES TROY EDWARD	ES	0340	00	PROGRAM MANAGER FOR DHS	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	98	CLEMENT JOEL P.	ES	0301	00	SENIOR PROGRAM ADVISOR	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	09	MIKKELSEN ALAN WAYNE	ES	0301	00	DEPUTY COMMISSIONER	55	NONCAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	WO	REYNOLDS MICHAEL T.	ES	0340	00	DEPUTY DIRECTOR OPERATIONS	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	WO	AUSTIN TERESA MADEYA	ES	0340	00	ASSOCIATE DIRECTOR BUSINESS SERVICES	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	WO	COMPTON JEFFREY S.	ES	2210	00	ASSOC CHIEF INFORMATION OFFICER	50	CAREER (SES PERM)

201721	IN	10	NATIONAL PARK SERVICE	WO	BENGE SHAWN T.	ES	0340	00	ASSOC DIR PARK PLAN FACILIT & LANDS	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	09	PALUMBO DAVID M.	ES	0340	00	DEPUTY COMMISSIONER- OPERATIONS	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	09	WOLF ROBERT W.	ES	0340	00	DIR PROGRAM & BUDGET	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	09	PAYNE GRAYFOLD F.	ES	0340	00	DEPUTY COMMISSIONER PAB	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	DD	STEVENS BARTHLOMEW S.	ES	0340	00	DEPUTY DIRECTOR FOR SCHOOL OPERATIONS	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	DD	DEARMAN TONY L.	ES	1710	00	DIRECTOR BUREAU OF INDIAN EDUCATION	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	WO	BAL KRISTIN MARA	ES	0340	00	ASSISTANT DIRECTOR RES & PLANNING	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	WO	WOODY WILLIAM C.	ES	1811	00	DIR LAW ENFORCEMENT AND SECURITY	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	WO	BENEDETTO KATHLEEN M F	ES	0301	00	SENIOR ADVISOR	55	NONCAREER (SES PERM)
201721	IN	22	OCF OF SURFACE MINING RECLAMATION & E	27	WORONKA THEODORE	ES	0340	00	ASST DIR-FOR FINANCE & ADMIN.	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	MARTINEZ CYNTHIA T	ES	0480	00	AD-NATIONAL WLDLFE REFUGE MANAGER	50	CAREER (SES PERM)
201721	IN	22	OCF OF SURFACE MINING RECLAMATION & E	27	OWENS GLENDA HUDSON	ES	0340	00	DEPUTY DIRECTOR - OSM	50	CAREER (SES PERM)
201721	IN	24	OFFICE OF THE INSPECTOR GENERAL	IN	ELLIOTT MATTHEW T	ES	1811	00	ASSISTANT IG FOR INVESTIGATIONS	50	CAREER (SES PERM)
201721	IN	24	OFFICE OF THE INSPECTOR GENERAL	IG	DELAPLAINE L BRUCE	ES	0905	00	GENERAL COUNSEL	50	CAREER (SES PERM)
201721	IN	24	OFFICE OF THE INSPECTOR GENERAL	IG	HARDGROVE STEPHEN A.	ES	0301	00	CHIEF OF STAFF	50	CAREER (SES PERM)
201721	IN	24	OFFICE OF THE INSPECTOR GENERAL	IG	KENDALL MARY L.	ES	0905	00	DEPUTY INSPECTOR GENERAL	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	08	SMITH MARC ALAN	ES	0905	00	ASSOCIATE SOLICITOR FOR	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	07	HAWBECKER KAREN S.	ES	0905	00	ASSOCIATE SOLICITOR	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	06	BROWN LAURA B.	ES	0905	00	ASSOCIATE SOLICITOR	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	05	SAXE KEITH E	ES	0905	00	ASSOCIATE SOLICITOR - WATER RESOURCES	50	CAREER (SES PERM)
201721	IN	24	OFFICE OF THE INSPECTOR GENERAL	IE	MCGOVERN KIMBERLY ELMORE	ES	0511	00	ASST IG FOR AUDITS INSP.EC. & EVAL.	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	THORSTENSON MARY P	SL	0905	00	ADMINISTRATIVE JUDGE IBIA	30	SCHED A (EXC SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	GONZALEZ MARIA E	ES	0340	00	DEPUTY ASSISTANT SECRETARY-TECHNOLOGY	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	DAVIS MARK H	ES	0340	00	DIRECTOR BUSINESS SERVICES	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	RUFFIN LAWRENCE K.	SL	2210	00	CHIEF INFORMATION SECURITY OFFICER	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	DABOLT THOMAS O	SL	0340	00	GEOSPATIAL INFORMATION OFFICER	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	SANTOSA DAUD	SL	2210	00	ENTERPRISE SOLUTIONS STRATEGIST	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	DOWNS BRUCE M	ES	2210	00	DEPUTY CHIEF INFORMATION OFFICER	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	MATRAGRANO KAREN E	SL	2210	00	DIRECTOR OF SERVICE DELIVERY	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	BURNS SYLVIA W.	ES	2210	00	CHIEF INFORMATION OFFICER	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	RICE BRYAN C.	ES	0340	00	DIRECTOR OFFICE OF WILDLAND FIRE	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	BRANUM USA A.	ES	0089	00	DIRECTOR OFFICE OF EMERGENCY MGMT	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	CRUZAN DARREN A.	ES	1811	00	DIRECTOR OFFICE OF LAW ENFORCEMENT	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	HUMBERT HARRY L	ES	0340	00	DAS-PUBLIC SAFETY RESOURCE PROTEC. &	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	RANGE BRENT K	SL	0301	00	PROGRAM MANAGER BORDER COORDINATION	10	CAREER (COMP SVC PERM)
201721	IN	27	BUREAU OF OCEAN ENERGY MANAGEMENT	MC	ORR L RENE	ES	0340	00	STRATEGIC RESOURCES CHIEF	50	CAREER (SES PERM)
201721	IN	27	BUREAU OF OCEAN ENERGY MANAGEMENT	MA	ANDERSON JAMES G.	ES	0340	00	PROGRAM MANAGER OFFICE OF BUDGET AND	50	CAREER (SES PERM)
201721	IN	26	BUREAU OF SAFETY AND ENVIRONMENTAL EI	EA	ANGELLE SCOTT A	ES	0301	00	DIRECTOR BUREAU OF SAFETY &	55	NONCAREER (SES PERM)
201721	IN	22	OCF OF SURFACE MINING RECLAMATION & E	27	RIDEOUT STERLING J. JR	ES	0340	00	ASST DIRECTOR-PROGRAM SUPPORT	50	CAREER (SES PERM)
201721	IN	27	BUREAU OF OCEAN ENERGY MANAGEMENT	MA	CRUICKSHANK WALTER D.	ES	0340	00	DEPUTY DIRECTOR	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	NC	VOGEL ROBERT A.	ES	0340	00	REGIONAL DIR NATL CAPITOL REGION	50	CAREER (SES PERM)
201721	IN	26	BUREAU OF SAFETY AND ENVIRONMENTAL EI	EA	MABRY SCOTT L.	ES	0340	00	ASSOC DIR FOR ADMINISTRATION	50	CAREER (SES PERM)
201721	IN	26	BUREAU OF SAFETY AND ENVIRONMENTAL EI	EA	SCHNEIDER MARGARET N.	ES	0340	00	DEPUTY DIRECTOR	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	WO	NGUYEN NHUEN TONY	ES	0340	00	ASSOC DIR. WORKFORCE MANAGEMENT	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	WO	MCDOWALL LENA E	ES	0340	00	CHIEF FINANCIAL OFFICER	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	WO	BOWRON JESSICA L.	ES	0501	00	COMPTROLLER	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	PIERRE-LOUIS ALESIA J.	ES	0340	00	CHIEF LEARNING OFFICER/DIR.OSEOD	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	FREIHAGE JASON E.	ES	0560	00	CHIEF DIV OF BUDGET & PROG REVIEW	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	WAYSON THOMAS C.	ES	0560	00	CHIEF BUDGET ADMINISTRATION AND	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	FLANAGAN DENISE A.	ES	0560	00	DIRECTOR OFFICE OF BUDGET	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	MOSS ADRIANNE L.	ES	0560	00	DEPUTY DIRECTOR OFFICE OF BUDGET	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	FERRITER OLIVIA B.	ES	0501	00	DEP ASST SECY-BUDGT FIN PER&AC	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	GLOMB STEPHEN J.	ES	0340	00	DIRECTOR OFFICE OF RESTORATION AND	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	VELASCO JANINE M.	ES	0341	00	ASSISTANT DIRECTOR - BUS MGMT & OPER	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	HOSKINS DAVID WILLIAM	ES	0480	00	AD-FISHERIES & HABITAT CONSERVATION	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	04	ROMANIK PEG A.	ES	0905	00	ASSOC SOLICITOR-PARKS & WILDLIFE	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	03	TUCKER KAPRICE LYNCH	ES	0905	00	ASSOC SOL FOR GEN LAW	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	03	RICHARDSON KAREN K	SL	0905	00	DIRECTOR EMP & LABOR LAW	30	SCHED A (EXC SVC PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	02	SHEPARD ERIC N.	ES	0905	00	ASSOCIATE SOLICITOR - INDIAN AFFAIRS	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	01	DALTON KENNETH A.	SL	0905	00	DIR INDIAN TRUST LITIGATION OFFICE	30	SCHED A (EXC SVC PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	01	KEABLE EDWARD T.	ES	0905	00	DEPUTY SOLICITOR	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	01	GOEKEN RICHARD WILLIAM	ES	0905	00	DEPUTY SOLICITOR FOR PARKS & WILDLIFE	55	NONCAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	01	HAUGRUD KEVIN JACK	ES	0905	00	DEPUTY SOLICITOR	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	01	JORJANI DANIEL H	ES	0905	00	PRINCIPAL DEPUTY SOLICITOR	55	NONCAREER (SES PERM)
201721	IN	27	BUREAU OF OCEAN ENERGY MANAGEMENT	MG	BROWN WILLIAM Y	ES	0340	00	CHIEF ENVIRONMENTAL OFFICER	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	FRAZER GARY D.	ES	0480	00	ASST DIRECTOR - ENDANGERED SPECIES	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	TUGGLE BENJAMIN N.	ES	0480	00	ASST DIR. SCIENCE APPLICATION	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	SHEEHAN GREGORY JOHN	ES	0301	00	PRINCIPAL DEPUTY DIRECTOR USFWS	55	NONCAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	KURTH JAMES W.	ES	0480	00	DEPUTY DIRECTOR (OPERATIONS)	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	CRIBLEY BUD C	ES	0301	00	SENIOR ADVISOR - ENERGY POLICY	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	WAINMAN BARBARA W.	ES	0340	00	ASSISTANT DIRECTOR - EXTERNAL AFFAIRS	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	RAUCH PAUL A.	ES	0340	00	AD-WLDLFE & SPORT FISH RESTOR PROGRAM	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	WO	OBERNESSE RICHARD	ES	0340	00	ASSOCIATE DIRECTOR	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	WO	SAUVAJOT RAYMOND MARC	ES	0401	00	AD NATURAL RESOURCE STEWARD & SCIENCE	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	GOKLANY INDUR M.	ES	0301	00	SENIOR ADVISOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	BUCKNER SHAWN M.	ES	0340	00	DEPUTY DIRECTOR-OFFICE OF	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	BURDEN JOHN W.	ES	0340	00	CHIEF DIVERSITY OFFICER/DIRECTOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	LIMON RAYMOND A	ES	0201	00	DEPUTY CHIEF HUMAN CAP. OFFICER	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	BECK RICHARD T.	ES	0340	00	DIRECTOR OFFICE OF PLANNING &	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	OLSEN MEGAN C.	ES	1102	00	DIRECTOR OFFICE OF ACQUISITION	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	SIMS DAVID M.	SL	0301	00	DEBARMENT & SUSPENSION MANAGER	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	BAGLEY TAMMY L.	ES	0340	00	ASSOCIATE DIRECTOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	HUNTER TERESA R.	ES	0505	00	DEPUTY DIRECTOR OFFICE OF FINANCIAL	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	GLENN DOUGLAS A	ES	0505	00	DIRECTOR OFFICE OF FINANCIAL MNGT &	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	NOBLE MICHAELA E	ES	0340	00	DIRECTOR OFFICE OF ENVIRONMENTAL	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	ARROYO BRYAN	ES	0340	00	DEPUTY DIRECTOR OFFICE OF	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	HOLLEY AMY LIN	SL	0301	00	SR ADVISOR TO THE ASST SEC	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	CAMERON SCOTT J	ES	0301	00	PRINCIPAL DEPUTY ASSISTANT SECRETARY	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	PLETCHER MARY F.	ES	0340	00	DAS HUMAN CAPITAL AND DIVERSITY	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	50	BURCKMAN JAMES N.	ES	0301	00	DIRECTOR OF HUMAN CAPITAL MGMT	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	50	BEARPAW GEORGE WATIE	ES	0560	00	BUDGET OFFICER	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	50	SCHOCK JAMES H.	ES	0501	00	CHIEF FINANCIAL OFFICER	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	50	HART PAULA L.	ES	0301	00	DIR OFF OF INDIAN GAMING MGT	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	50	FREEMAN SHAREE M.	ES	0340	00	DIRECTOR OCF OF SELF-GOV	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	50	TAHSUDA JOHN NMN III	ES	0301	00	PRINCIPAL DEPUTY ASSISTANT	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	50	CLARKSON GAVIN S	ES	0301	00	DEPUTY ASSISTANT SECRETARY -	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	99	WILLIAMS LC	ES	0340	00	ASSOCIATE DIRECTOR HRD	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	98	MEHLHOFF JOHN J.	ES	0340	00	PROGRAM DIRECTOR (CEVA)	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	MCCABE GREGORY J. JR	ST	1301	00	RESEARCH PHYSICAL SCIENTIST	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	98	DAVIS KIMBRA G	ES	0340	00	PRGM DIR FOR FIN & PRODUCTION MGMT	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	OC	CANTOR HOWARD M	ES	0340	00	DIRECTOR NATIONAL OPERATIONS CENTER	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	99	EDSALL DONNA LYNN	ES	0505	00	ASSOCIATE DIRECTOR FMD	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	98	TYLER PAUL GRAHAM	ES	0340	00	PRGM DIR FOR AUDIT & COMPLIANCE MGMT	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	98	STEWART JAMES D.	ES	0340	00	DEP DIR OCF OF NATURAL RESOURCES REV	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	98	GOULD GREGORY J.	ES	0340	00	DIR OCF OF NATURAL RESOURCES REVUE	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AM	GOLDBERGER MARTIN B.	ST	1320	00	RESEARCH CHEMIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AM	COLLETT TIMOTHY S.	ST	1350	00	RESEARCH GEOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AM	MUHS DANIEL R.	ST	1350	00			

201721	IN	07	BUREAU OF RECLAMATION	08	MULLER BRUCE C JR	ES	0340	00	DIR SECURITY SAFETY&LAW ENFORCEMENT	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	09	RAFF DAVID A	SL	1301	00	SCIENCE ADVISOR	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AM	ETHRIDGE MAX M.	ES	1301	00	REGIONAL DIRECTOR -SOUTHWEST REGION	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	08	LUEBKE THOMAS A	ES	0340	00	DIRECTOR TECHNICAL SERVICE CENTER	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	08	SPIKER MAX E.	SL	0301	00	SENIOR ADVISOR-HYDROPOWER/ELECTRIC	10	CAREER (COMP SVC PERM)
201721	IN	07	BUREAU OF RECLAMATION	08	WELCH RUTH L.	ES	0340	00	DIRECTOR POLICY AND ADMINISTRATION	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	12	MCKEOWN MATTHEW J.	ES	0905	00	REGIONAL SOLICITOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	HAVELY ANDREW W.	SL	2210	00	CHIEF TECHNOLOGY OFFICER	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	HARTLEY DEBORAH J.	SL	2210	00	SENIOR ASSOCIATE CHIEF INFORMATION	10	CAREER (COMP SVC PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	06	WALSH NOREEN E.	ES	0480	00	REGIONAL DIRECTOR - DENVER CO.	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	IM	MASICA SUE E.	ES	0340	00	REGIONAL DIRECTOR INTERMTN. REGION	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	08	CORDOVA-HARRISON ELIZABETH	ES	0340	00	DIR MISSION SUPPORT ORGANIZATION	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	MYERS DONNA N.	SL	1315	00	SENIOR SCIENCE ADVISOR-WATER QUALITY	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AC	GONZALES-SCHREINER ROSEANN C.	ES	0340	00	ASSOCIATE DIRECTOR FOR ADMINISTRATION	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	08	SMILEY KARLA J.	ES	2210	00	ASSOCIATE CHIEF INFORMATION OFFICER	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	DS	TODD RAYMOND K.	ES	0340	00	DIRECTOR DENVER SERVICE CENTER	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	WO	NIELSEN MARK A.	SL	2210	00	ASSOCIATE CHIEF INFORMATION OFFICER	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	QUINLAN MARTIN J.	ES	0340	00	DIRECTOR BUSINESS INTEGRATION	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	DD	DAVIS ROSE MARIE	ES	1701	00	ADD-TRIBALLY CONTROLLED SCHOOLS	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	03	MELIUS THOMAS O.	ES	0480	00	REGIONAL DIRECTOR -TWIN CITIES	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AJ	MECH L. DAVID	ST	0486	00	RESEARCH WILDLIFE BIOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AL	GRACE JAMES B.	ST	0408	00	RESEARCH ECOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	10	NATIONAL PARK SERVICE	IM	VELA RAYMOND DAVID	ES	0025	00	PARK MANAGER (SUPERINTENDENT)	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	IM	WENK DANIEL N.	ES	0025	00	PARK MANAGER (SUPERINTENDENT)	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AM	BELNAP JAYNE	ST	0408	00	RESEARCH ECOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	10	NATIONAL PARK SERVICE	SE	RAMOS PEDRO M	ES	0025	00	PARK MANAGER (SUPERINTENDENT)	50	CAREER (SES PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	UT	ROBERSON EDWIN L	ES	0340	00	STATE DIRECTOR	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	04	RHEES BRENT B.	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	11	STEIGER JOHN W.	ES	0905	00	REGIONAL SOLICITOR-INTERMOUNTAIN	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	FORD JEROME E.	ES	0480	00	FISH & WILDLIFE ADMINISTRATOR	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	SHEEHAN DENISE E.	ES	0341	00	ASST-DIR BUDGET PLNG & HR	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	TAYLOR KENNETH S.	SL	2210	00	SENIOR ADVISOR FOR INFORMATION TECHN	10	CAREER (COMP SVC PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	WY	RUGWELL MARY J.	ES	0340	00	STATE DIRECTOR	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AP	HAIG SUSAN M.	ST	0486	00	RESEARCH WILDLIFE BIOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	05	BUREAU OF LAND MANAGEMENT	OR	CONNELL JAMIE E.	ES	0340	00	STATE DIRECTOR	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	01	THORSON ROBYN	ES	0480	00	REGIONAL DIRECTOR-PORTLAND	50	CAREER (SES PERM)
201721	IN	21	OFFICE OF THE SOLICITOR	14	PETERSON PENNY LYNN	ES	0905	00	REGIONAL SOLICITOR	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	PR	SPEAKS STANLEY M.	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	HALL WILLIAM E.	SL	0301	00	SENIOR ADVISOR FOR COLLABORATIVE	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	JONES ELLEN GAY	SL	0905	00	CHIEF ADMINISTRATIVE JUDGE IBLA	30	SCHED A (EXC SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	40	FOSTER MAUREEN D.	SL	0301	00	CHIEF OF STAFF	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	40	SKIPWITH AURELIA MNM	ES	0301	00	DEPUTY ASSISTANT SECRETARY	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	40	HAMMOND CASEY B	ES	0301	00	DEPUTY ASSISTANT SECRETARY-	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	40	BLANCHARD MARY JOSIE	ES	0340	00	DIRECTOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	30	RAE KAREN L.	SL	0301	00	SENIOR ADVISOR TO THE ASSISTANT	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	30	EWELL AUSTIN B III	ES	0301	00	DEPUTY ASSISTANT SECRETARY-WATER	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	30	TRAVNICEK ANDREA J	ES	0301	00	DEPUTY ASSISTANT SECRETARY	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	20	MACGREGOR KATHARINE S	ES	0301	00	DEPUTY ASSISTANT SECRETARY-	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	20	CARDINALE RICHARD T.	ES	0301	00	SENIOR POLICY PROGRAM MANAGER	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	15	PULA NIKOLAO IUJU	ES	0301	00	DIRECTOR OFFICE OF INSULAR AFFAIRS	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	10	RIGAS LAURA C K	ES	0301	00	DIR OFC OF COMMUNICATIONS	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	10	SALOTTI CHRISTOPHER P.	ES	0905	00	LEGISLATIVE COUNSEL	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	10	LILLIE JULIETTE ANNE FALKNER	ES	0301	00	DIRECTOR OFFICE OF THE EXECUTIVE	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	10	CASON JAMES E.	ES	0301	00	ASSOCIATE DEPUTY SECRETARY	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	10	MCCLANAHAN JOHN H.	SL	0301	00	DIRECTOR LAND BUY-BACK PROGRAM	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	10	HOMMEL SCOTT C	ES	0301	00	CHIEF OF STAFF	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	10	MIHALIC DAVID A	ES	0301	00	SENIOR ADVISOR TO THE SECRETARY	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	10	DEVITO VINCENT NMN	ES	0301	00	COUNSELOR FOR ENERGY POLICY	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	10	MAGALLANES DOWNY P	ES	0301	00	SENIOR ADVISOR AND COUNSELOR	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	10	WILLENS TODD D	ES	0301	00	ASSISTANT DEPUTY SECRETARY	55	NONCAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	70	MONTEL JOHN H.	SL	2210	00	ASSOCIATE CHIEF INFORMATION OFFICER	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	70	GIDNER JEROLD L.	ES	0408	00	PRINCIPAL DEPUTY SPECIAL TRUSTEE	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AL	DEANGELUS DONALD L	ST	0408	00	RESEARCH ECOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	10	NATIONAL PARK SERVICE	NE	VIETZKE GAY E.	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AD	KINSINGER ANNE E.	ES	0401	00	ASSOCIATE DIRECTOR FOR ECOSYSTEMS	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AG	HITZMAN MURRAY WALTER	ES	1350	00	ASSOC DIRECTOR FOR ENERGY & MINERALS	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	BOHLKE JOHN KARL F. P.	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	SANFORD WARD E.	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	SHAPIRO ALLEN M.	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	BETANCOURT JULIO L.	ST	1315	00	RESEARCH HYDROLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	COPLEN TYLER B. II	ST	1320	00	RESEARCH CHEMIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	CLINE DONALD WALTER	ES	1301	00	ASSOCIATE DIRECTOR FOR WATER	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AA	HILDEBRANDT BETSY J.	ES	0340	00	ASSOCIATE DIRECTOR FOR	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AA	NOWAKOWSKI JUDY JENNIFER	ES	0301	00	SENIOR ADVISOR TO THE DIRECTOR	60	LIMITED TERM (SES NONPERM)
201721	IN	08	GEOLOGICAL SURVEY	AA	WERKHEISER WILLIAM H.	ES	1301	00	DEPUTY DIRECTOR	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AJ	GALLAGHER KEVIN T	ES	0340	00	ASSOCIATE DIRECTOR FOR CORE SCI SVS	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AK	CRONIN THOMAS M.	ST	1350	00	RESEARCH GEOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AK	TUPPER MICHAEL H.	ES	0340	00	REGIONAL DIRECTOR-NORTHEAST	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AF	LEITH WILLIAM S.	SL	1301	00	SENIOR SCIENCE ADVISOR - EARTHQUAKES	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AF	APPLEGATE JAMES D. R.	ES	1301	00	ASSOCIATE DIR FOR NATURAL HAZARDS	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AE	CUNNINGHAM WILLIAM L.	SL	1315	00	SENIOR SCIENCE ADVISOR - GROUNDWATER	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AA	QUINN TIMOTHY S.	SL	2210	00	ASSOCIATE CHIEF INFORMATION OFFICER	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AJ	HOUSEKNECHT DAVID W.	ST	1350	00	RESEARCH GEOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AJ	SEAL ROBERT R. II	ST	1350	00	RESEARCH GEOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AA	LABSON VICTOR F.	SL	1301	00	SENIOR SCIENCE ADVISOR FOR	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AA	ROBINSON CRAIG R	SL	1301	00	DIRECTOR OSQI	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AA	LODGE CYNTHIA LOUISE	ES	0501	00	ASSOCIATE DIRECTOR FOR BUDGET	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	50	AUSTIN JOSEPH J.	SL	2210	00	ASSOC CHIEF INFORMATION OFFICER-IA	10	CAREER (COMP SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	50	LAROCHE DARRELL WILLIAM	ES	0340	00	DIR FACILITIES SAFETY & PROP MGMT	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	NN	PINTO SHARON ANN	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	99	SINGER MICHELE F.	ES	0340	00	DIRECTOR INTERIOR BUSINESS CENTER	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	NE	LAIRD JOSHUA RADBILL	ES	0301	00	EXECUTIVE DIRECTOR	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AK	SAUER JOHN R.	ST	0486	00	RESEARCH WILDLIFE BIOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AK	ROYLE JEFFREY A	ST	1530	00	RESEARCH STATISTICIAN (BIOLOGY)	10	CAREER (COMP SVC PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	05	WEBER WENDI	ES	0480	00	FISH & WILDLIFE ADMINISTRATOR	50	CAREER (SES PERM)
201721	IN	08	GEOLOGICAL SURVEY	AK	MCCORMICK STEPHEN D.	ST	0413	00	RESEARCH PHYSIOLOGIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AK	TEN BRINK URI	ST	1313	00	RESEARCH GEOPHYSICIST	10	CAREER (COMP SVC PERM)
201721	IN	08	GEOLOGICAL SURVEY	AJ	CARL LEON M.	ES	0401	00	REGIONAL DIRECTOR - MIDWEST	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	SE	CASH CASSIUS M	ES	0025	00	PARK MANAGER (SUPERINTENDENT)	50	CAREER (SES PERM)
201721	IN	27	BUREAU OF OCEAN ENERGY MANAGEMENT	MG	CLUCK RODNEY E.	SL	0301	00	CHIEF DIVISION OF ENV. SCIENCES	10	CAREER (COMP SVC PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	KK	BLACK MICHAEL S.	ES	0301	00	SENIOR ADVISOR TO THE DIRECTOR-BIA	50	CAREER (SES PERM)
201721	IN	06	BUREAU OF INDIAN AFFAIRS	CC	LA COUNTÉ DARRYL D. II	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	07	BUREAU OF RECLAMATION	06	RYAN MICHAEL J.	ES	0340	00	REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	15	FISH AND WILDLIFE SERVICE	09	GUERTIN STEPHEN D.	ES	0480	00	DEPUTY DIRECTOR (PROG. MGMT. & PLCY)	50	CAREER (SES PERM)
201721	IN	10	NATIONAL PARK SERVICE	PW	JOSS LAURA	ES	0340	00	REGIONAL DIRECTOR PACIFIC WEST REG	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	RICHEL SILVIA MARIA	SL	0905	00	ADMINISTRATIVE JUDGE IBLA	30	SCHED A (EXC SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	KALAVRITINOS CHRISTINA S	SL	0905	00	ADMINISTRATIVE JUDGE - IBLA	30	SCHED A (EXC SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	JACKSON JAMES K.	SL	0905	00	ADMINISTRATIVE JUDGE	30	SCHED A (EXC SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	SOSIN AMY B.	SL	0905	00	ADMINISTRATIVE JUDGE - IBLA	30	SCHED A (EXC SVC PERM)

201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	ROBERTS JAMES F.	SL	0905	00	DEPUTY CHIEF ADMINISTRATIVE JUDGE	30	SCHED A (EXC SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	HALL ROBERT E.	SL	0905	00	ADMINISTRATIVE JUDGE	30	SCHED A (EXC SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	BLASER THOMAS A.	SL	0905	00	CHIEF ADMINISTRATIVE JUDGE IBIA	30	SCHED A (EXC SVC PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	SIMMONS SHAYLA F.	ES	0905	00	DIRECTOR OFFICE OF HEARINGS	50	CAREER (SES PERM)
201721	IN	01	OFFICE OF THE SECRETARY OF THE INTERIOR	60	LIN JANET H.	SL	0905	00	DEPUTY DIRECTOR	30	SCHED A (EXC SVC PERM)
201721	IN	26	BUREAU OF SAFETY AND ENVIRONMENTAL E	EN	HERBST LARS T.	ES	0340	00	GULF OF MEXICO REGIONAL DIRECTOR	50	CAREER (SES PERM)
201721	IN	27	BUREAU OF OCEAN ENERGY MANAGEMENT	ML	CELATA MICHAEL A.	ES	0340	00	GULF OF MEXICO REGIONAL DIRECTOR	50	CAREER (SES PERM)

**From:** Mack, Jonathan  
**To:** [Pletcher, Mary](#)  
**Cc:** [Caroline \(Carrie\) Soave](#)  
**Subject:** Fwd: IG Records Check - SES/SL/ST Performance  
**Date:** Friday, October 20, 2017 4:25:33 PM  
**Attachments:** [No derogatory information 12-15-16.pdf](#)  
[Identified information 12-15-16.pdf](#)

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Mary, reminder to send this again for this year.

Thanks!

----- Forwarded message -----

**From:** **Pletcher, Mary** <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>  
**Date:** Wed, Dec 21, 2016 at 12:18 PM  
**Subject:** Fwd: IG Records Check - SES/SL/ST Performance  
**To:** Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>, Michelle Oxyer <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>, "Caroline (Carrie) Soave" <[caroline\\_soave@ios.doi.gov](mailto:caroline_soave@ios.doi.gov)>

See below from the OIG for the results of the record check.

Thanks,  
Mary

----- Forwarded message -----

**From:** (b) (6) <[REDACTED]@doioig.gov>  
**Date:** Thu, Dec 15, 2016 at 9:32 AM  
**Subject:** Re: IG Records Check - SES/SL/ST Performance  
**To:** "Pletcher, Mary" <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>  
**Cc:** (b) (6) <[REDACTED]@doioig.gov>, (b) (6) <[REDACTED]@doioig.gov>, (b) (6) <[REDACTED]@doioig.gov>

Deputy Assistant Secretary Pletcher,

Please find the Department of Interior (DOI) Office of Inspector General (OIG) response to your November 30, 2016, request to provide an OIG Office of Investigations records check on names of current and former DOI employees in the Senior Executive Service (SES), Senior Level (SL) and Scientific or Professional (ST) positions. Specifically, we checked our records to determine "if there are any **ongoing** or former (in the past 12 months) investigations involving misconduct related to SES, SL, or ST employees." Attached you will find two memorandums, the first containing a list of all the employees that did not meet the specified criteria, regarding investigations involving misconduct in the past 12 months. The second memorandum contains note worthy complaint referrals or investigations for your review.

If you have questions or concerns, please do not hesitate to contact me at your earliest convenience.

Thank you, I appreciate your continued time, attention and support of the Office of Inspector General!

(b) (6)  
Special Agent in Charge

Intake Management Unit  
Investigative Support Division  
381 Elden Street  
Herndon, VA 20170

O: (b) (6)  
C: (b) (6)

Begin forwarded message:

**From:** "Pletcher, Mary" <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>  
**Date:** November 30, 2016 at 12:02:28 PM EST  
**To:** (b) (6) <[@doioig.gov](mailto:(b) (6)@doioig.gov)>, (b) (6) <[@doioig.gov](mailto:(b) (6)@doioig.gov)>  
**Cc:** Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>, Michelle Oxyer <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>  
**Subject:** IG Records Check - SES/SL/ST Performance

(b) (6),

In 2014, OPM began requiring that agencies provide their Performance Review Boards (PRBs) with information regarding misconduct that has impacted the performance for any SES, SL or ST employee, as appropriate. The PRB must take into account the impact of any documented misconduct on the executive's performance, within the parameters of the applicable performance requirements or performance standards for the underlying position during the relevant appraisal period when making recommendations on appraisals and performance awards.

To satisfy this requirement and to provide the Executive Resources Board (ERB) with all relevant information needed in making their final decisions on performance and recognition, we are requesting an IG records check of all SES, SL and ST employees. If there are any **ongoing** or former (in the past 12 months) investigations involving misconduct involving an SES, SL or ST employee, please provide us a summary of information regarding the investigation. The ERB can decide to delay performance decisions until after an investigation is completed.

Attached is a list of all SES, SL and ST employees on the rolls as of September 30, 2016. In order to provide this information in a timely manner to the PRBs and ERB, we need this information not later than Wednesday, December 15th.

If you have any questions, please let me know as soon as possible.

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



**OFFICE OF  
INSPECTOR GENERAL**  
U.S. DEPARTMENT OF THE INTERIOR

DEC 15 2016

Memorandum

To: Elizabeth Klein  
Principal Deputy Assistant Secretary  
Policy Management and Budget

From: Edward J. Baugh, Special Agent in Charge *EJ Baugh*  
Investigative Support Division – Intake Management Unit

Subject: Records Review of SES, SL and ST employees

In response to your November 30, 2016, request, we have queried the names of Senior Executive Service (SES), Senior Level (SL), and Scientific and Professional (ST) employees through our Case Management System between October 1, 2015 and December 7, 2016. As a result of our search, we determined that we have no derogatory information to report on the following SES, SL and ST employees:

Michele J. Altemus	Robert Geoffrey Dreher	Kevin D. Lafferty	Lizette Richardson
Allyson K. Anderson	Ronald L Dunton	Joshua Radbill Laird	Karen K Richardson
Jonathan M. Andrew	Amy L. Dutschke	Linda L Lance	Sterling J. Jr Rideout
James D. R. Applegate	Donna Lynn Edsall	Timothy L. LaPointe	Silvia Maria Riechel
Jose Ramon Aragon	Steven A Ellis	Darrell William Laroche	Helen Riggs
Brian F. Atwater	William L. Ellsworth	Lorri J Lee	Edwin L Roberson
Stanley J. Austin	Shannon A. Estenoz	Christine S. Lehnertz	Lawrence Scott Roberts
Muhammad H. Awni	Max M. Ethridge	Amanda C Leiter	James F. Roberts
Kristin Mara Bail	Lorraine V. Faeth	William S. Leith	Peg A. Romanik
Jerad D. Bales	Michael D Farber	Juliette Anne Fal Lillie	Diane K. Rosen
Ervin J Barchenger	Richard C. Ferrero	Raymond A Limon	Barry N. Roth
Jill S. Baron	Olivia B. Ferriter	Janet H. Lin	Lawrence K. Ruffin
John A. Barron	Denise A. Flanagan	Steven K. Linscheid	Mary J. Rugwell
Mark L. Bathrick	Jerome E. Ford	Cynthia Louise Lodge	John F Ruhs
James W Beall	Vicki L. Forrest	Melinda J. Loftin	Michael J. Ryan
Michael J. Bean	Arthur D. Frankel	Renne R. Lohofener	Denise E Ryan
George Watie Bearpaw	Gary D. Frazer	Douglas A. Lords	Brian M Salerno
Tommy P. Beaudreau	Sharee M. Freeman	Weldon B. Loudermilk	Christopher P. Salotti
Richard T. Beck	Jason E. Freihage	Thomas R. Loveland	Ward E. Sanford
Brian D Becker	Herbert C. Frost	Thomas A Luebke	Daud Santosa
Alletta D. Belin	Kevin T Gallagher	Amy L. Lueders	Kristen Sarri
Jayne Belnap	Jerold L. Gidner	James R Lyons	John R. Sauer
Michael J. Berrigan	Jennifer L Gimbel	Scott L. Mabry	Raymond Marc Sauvajot

David A. Berry	Douglas A. Glenn	Thomas E. Martin	Keith E Saxe
Julio L. Betancourt	Stephen J. Glomb	Cynthia T Martinez	Margaret N. Schneider
Bret Creech Birdsong	Indur M. Goklany	Sue E. Masica	James H. Schock
Michael S. Black	Richard J. Goldfarb	Robert R Jr. Mason	Carl B. Schreck
John Watson Blair	Martin B. Goldhaber	Bruce W. Maytubby	Allen M. Shapiro
Richard J. Blakely	Rosea Gonzales-Schreiner	Gregory J. Jr Mccabe	Denise E. Sheehan
Mary Josie Blanchard	Maria E Gonzalez	Kerry L. Mccalman	Eric N. Shepard
Thomas A. Blaser	Gregory J. Gould	John H. Mcclanahan	Cameron H Sholly
John Karl F. P. Bohlke	Rowan W. Gould	Lena E Mcdowall	Thomas D. Shope
Edward A. Boling	James B. Grace	Anthony D Mcguire	Gregory Eugene Siekaniec
David M. Boore	Angela V. Graziano	Matthew J. Mckeown	Shayla F. Simmons
Bryan L. Bowker	Sarah D. Greenberger	L. David Mech	David M. Sims
Lisa A. Branum	Stephen D. Guertin	John J. Mehlhoff	Michele F. Singer
Uri Ten Brink	Susan M. Haig	Thomas O Melius	James J. Slack
Laura B. Brown	Robert E. Hall	Benjamin E Milakofsky	Karla J. Smiley
William Y Brown	Jeffrey L. Hamley	Paul C. D. Milly	Marc Alan Smith
Mark F Brzezinski	Thomas C. Hanks	Jennifer Romero Monaco	Michael R. Smith
Shawn M Buckner	Jeanette D. Hanna	Douglas W. Morris	Mark K. Sogge
Nicole Nmn Buffa	Sarah E Harris	Adrienne L. Moss	Amy B. Sosin
Melvin E. Burch	Paula L. Hart	Karen E. Mouritsen	Paul Souza
James N. Burckman	Deborah J. Hartley	Daniel R. Muhs	Stanley M. Speaks
Virginia Burkett	Ronald W. Harvey	David G. Murillo	John W. Steiger
Sylvia W. Burns	Geoffrey L. Haskett	Timothy M. Murphy	James D. Steward
Richard T. Cardinale	Kevin Jack Haugrud	Paul A. Mussenden	Eddie R. Streater
Leon M. Carl	Andrew W. Havely	Donna N. Myers	Kenneth S. Taylor
Carole Carter-Pfisterer	Karen S. Hawbecker	Joseph W Nassar	Alexandra Elizabet Teitz
Cassius M Cash	James R. Hein	Michael D. Nedd	Wayne R. Thatcher
Michael A. Celata	Betsy J. Hildebrandt	Sarah C Neimeyer	Dionne E Thompson
Gabriela Del C Chavarria	Edward W. Hildreth	Michaela E Noble	Alan D. Thornhill
Bernard A. Chouet	Murray Walter Hitzman	Darrell K. Nordstrom	Robyn Thorson
Teresa R Christopher	Amy Lin Holley	Richard Obernesser	Donald E. Tillitt
Horace G. Clark	Troy Edward Holmes	Margaret G. O'Dell	Michael Allan Tischler
Joel P. Clement	Abigail Ross Hopper	Megan C. Olsen	Raymond K. Todd
Donald Walter Cline	David William Hoskins	Keith James Oneill	Mariacamille Cali Touton
James E. Cloern	David W. Houseknecht	Ronald S. Oremland	Deborah Gibbs Tschudy
Rodney E. Cluck	Harry L Humbert	John Francis Organ	Michael H. Tupper
Brandi Adele Colander	Teresa R Hunter	L. Renee Orr	Paul Graham Tyler
Timothy S. Collett	Karen H Hyun	Hankie P. Ortiz	Raymond David Vela
Jeffrey S. Compton	Steven E. Ingebritsen	Glenda Hudson Owens	Janine M. Velasco
Jamie E. Connell	Christopher G. Ingersoll	Juan M Palma	Gay E. Vietzke
Tyler B. Ii Coplen	Thomas M Iseman	David M. Palumbo	Robert A. Vogel
Elizabe Cordova-Harrison	Richard M. Iverson	Thomas E. Parsons	Barbara W. Wainman
Darryl D. Ii La Counte	James K. Jackson	Grayford F. Payne	David J. Wald

Robert C. Craff	James D. Jr. James	Penny Lynn Peterson	William T. Walker
Bud C Cribley	Jerry J. Johnston	Tamarah Nmn Pfeiffer	Noreen E. Walsh
Thomas M. Cronin	Eileen Gay Jones	Justin Robert Pidot	Joseph M Jr Ward
Walter D. Cruickshank	Clementine Josephson	Alesia J. Pierre-Louis	Elizabeth R Washburn
Darren A. Cruzan	Laura Joss	Lowell D. Pimley	Julia L. Washburn
Jody Allen Cummings	William B Jupp	Sharon Ann Pinto	Thomas C. Wayson
William L. Cunningham	Christina S Kalavritinos	Mary Pletcher	Wendi Weber
Thomas O Dabolt	Edward T. Keable	Geoffrey S. Plumlee	Ruth L. Welch
Kenneth A. Dalton	Jon E. Keeley	Venus Mcghee Prince	Lance C. Wenger
Joseph D. Darnell	Katherine P Kelly	Nikolao Iuli Pula	William H. Werkheiser
Mark H Davis	Francis P. Kelly	Martin J. Quinlan	John Ethan White
Kimbra G Davis	James J. Jr. Kendall	Timothy S. Quinn	Margaret C. Williams
Rose Marie Davis	Anne E. Kinsinger	Robert J Quint	Lc Williams
Donald L Deangelis	Elizabeth A. Klein	Karen L. Rae	James R. Winton
Tony L. Dearman	Victor W. Knox	David A Raff	Robert W Wolf
Ivan B. Deloatch	David P. Krabbenhoft	Pedro M Ramos	William C. Woody
Michael Dettinger	Ramsey Laursoo Kropf	Paul A. Rauch	Theodore Woronka
Aimee Marie Devaris	Michael Kruse	Michael T. Reynolds	Donald Yoon Yu
James C. Douglas	Kelly A Kryc	Thomas G. Reynolds	
Ann Marie Bledsoe Downes	James W. Kurth	Brent B. Rhees	
Bruce M Downs	Victor F. Labson	Bryan C. Rice	

This information is being released to you solely for the purpose stated in your correspondence. You should make no further release of the information contained within this document. Members of your staff required to review the information should be informed of the confidentiality of the records. Care should be taken in the storage of these records. We ask that you seek prior written approval from our office prior to release of the information for any other purpose.

If you need additional information, please contact me at (703) 487-5007 or email: [edward\\_baugh@doioig.gov](mailto:edward_baugh@doioig.gov).



**OFFICE OF  
INSPECTOR GENERAL**  
U.S. DEPARTMENT OF THE INTERIOR

DEC 15 2016

Memorandum

To: Elizabeth Klein  
Principal Deputy Assistant Secretary  
Policy Management and Budget

From: Edward J. Baugh, Special Agent in Charge   
Investigative Support Division – Intake Management Unit

Subject: Records Review of SES, SL or ST Employees

In response to your November 30, 2016, request, we have queried the names of Senior Executive Service (SES), Senior Level (SL), and Scientific and Professional (ST) employees, provided by your office, through our Case Management System. As a result of our search we identified 28 employees who were subjects of OIG investigations or OIG referrals between October 1, 2015 and December 7, 2016, see the following list and summaries:

Official	Case Number(s)	Case Title
Blake J. Androff	OI-PI-15-0047-I	OS Travel Violations
Bryan Arroyo	OI-PI-16-0114-I	Alleged Improper Award of FWS Grant to Partner Impact
Hannibal Bolton	OI-PI-16-0435-I	Potential Mismanagement by FWS Assistant Director
Philip Lee Brinkley	OI-HQ-16-0016-R	Alleged Recusal Violation, BIA
John W. Burden	OI-PI-16-0029-I	Retaliation by Director, OCR, For Whistleblower Complaint
Michael A. Caldwell	OI-PI-16-0300-I	Allegation of Travel Fraud by NPS Northeast Regional Director
Daniel J. Deerinwater	OI-PI-15-0369-I	Reprisal – Southern Plains Region - BIA
Cynthia Dohner	OI-PI-16-0251-I OI-PI-14-0624-I OI-PI-14-0525-I	Allegations of Impropriety and Harassment at FWS Southeast Hoff, Michael Dohner, Cindy Et Al.
Debra Dumontier	OI-HQ-16-0275-R	Alleged Violation of Federal Travel Regulations by OST Senior Managers
Terrance J. Fulp	OI-PI-17-0017-I	Alleged Hostile Work Environment and Gender Discrimination at Hoover Dam
Lars T. Herbst	OI-GA-17-0012-I	Falsification of Records in BSEE's TIMS Database System
Fay S. Iudicello	OI-PI-15-0535-I	Inappropriate Hiring of Office of the Secretary Employee
Timothy Charles Lake	OI-HQ-15-0181-R	Destruction of Indian Family Graves
Salvatore Lauro	OI-PI-15-0768-I	Ethical Violations & Misconduct by BLM SAC
Tim K. Lynn	OI-PI-16-0806-I	Alleged Inappropriate Behavior by the Director of the Office of Law Enforcement and Security
James G. McCaffery	OI-PI-16-0529-I	Falsification of Employment Records by the Deputy Director – Office of Acquisition and Property Management
Bruce C. Muller, Jr.	OI-PI-17-0017-I	Alleged Hostile Work Environment and Gender Discrimination at Hoover Dam
Donald L. Neubacher	OI-PI-16-0929-I	Allegations of Hostile Work Environment at Yosemite National Park

Jerome E. Perez	OI-HQ-16-0733-R	BLM CA State Office Training Waste
Charles M. Roessel	OI-PI-14-0422-I OI-PI-16-0052-I	Improper Hiring at BIE BIE Reorganization alleged Grant Fraud
John W. Ross	OI-HQ-17-0092-R	Alleged Falsification of time at OS Office of Valuation Services
Debra E. Sonderman	OI-PI-16-0529-I	Falsification of Employment Records by the Deputy Director – Office of Acquisition and Property Management
Raymond Suazo	OI-PI-15-0087-I	Political Favors for AZ Governor
Stephanie S. Toothman	OI-PI-14-0244-I	Toothman, Stephanie
Benjamin M. Tuggle	OI-CO-12-0387-I	Nicholopoulos, Joy
David Uberuaga	OI-PI-14-0695-I	Grand Canyon River District Sexual Harassment and Retaliation
Daniel N. Wenk	PI-PI-13-0541-I	Timothy Reid, Chief Ranger Yellowstone National Park
Samuel Whittington	OI-PI-14-0673-I	Alleged Contract Steering by the NPS Denver Service Center

This information is being released to you solely for the purpose stated in your correspondence. You should make no further release of the information contained within this document. Members of your staff required to review the information should be informed of the confidentiality of the records. Care should be taken in the storage of these records. We ask that you seek prior written approval from our office prior to release of the information for any other purpose.

If you need additional information, please contact me at (703) 487-5007 or email: [edward\\_baugh@doioig.gov](mailto:edward_baugh@doioig.gov).

**Blake J. Androff, Communications Director, Office of the Secretary (IOS)**

**OI-PI-15-0047-I**

On September 30, 2014, we received allegations that Blake Androff, Director of Communications, IOS, U.S. Department of the Interior (DOI), extended his official travel over weekends without authorization. We later learned that allegedly he received a hotel reimbursement for personal travel, upgraded his seat on a flight without prior approval, and used his Government travel/purchase card to pay for personal taxi rides. We were further told that Androff received business line authority on his Government credit card simply because he wanted to obtain in-flight Internet access.

We determined that Androff did travel over weekends on occasion for events with Secretary of the Interior Sally Jewell, but we did not find evidence of any impropriety. We also found Androff properly received his hotel reimbursement, and paid for his own seat upgrade for which he was later reimbursed. Per DOI policy, bureaus have discretion to approve these types of upgrades, although they should be preapproved.

Androff also charged personal Uber taxi expenses on his Government credit card over the course of 2 months. He self-reported the charges, which he said were inadvertent, and had them placed on his personal credit card. Finally, Androff received business line authority to use his Government credit card to obtain Wi-Fi access during flights, rather than using his personal credit card and seeking reimbursement. The Office of the Secretary discovered he signed up for monthly access, which Androff claimed to be inadvertent. His business line authority was suspended after this incident.

We referred our investigative findings to Tommy Beaudreau, Chief of Staff, DOI, on December 17, 2015, for action. On March 7, 2016, Beaudreau responded to our office and sustained the allegations. As a result he more broadly reviewed the adequacy of DOI's travel policies and processes and provided training and discussed the travel rules and regulations with DOI's political team.

**Bryan Arroyo, Assistant Director – International Affairs (IA), Fish and Wildlife Service (FWS)**

**OI-PI-16-0114-I**

We initiated an investigation on November 17, 2015, into a \$256,100 single-source cooperative agreement that the FWS, IA program awarded to a private company, Partner-Impact, LLC, to build a partnership strategy and marketing communication plan to reduce demand for illegal wildlife and wildlife products. Bryan Arroyo, Assistant Director, IA, FWS, acknowledged that he preselected Partner-Impact to receive the funds and influenced his staff to disregard procurement policy and award a single-source cooperative agreement to the company. We also found that Partner-Impact did not complete most of the agreement's requirements because Arroyo directed the company to assist another anti-wildlife-trafficking initiative instead.

We referred this case to the U.S. Attorney's Office for the Eastern District of Virginia, which declined to prosecute. We referred our investigative findings to the FWS on September 13, 2016 for action. Response is pending.

**Hannibal Bolton, Regional Director, National Park Service (NPS)**

**OI-PI-16-0435-I**

On April 1, 2016, an investigation into potential mismanagement by Hannibal Bolton, Regional Director, NPS was initiated after an investigation of Stephen M. Barton (OI-VA-15-0379-I).

This is a current open investigation with our office.

**Phillip Lee Brinkley, Senior Advisor for Information Resources, Assistant Secretary – Indian Affairs (AS-IA)**

**OI-HQ-16-0016-R**

On September 22, 2015, we received a complaint alleging that Phillip Brinkley, Senior Advisor for Information Resources, AS-IA, appeared to have violated Federal ethics regulations. Brinkley reportedly signed a recusal letter related to an AS-IA procurement involving Cherokee Technologies, citing a conflict of interest. However, Brinkley allegedly violated his own recusal by sending an email to, Tommy Thompson, Deputy AS-IA, and others within AS-IA and the Bureau of Indian Affairs (BIA) explaining detailed information regarding that procurement.

We conducted a preliminary investigation of these allegations and found that Brinkley's emails did not violate criminal laws or were serious violations of the Federal Acquisition Regulation. However, we are concerned that he communicated sensitive procurement information to individuals not authorized to receive that information or without a need to know.

On October 26, 2015, we referred this complaint to AS-IA for action. On May 11, 2016 we received their response, that the complaint was unsubstantiated. No administrative action was taken.

**John W. Burden, Director, Office of Civil Rights (OCR), IOS**

**OI-PI-16-0029-I**

OIG investigated an allegation that John Burden, Director, OCR, IOS, retaliated against an OCR employee by removing the employee from OCR and placing the employee on a detail outside DOI.

Our investigation did not reveal evidence of retaliation. According to the manager, he placed the employee on detail for disruptive behavior in the workplace, for undermining his authority, and not supporting his management decisions. We did find that the manager placed the employee on detail in an effort to expedite the employee's departure from OCR instead of using the appropriate progressive discipline. In addition, he did not document the employee's misconduct, and had rated the employee as "superior" during the most recent end-of-year evaluation.

We referred this investigation to the Assistant Secretary, Office of Policy Management and Budget (PMB), on October 17, 2016, with a response due on January 17, 2017.

### **Michael A. Caldwell, Regional Director Northeast Region NPS**

#### **OI-PI-16-0300-I**

We received a complaint on January 28, 2016 that alleged that Michael A. Caldwell, Regional Director, Northeast Region, NPS, had traveled to Cape Cod National Seashore (CACO) under the guise of official business when in fact he went there to vacation with his family. While investigating this complaint, we learned that Caldwell may have violated ethics rules prohibiting U.S. Government employees from receiving gifts from subordinates. We also received another complaint alleging that he continued to live in NPS housing at Valley Forge National Historic Park (VAFO) after his June 2011 promotion from VAFO superintendent to deputy regional director, at which point he was reassigned to the NPS regional office in Philadelphia, PA, and even after he was promoted to regional director in February 2014.

Caldwell admitted that he violated Federal travel regulations on at least eight trips he took between 2011 and 2015, and we found he also should have used annual leave for 88 hours he did not work during these trips. The total cost to the Government for the trips was \$17,480.91. We also confirmed that in August 2011, Caldwell received a gift in the form of vacation housing from the deputy superintendent of CACO, who allowed him to stay in her NPS rental cottage for 5 days at no cost while he was vacationing with his family. We learned that NPS had authorized Caldwell to live in VAFO's park housing in the interest of preserving the historic structure.

We referred this case to the U.S. Attorney's Office (USAO) for the Eastern District of Pennsylvania, which declined to prosecute. We referred our investigative findings to the National Park Service on November 22, 2016 for action. Response is pending.

### **Daniel J. Deerinwater, Regional Director, Southern Plains Region, BIA**

#### **OI-PI-15-0369-I**

We received a complaint on March 25, 2015, that alleged Daniel Deerinwater, Regional Director, Southern Plains Region, BIA, retaliated against Robin Bellmard, former superintendent of the Pawnee Agency Office. Bellmard reported that she was relieved of her superintendent

duties by Deerinwater in September 2013 and again in March 2015, because he believed that she had complained about him to the OIG.

Our investigation did not reveal evidence of retaliation or reprisal by Deerinwater against Bellmard. We found no evidence to indicate that any actions taken by Deerinwater were retaliatory or in response to suspected communications between Bellmard and the OIG. We referred our investigative findings to the BIA on April 19, 2016, for information purposes only.

### **Cynthia Dohner, Southeast Regional Director, FWS**

#### **OI-PI-16-0251-I**

We received a complaint on March 26, 2016, alleging Cynthia Dohner, Southeast Regional Director, FWS violated departmental anti-harassment policy by failing to reassign those who had allegedly engaged in harassment.

This is a current open investigation with our office.

#### **OI-PI-14-0624-I**

On August 6, 2014, Joshua Bowden, Legislative Director for Congressman Walter B. Jones, forwarded an allegation that Michael J. Hoff, Wildlife Refuge Manager, Mackay Island and Currituck National Wildlife Refuge, FWS, and other employees engaged in activities that violated anti-lobbying restrictions during Congress' consideration of a bill introduced in 2012, but never enacted, entitled the "Corolla Wild Horses Protection Act."

During our investigation, Hoff and Mike Bryant, Project Leader of the FWS North Carolina Coastal Plain National Wildlife Refuges Complex, acknowledged communicating with Ducks Unlimited (DU) about the bill. Both Hoff and Bryant said that DU initiated the communication but both said that they were aware that DU intended to write a letter to the Senate opposing the legislation using the information that they provided. Our investigation also determined that FWS local and regional officials knew about these communications on or around the times that Hoff and Bryant made them.

We found that Matthew Huggler, FWS Deputy Assistant Director of External Affairs, drafted a majority of FWS' response to Representative Jones, with legal guidance and input from former Special Assistant to the Assistant Secretary for Fish and Wildlife and Parks Jane Lyder, who consulted with GAO and determined that the email communications violated the anti-lobbying provisions contained in the 2012 Department of the Interior and Related Agencies Appropriations Act.

On October 16, 2012, Representative Jones sent FWS Director Dan Ashe a letter requesting that FWS provide "copies of all communication between the Fish and Wildlife Service and Ducks Unlimited regarding the Corolla wild horses over the past three years."

During our investigation we reviewed emails to determine if FWS employees omitted any emails in their response to Representative Jones. We identified several instances where emails were omitted including emails that Cynthia Dohner, Southeast Regional Director, FWS did not provide. When we asked Dohner about these emails, she said that she did not remember sending them, and she did not discover them when she conducted a search of her email during the FWS review.

We presented this case to the Public Integrity Section within the Department of Justice (DOJ), which the United States Attorney's Manual designates as responsible for prosecuting violations of 18 U.S.C. § 1913. We also presented this case to the USAO for the Eastern District of North Carolina. DOJ and the USAO expressed no interest in pursuing the matter.

We referred out investigative findings to FWS on July 16, 2015, with no response required.

#### **OI-PI-14-0525-I**

On July 2, 2014, we received a complaint that Cynthia Dohner, Southeast Regional Director, FWS, and Lawrence Williams, Supervisory Fish and Wildlife Administrator, FWS, inappropriately reorganized Florida's three Ecological Services field offices to fall under Williams' supervision. The complaint also alleged Dohner and Williams engaged in several unfair and illegal personnel action involved employees in the three Florida offices.

Our investigation found Lawrence Williams was involved in planning the reorganization, but another FWS official made the final decision to implement it. Dohner was not directly involved in the reorganization, nor was she aware of the personnel actions referenced in the complaint.

We examined 11 lateral reassignments and transfers that occurred in the 3 field offices and found that all of these personnel actions were conducted in accordance with Federal regulations and U.S. Department of the Interior policy. FWS managers explained to us that they sometimes laterally reassigned current employees into open positions instead of advertising the openings because such reassignments were excluded from the often-lengthy competition process for new positions, and because they gave the managers the flexibility to use existing workforce more effectively.

We referred our investigative findings to FWS on September 8, 2015, for action. On April 28, 2016, FWS responded to our office stating, after review of our report and actions of the Service in this particular case, they found their personnel processes and procedures regarding reassignments and noncompetitive promotions to be in line with all policies and regulations regarding the subject reorganization and any future ones.

**Debra Dumontier, Deputy Special Trustee, Office of the Special Trustee (OST)**

#### **OI-HQ-16-0275-R**

On January 21, 2016, we received a complaint that Debra Dumontier, Deputy Special Trustee, OST and other senior OST managers violated Federal Travel Regulations by submitting and processing travel authorizations for lodging and per diem to attend a conference at a casino resort in close proximity to their duty station in Albuquerque, NM. On April 11, 2016, this matter was referred to AS-IA with a response required.

On July 13, 2016, AS-IA submitted its response to our office. They concluded that while a group of staff members were improperly reimbursed as a result of a misinterpretation of the Department's travel policies, they found no evidence that those staff members, including Dumontier, intentionally violated those policies. Each staff member that received funds was directed to reimburse the Government. No additional administrative action was taken.

**Terrance J. Fulp, Lower Colorado Regional Director, U.S. Bureau of Reclamation (USBR)**

**OI-PI-17-0017-I**

We received a complaint on October 4, 2016, that alleged various senior and mid-level managers from USBR, Bureau of Land Management (BLM) and BIA, were creating a hostile work environment and discriminating against female managers. Terrance Fulp, Regional Director, USBR was listed as one of the subjects.

This is a current open investigation with our office.

**Lars T. Herbst, Gulf of Mexico Regional Director, Bureau of Safety Environmental Enforcement (BSEE)**

**OI-GA-17-0012-I**

On October 04, 2015, we received a complaint alleging BSEE management and staff, including Lars Herbst, Gulf of Mexico Regional Director, BSEE, in the Gulf of Mexico region secretly created hundreds of false database records that indicate certain operators have met decommissioning and site clearance obligations. The records were created for the purpose of clearing the operators of both decommissioning and bonding obligations.

This is a current open investigation with our office.

**Fay S. Iudicello, former Director, Office of Executive Secretariat and Regulatory Affairs (ES), IOS**

**OI-PI-15-0535-I**

We received a complaint on May 27, 2015, that alleged Fay Iudicello, former Director, ES, IOS, committed prohibited personnel practices and violated merit system principles by hiring a close family friend into a position over more qualified applicants. It was also alleged that Iudicello improperly promoted ES employees based on personal relationships.

Our investigation substantiated the allegations that Iudicello improperly intervened in the Federal hiring process by hiring a relative of her ex-husband as a management analyst in ES over qualified applicants. However, it did not corroborate the allegations of improperly promoting employees based on a personal relationship.

We referred our investigative findings to the Chief of Staff on June 6, 2016, for a response. On June 20, 2016, the Chief of Staff responded to our office and sustained the allegations. Unfortunately, Iudicello retired from Federal service in January 2016.

### **Timothy Charles Lake, Regional Fiduciary, OST**

#### **OI-HQ-15-0181-R**

On December 23, 2014, we received a complaint from a registered member of the Sisseton-Wahpeton Oyate tribe and owns land on the Lake Travis Reservation where his parents are buried. Without the complainant's knowledge the Tribal leadership or BIA, or both and the Corporation for Native American Broadcasting and Calhoun Communication to erected a radio tower on his land. Additionally, during the construction of the radio tower, heavy equipment used in the construction "obliterated" his parent's graves.

On October 27, 2014 the complainant alleged he met with Timothy Lake, Regional Fiduciary, OST, to discuss the land buy back. Mr. Crawford stated during the meeting, Lake yelled at him saying "get the fuck out of here...you are full of shit" and struck him on the arm causing a bruise. According to complainant, there were several BIA or OST employees working in cubicles outside of Lake's office who heard Lake's comments.

On January 22, 2016, we referred this complaint to OST who reviewed the allegations against Lake and determined them to be unfounded. No further action was taken by OST.

### **Salvatore Lauro, Director of Law Enforcement and Security, BLM**

#### **OI-PI-15-0768-I**

We initiated an investigation in October 2015, after receiving complaints that a BLM law enforcement (LE) supervisor misused Government property (BLM leased vehicles & lodging accommodations) and improperly directed BLM LE personnel under his supervision to act as escorts for his family members during the 2015 Burning Man event in Nevada.

Our investigation confirmed these allegations and determined that Salvatore Lauro, Director, Office of Law Enforcement & Security, BLM, who supervised the subject of the investigation, was aware of these violations and gave tacit approval to the subject during the event.

This is a current open investigation with our office.

**Tim K. Lynn, Director of Law Enforcement and Security (OLES), IOS**

**OI-PI-16-0806-I**

We received a complaint on August 5, 2016, that alleged Tim Lynn, Director, OLES, IOS sexually harassed an employee.

This is a current open investigation with our office.

**James G. McCaffery, Deputy Director, Office of Acquisition and Property Management (PAM), IOS**

**OI-PI-16-0529-I**

We received a complaint on April 29, 2016, that alleged that James McCaffery, Deputy Director, PAM, Office of the Secretary falsified his initial employment records by submitting a DoD Form DD-214 (Certificate of Release or Discharge from Active Duty) with his employment application, which disclosed that he was honorably discharged from active duty service in the U.S. Army. The complaint further alleged that McCaffery later received a less than honorable discharge from the U.S. Army Reserves when he was involuntarily discharged for inappropriately wearing and displaying military awards and decorations that he did not earn. The complaint alleged McCaffery did not disclose that he had received a less than honorable discharge with his application packet.

This is a current open investigation with our office.

**Bruce C. Muller, Jr., Director, Security, Safety and Law Enforcement, USBR**

**OI-PI-17-0017-I**

We received a complaint on October 4, 2016, that alleged various senior and mid-level managers from USBR, BLM and BIA, were creating a hostile work environment and discriminating against female managers. Bruce Muller, Director of Security, Safety, and Law Enforcement, USBR was listed as one of the subjects.

This is a current open investigation with our office.

**Donald L. Neubacher, Superintendent, Yosemite National Park (YNP), NPS**

**OI-PI-16-0929-I**

In September 2016, we received an NPS Expedited Inquiry into allegations of harassment and a hostile work environment by Donald Neubacher, Superintendent, YNP.

This is a current open investigation with our office.

**Jerome E. Perez, California State Director, BLM**

**OI-HQ-16-0733-R**

We received a complaint on July 14, 2016, that alleged Jerome Perez, California State Director, BLM, was guilty of significant mismanagement and waste of funds in connection with a Leadership Training program. It was alleged Perez authorized payment for approximately \$14,000 and \$15,000 respectively for two leadership team training sessions conducted by a consultant in February 2016 and June 2016. It was alleged that Perez had a past business relationship with the consultant and the consultant was providing meeting facilitator services that were not worth the money.

This matter was referred to BLM on July 28, 2016, with a response required.

On October 6, 2016, BLM responded to our office; based on their discussions and information they did not find any misconduct. No action was taken.

**Charles M. Roessel, former Director, Bureau of Indian Education (BIE), (Resigned 08/15/2016)**

**OI-PI-14-0422-I**

We initiated an investigation in June 2014, based on a complaint from an official with BIE, alleging Charles Roessel, former Director, BIE, abused his position to inappropriately hire two individuals: a BIE program analyst with whom Roessel was rumored to be having a romantic relationship, and a relative of Roessel's who worked in the Navajo Nation school system.

Our investigation found that Roessel was involved in both hires. He acknowledged that he hired the program analyst and also admitted to having an ongoing romantic relationship with her that began before he became the BIE Director and before she came to work at BIE. This appears to violate 5 U.S.C. § 2302(b)(6), "Prohibited personnel practices," which generally prohibits Federal employees from granting any preference or advantage to another employee or a job applicant with the intent of improving that person's prospects for employment. Roessel's actions also appear to have violated ethics prohibitions against preferential treatment and using official

position for the private gain of others, found in 5 C.F.R. § 2635.101, “Basic obligation of public service,” and 5 C.F.R. § 2635.702, “Use of public office for private gain.” Moreover, their relationship has, according to interviews, created an uncomfortable working environment for Roessel’s staff.

Roessel also said that he intervened in his relative’s hiring process to make sure she got a position she had applied for in the Navajo school system, which appears to violate 5 U.S.C. § 3110, “Employment of relatives; restrictions” and the aforementioned ethics and personnel practice prohibitions, as well as 5 C.F.R. § 2635.502, the ethics regulation on impartiality.

In addition, Roessel and the BIE program analyst provided inconsistent statements in their responses to our questions and caused us to doubt their overall truthfulness and candor.

This matter was investigated by the OIG and on February 25, 2016, was forwarded to the Acting AS-IA for action. On August 15, 2016, Roessel resigned from DOI.

#### **OI-PI-16-0052-I**

Pursuant to a complaint from a BIE official, we investigated allegations that Charles Roessel, former Director, BIE, was using Sovereignty in Indian Education (SIE) and Tribal Education Department (TED) educational grants to induce Indian tribes and tribal organizations to lobby Congress in support of a proposed BIE reorganization. We also investigated whether Roessel and his staff violated anti-lobbying restrictions while allegedly seeking support from tribes.

Our investigation revealed no evidence that Roessel and his staff were using SIE and TED educational grants as inducements to have tribes and tribal organizations lobby Congress in support of the BIE reorganization proposal. We found, however, that Roessel instructed one of his staff members to draft letters of support on behalf of tribal governors and to send the letters to the tribes for them to revise and sign. The U.S. Department of Justice’s Public Integrity Section declined to pursue anti-lobbying violations under 18 U.S.C. § 1913, but we concluded that Roessel used questionable judgment when he instructed his staff member to draft the letters for the tribes.

The OIG referred the results of this investigation to AS-IA for action with a response required. On August 15, 2016, Roessel resigned from DOI.

#### **John W. Ross, Director, Office of Valuation, Office of the Secretary**

#### **OI-HQ-17-0092-R**

On November 2, 2016, Donald Foote, Supervisory Contract Specialist, alleged Kenneth Daw, Chief, Valuation Systems Division, OVS, falsified his time card for eight hours, and that Daw continued to take hours off from work to compensate himself for the undocumented number of travel compensatory hours Daw reportedly earned. In other OIG cases, Foote also alleged a GS-15 position, lacking accountability or measurable performance output, was created by OVS

officials to benefit Daw and that Daw participated on a source selection panel for a new system and steered the contract to IBM. The complainant further alleged Daw's supervisor, John Ross, Director, OVS, knew of Daw's behavior and allowed it.

This matter was referred to PMB on November 30, 2016, with a response due date of February 28, 2017.

**Debra E. Sonderman, Director, PAM, IOS**

**OI-PI-16-0529-I**

We received a complaint on April 29, 2016, that alleged James McCaffery, Deputy Director, PAM, IOS, falsified his initial employment records by submitting a DoD Form DD-214 (Certificate of Release or Discharge from Active Duty) with his employment application, which disclosed that he was honorably discharged from active duty service in the U.S. Army. The complaint further alleged that McCaffery later received a less than honorable discharge from the U.S. Army Reserves when he was involuntarily discharged for inappropriately wearing and displaying military awards and decorations that he did not earn. The complaint alleged McCaffery did not disclose that he had received a less than honorable discharge with his application packet. Debra Sonderman, Director, PAM, IOS, allegedly downgraded the security clearance requirement after learning about the derogatory information on McCaffery.

This is a current open investigation with our office.

**Raymond Suazo, Arizona State Director, BLM**

**OI-PI-15-0087-I**

On November 4, 2014, we received an anonymous complaint alleging Raymond Suazo, Arizona State Director, BLM and Tucson Field Office Manager Viola Hillman improperly assigned BLM resources to process a right-of-way application and pressured BLM employees to grant the right of way as a political favor.

During our investigation, we interviewed personnel identified in the complaint, witnesses, and subject matter experts from DOI and BLM. We also reviewed relevant documents and emails. We found no evidence to support the complainant's allegations.

We referred our investigative findings to BLM on January 6, 2016, with no response required.

**Stephanie S. Toothman, Associate Director, Cultural Resources, NPS**

**OI-PI-14-0244-I**

On February 21, 2014, we received information of employee misconduct by Stephanie Toothman, Associate Director, Cultural Resources, NPS. The complaint alleged, in 2012 Toothman directed NPS to award a cooperative agreement to the National Collaborative for Women's History Sites (NCWHS), which was operated by Heather Huyck, a former NPS employee who was friends with Toothman. The complaint also noted the NCWHS was not uniquely qualified to complete the cooperative agreement because it did not have the required capability, knowledge, or expertise. Finally, the complaint alleged Toothman and her assistant created a hostile work environment and retaliated against CRPS employees, and that Toothman may have used Government travel for personal benefit.

In our investigation Toothman stated her friendship with Huyck did not influence her decision to initiate the agreement with NCWHS, she acknowledged she did not disclose the relationship to NPS' Washington Contracting Office during the award process. Both the original contracting officer (CO) and the current CO said Toothman should have disclosed this information to help them avoid the appearance of a conflict of interest. The current CO did not feel, however, that Toothman had attempted to steer his decision-making or that she had acted inappropriately with regard to the agreement. We also found no evidence that NCWHS failed to meet the "unique qualifications" standard for cooperative agreements.

The complaints related to work environment and potential retaliation were referred to the Office of Special Counsel. We referred the complaint about Toothman's travel to NPS for any action deemed appropriate.

We referred our investigative findings to NPS on December 12, 2014, for action. On March 23, 2015, NPS responded to our office and stated they discussed requirements for disclosure of any potential for appearance of conflict of interest, with no other action necessary.

### **Benjamin M. Tuggle, Southwest Regional Director, FWS**

#### **OI-CO-12-0387-I**

On May 14, 2012, we received a complaint that Benjamin Tuggle, Southwest Regional Director, FWS and a subordinate employee approved a conservation agreement that was legally insufficient.

A subsequent investigation by the OIG failed to identify any culpability by Tuggle, and no action was taken as a result by FWS.

### **David Uberuaga, Superintendent, Grand Canyon National Park (GRCA), NPS**

#### **OI-PI-14-0695-I**

At the request of the Secretary of the Interior, we investigated allegations from 13 former and current NPS employees who had at various times worked in the GRCA River District. The 13

complainants submitted declarations describing incidents they had experienced or witnessed over approximately 15 years. They believed that these incidents, which they alleged were committed by River District employees during GRCA river trips, demonstrated evidence of “discrimination, retaliation, and a sexually hostile work environment.” Many of the incidents, they said, were reported to GRCA supervisors, but the supervisors did not properly investigate them or report them to NPS human resource (HR) or Equal Employment Opportunity (EEO) representatives. In addition, two of the complainants, both former GRCA employees, had been disciplined by GRCA supervisors; the former employees believed that other employees had asked that they be disciplined because they had filed sexual harassment complaints in the past.

We found evidence of a long-term pattern of sexual harassment and hostile work environment in the River District. In addition to the 13 original complainants, we identified another 22 individuals who reported experiencing or witnessing sexual harassment and hostile work environment while working in the River District. We also confirmed that some of the incidents were reported to GRCA supervisors and managers but were not properly investigated or reported to HR and EEO. Although we did not discover evidence of prohibited personnel practices in the disciplinary and administrative actions taken against the two former GRCA employees, we found that some GRCA officials felt that the discipline they received was too harsh.

In addition to this report, we issued advisory memoranda to the NPS Director asking him to review and address two potential management concerns we discovered during our investigation: some GRCA managers compromised the privacy of some employees who had filed harassment complaints, and NPS rehired a former GRCA employee who had been disciplined for sexual harassment.

On November 16, 2015, our office referred the matter to IOS and NPS with a response required. On February 16, 2016, our office received a proposed outline of actions NPS planned to take to address the issues described in our report. To date we have not received notification that these actions were addressed.

After we issued the report to NPS, we learned that Uberuaga had retired.

## **Daniel N. Wenk, Superintendent, YNP, NPS**

### **PI-PI-13-0541-I**

We received a complaint on August 15, 2013, that alleged Timothy Reid, Chief Ranger, YNP, rented his NPS apartment to YNP visitors and potentially violated his required occupancy agreement with NPS. Daniel Wenk, Superintendent, YNP, NPS admitted he knew Reid did not comply with the required occupancy condition of his employment and took no action.

We referred this case to the USAO, District of Montana, which declined prosecution in lieu of an administrative remedy. We referred our investigative findings to NPS October 27, 2014, for action.

On August 25, 2015, NPS responded to our office and determined Wenk had violated NPS policy to ensure Reid complied with the required housing policy. As a result, a written warning was issued to Wenk.

## **Samuel Q. Whittington, Director, DSC, NPS**

### **OI-PI-14-0673-I**

We investigated an allegation that Samuel Whittington, Director, DSC, NPS, steered a contract to the engineering and construction firm McDonough Bolyard Peck, Inc. (MBP), in an effort to employ the services of an MBP senior construction manager. We found that the integrity of the procurement process for this contract was compromised because Whittington had expressed a preference for the MBP construction manager and because a DSC contracting employee had given the construction manager insight into evaluation criteria and pricing that other bidders did not receive.

During our investigation, we learned that the chief of DSC's contracting division had asked one of her staff members to remove information from the file for this contract before we visited the division's offices and that she asked her staff if they knew who might have filed the complaint about Whittington. The contracting chief acknowledged asking a staff member to remove information from the contract file because she thought it might reflect poorly on her office; she also acknowledged asking her staff if they knew who had complained to us but said she realized later that doing so was not appropriate.

After we issued the report to NPS, we learned that Whittington had retired.

**From:** Pletcher, Mary  
**To:** [Jonathan Mack](#); [Caroline \(Carrie\) Soave](#)  
**Subject:** timeline close out guidance  
**Date:** Wednesday, October 18, 2017 8:39:11 AM  
**Attachments:** [2017 Timeline Memo updated 101117.docx](#)

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Can you finalize this for my signature? I'd like to get it out today. Are the group email address lists all up to date?

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

Memorandum:

To: Solicitor  
Assistant Secretaries  
Heads of Bureaus and Equivalent Offices

From: Mary Pletcher  
Deputy Assistant Secretary – Human Capital and Diversity/Chief Human  
Capital Officer

Subject: FY 2017 Performance Closeout Information for Senior Executive Service (SES),  
Senior Level (SL) and Scientific and Professional (ST) Employees

This memorandum provides guidance on the timeline for completing FY 2017 performance appraisals for SES, SL and ST employees. It is critical that this timeline is met, since Performance Review Board will convene in late November in Washington, DC, and the Executive Resources Board must complete all rating and recognition decisions so that they may be effected the first pay period in 2018.

## **TIMELINE**

### **October-November 2017**

Performance close out training will be conducted for SES/SL/ST employees.

The Departmental Organizational Assessments will be distributed to Bureau Directors/  
Equivalent Office Heads.

Rating officials finalize performance appraisals, meet with their executives, and communicate the initial summary rating level.

Recommendations for pay increases/performance awards/special act awards/time-off awards will be made by the rating official in consultation with the Bureau Director/Equivalent Office Head and the appropriate Assistant Secretary and submitted with all completed appraisals to the Executive Resources Division by **Tuesday, November 21, 2017**. These recommendations could change and therefore are not to be communicated to the executive. Guidance on the ranges for pay increases and recognition will be provided in a subsequent memorandum.

### **November 28, 2017**

Training for Performance Review Board members will be held. Completed appraisals will be distributed to PRB members.

**November 28 – December 13, 2017**

PRB panels review performance appraisal documents.

**December 14 – December 15, 2017**

PRB recommendations for summary ratings and awards will be recorded by the Executive Resources Division and forwarded to the appropriate Assistant Secretary. If the PRB recommendation for a summary rating differs from that of the Rating Officer, the PRB will provide a written explanation for their recommendation.

**December 18, 2017 – January 4, 2018**

The Executive Resources Division will review information for adherence to guidance and provide record of recommendations to the ERB for consideration. The ERB will determine final summary ratings and recognition for all executives.

**January 5, 2018**

Final summary ratings and recognition for all executives will be communicated to each Assistant Secretary/Equivalent Official and Bureau Director/Equivalent Office Head. Final decisions are provided to Bureau Executive Resources staff for immediate processing.

**PERFORMANCE AWARDS AND PAY ADJUSTMENTS**

Specific guidance for SES/SL/ST performance awards and pay adjustments will be provided in a subsequent memorandum. Pay adjustment recommendations must be documented on spreadsheets that will be provided to you by your Executive Resources point of contact for your respective Bureaus. These recommendations must be documented and received by the Executive Resources Division, room 4042, Main Interior Building by **Tuesday, November 21, 2017**.

Pay increases and performance awards will be effective the first full pay period in January (January 7, 2018) and must be processed in FPPS by January 24, 2018 to be paid in the January 30, 2018 paycheck.

**PERFORMANCE AND CONDUCT**

OPM now requires that rating officials, reviewing officials, PRB members, and the ERB consider evidence of misconduct of an SES/SL/ST employee in assessing performance against the applicable requirements or standards.

If you or your staff have any questions or need assistance, please contact Jonathan Mack at 202-208-5590 or [jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov) or Carrie Soave, 202-513-0874 or [caroline\\_soave@ios.doi.gov](mailto:caroline_soave@ios.doi.gov).

cc: All Senior Executives by email  
All SL/ST employees by email  
Bureau/Equivalent Human Resources Officers and Executive Resources Managers

**From:** Mack, Jonathan  
**To:** [Pletcher, Mary](#); [Raymond Limon](#)  
**Cc:** [Michelle Oxyer](#); [Caroline \(Carrie\) Soave](#)  
**Subject:** Fwd: 2017 Awards Guidance & Memos  
**Date:** Thursday, October 12, 2017 4:47:41 PM  
**Attachments:** [FY 2017 SES SL ST Performance Recognition Guidance.docx](#)  
[Award Form 2017.docx](#)  
[M-16-22 - Guidance on Awards for SES and SLST employees for FY2017.pdf](#)  
[2017 Award Guidance Memo \(2\).docx](#)  
[2017 Timeline Memo \(4\).docx](#)

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Mary, please see below. The revised timeline you put in we think works fine.

Thanks!

Memorandum:

To: Solicitor  
Assistant Secretaries  
Heads of Bureaus and Equivalent Offices

From: Mary Pletcher  
Deputy Assistant Secretary – Human Capital and Diversity/Chief Human  
Capital Officer

Subject: FY 2017 Performance Closeout Information for Senior Executive Service (SES),  
Senior Level (SL) and Scientific and Professional (ST) Employees

This memorandum provides guidance on the timeline for completing FY 2017 performance appraisals for SES, SL and ST employees. It is critical that this timeline is met, since Performance Review Board will convene in late November in Washington, DC, and the Executive Resources Board must complete all rating and recognition decisions so that they may be effected the first pay period in 2018.

## **TIMELINE**

### **October-November 2017**

Performance close out training will be conducted for SES/SL/ST employees.

The Departmental Organizational Assessments will be distributed to Bureau Directors/  
Equivalent Office Heads.

Rating officials finalize performance appraisals, meet with their executives, and communicate the initial summary rating level.

Recommendations for pay increases/performance awards/special act awards/time-off awards will be made by the rating official in consultation with the Bureau Director/Equivalent Office Head and the appropriate Assistant Secretary and submitted with all completed appraisals to the Executive Resources Division by **Tuesday, November 21, 2017**. These recommendations could change and therefore are not to be communicated to the executive.

### **November 28, 2017**

Training for Performance Review Board members will be held. Completed appraisals will be distributed to PRB members.

### **November 28 – December 13, 2017**

PRB panels review performance appraisal documents.

**December 14 – December 15, 2017**

PRB recommendations for summary ratings and awards will be recorded by the Executive Resources Division and forwarded to the appropriate Assistant Secretary. If the PRB recommendation for a summary rating differs from that of the Rating Officer, the PRB will provide a written explanation for their recommendation.

**December 18, 2017 – January 4, 2018**

The Executive Resources Division will review information for adherence to guidance and provide record of recommendations to the ERB for consideration. The ERB will determine final summary ratings and recognition for all executives.

**January 5, 2018**

Final summary ratings and recognition for all executives will be communicated to each Assistant Secretary/Equivalent Official and Bureau Director/Equivalent Office Head. Final decisions are provided to Bureau Executive Resources staff for immediate processing.

**PERFORMANCE AWARDS AND PAY ADJUSTMENTS**

Performance awards and pay adjustments recommendations must be documented on spreadsheets that will be provided to you by your Executive Resources point of contact for your respective Bureaus. These recommendations must be completed and received by the Executive Resources Division, room 4042, Main Interior Building by **Tuesday, November 21, 2017**.

Pay increases and performance awards will be effective the first full pay period in January (January 7, 2018) and must be processed in FPPS by January 24, 2018 to be paid in the January 30, 2018 paycheck.

**PERFORMANCE AND CONDUCT**

OPM now requires that rating officials, reviewing officials, PRB members, and the ERB consider evidence of misconduct of an SES/SL/ST employee in assessing performance against the applicable requirements or standards.

If you or your staff have any questions or need assistance, please contact Jonathan Mack at 202-208-5590 or [jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov) or Carrie Soave, 202-513-0874 or [caroline\\_soave@ios.doi.gov](mailto:caroline_soave@ios.doi.gov).

cc: All Senior Executives by email  
All SL/ST employees by email  
Bureau/Equivalent Human Resources Officers and Executive Resources Managers

Memorandum

To: Solicitor  
Assistant Secretaries  
Heads of Bureaus and Equivalent Offices

From: Mary Pletcher  
Deputy Assistant Secretary – Human Capital and Diversity  
Chief Human Capital Officer

Subject: Guidance on Awards for FY 2017 for SES/SL/ST Employees

Interior bureaus and offices can now proceed with planning and execution of FY 2017 performance awards for SES/SL/ST employees based on the guidance issued in this memorandum.

The total recognition package model used for the 2016 performance close out cycle will be used again this year. The model is in accordance with the August 12, 2016 guidance issued by the Office of Personnel Management (OPM) and Office of Management and Budget (OMB) on SES/SL/ST awards. Award spending for SES/SL/ST employees is limited to no more than 7.5% of total aggregate salaries for performance awards. Special act award spending is limited to no more than 1% of aggregate salary.

Performance recommendations must be documented on spreadsheets that will be provided to you by your Executive Resources Coordinator for your respective bureau/office. These recommendations must be documented and returned to your Executive Resources Coordinator by Wednesday, November 21, 2017.

If you or your staff needs assistance, please contact Jonathan Mack at 202-208-5590, [jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov) or Carrie Soave at 202-513-0874, [caroline\\_soave@ios.doi.gov](mailto:caroline_soave@ios.doi.gov) with the Executive Resources Division.

Attachments

1. 2016 OPM/OMB Guidance on SES/SL/ST Awards
2. FY 2017 Recognition Guidance
3. Special Act Award Form

Cc: Senior Executives, Senior Leaders and Scientific and Technical Professionals  
Bureau or Equivalent Offices HR Officers and Executive Resources Coordinators



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D. C. 20503

August 12, 2016

THE DIRECTOR

M-16-22

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: BETH F. COBERT   
ACTING DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT

SHAUN DONOVAN   
DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET

SUBJECT: Guidance on Awards for SES and SL/ST employees for Fiscal Year 2017

As required by Executive Order (EO) 13714, – “Strengthening the Senior Executive Service (SES)” (<https://www.whitehouse.gov/the-press-office/2015/12/15/executive-order-strengthening-senior-executive-service>), issued on December 15, 2015, the U.S. Office of Personnel Management (OPM) and the U.S. Office of Management and Budget (OMB) are providing additional guidance related to performance awards for members of the SES and Senior Level (SL) and Senior Professional and Scientific (ST) employees. In EO 13714, the President stated that starting in Fiscal Year (FY) 2017 agencies should limit their aggregate spending on agency performance awards for SES and SL/ST employees to 7.5 percent. Prior to 2010, there was no spending limit on SL/ST performance awards and the statutory limit of 10 percent applied to SES performance awards. The President also stated that agencies should grant awards in a manner that provides meaningfully greater rewards to top performers. Pursuant to EO 13714’s direction to provide additional guidance as to the distribution of such awards, OPM now further advises that agencies should allocate awards made under the new recommended limit to be able to reward and retain more top performers by:

- providing substantial monetary awards for the very best SES and SL/ST performers; and,
- allowing more variance of award amounts among rating levels, which is a common attribute of pay-for-performance systems.

Agencies are encouraged to support good performance management throughout the year by providing ongoing feedback and promptly and appropriately recognizing excellent achievements. Agencies should use all authorized categories of awards, as appropriate, to recognize the accomplishments of their executives throughout the year, including time-off and individual contribution awards (e.g., special act, suggestion, invention, etc.). Agencies are reminded, however, that individual contribution awards must be granted in adherence with 5 CFR Part 451 and not as a substitute or an enhancement of annual performance-based awards granted pursuant to 5 CFR 534.405. In addition, agencies can use such awards to recognize executives’ significant contributions toward mission even if they are not rated at the highest rating levels, which is also a common attribute of pay for performance.

## **Budgetary Limitations for Individual Monetary Awards**

For FY 2017, these recommended budgetary limits apply to agency spending for individual monetary awards only, which include rating-based performance awards and individual contribution (e.g., special act) awards. The funding limits for the different award categories for SES and SL/ST are to be managed separately.

Agencies are advised to limit total awards spending on the following categories of awards:

- **SES individual rating-based performance awards:** Agencies may spend up to 7.5 percent of the aggregate salaries of their career executives at the end of the previous fiscal year on individual rating-based performance awards for career members of the SES.
- **SL/ST individual rating-based performance awards:** Agencies may spend up to 7.5 percent of the aggregate salaries of their SL/ST employees in career, career-conditional, or equivalent positions in the excepted service at the end of the previous fiscal year on individual rating-based performance awards for those SL/ST employees.
- **SES individual contribution awards:** Agencies may spend up to 1.0 percent of the aggregate salaries of their career executives at the end of the previous fiscal year on individual contribution awards (e.g., special act awards) that are paid throughout the fiscal year for career members of the SES.
- **SL/ST individual contribution awards:** Agencies may spend up to 1.0 percent of the aggregate salaries of their SL/ST employees in career, career-conditional, or equivalent positions in the excepted service at the end of the previous fiscal year on individual contribution awards (e.g., special act awards) that are paid throughout the fiscal year for those SL/ST employees.

Previous awards spending guidance focused on the following two groups of awards and set spending limitations on each: (1) SES/SL/ST rating-based performance awards and (2) individual contribution awards for SES/SL/ST combined with both ratings-based performance awards and individual contribution awards for non-SES/SL/ST. To promote clarity and increased precision in applying and tracking awards spending, this guidance is now further separating the respective award categories and spending limitations to address SES and SL/ST personnel separate from non-SES/SL/ST personnel (e.g., General Schedule employees).

Guidance on funding for non-SES/SL/ST awards will be addressed in a separate memorandum.

### **Additional Guidance on Meaningful Use of Individual Monetary Awards for Top SES and SL/ST Performers**

Recognizing that the impact of the application of an agency's revised program may not be determined until the performance ratings are received and finalized, agencies should start discussing the philosophy of how the agency expects to apply the new 7.5 percent limit, solicit input and ideas, and generally communicate what changes can be expected.

To ensure the continued integrity of the awards programs, agencies should allocate awards in a manner that provides meaningfully greater rewards to top performers. Agencies should ensure only SES and SL/ST employees who have demonstrated the highest levels of individual performance and/or contribution to the agency's performance receive the highest annual summary ratings and the largest corresponding performance awards, pay adjustments, and rates of pay. Agencies are encouraged to use these awards to recognize those senior leaders who take on the most challenging assignments, use exemplary innovative and collaborative methods, take on challenging rotational assignments, and/or have the greatest impact on agency priorities and mission imperatives in a given performance period. Agencies should ensure differentiation is evident individually in the performance awards, pay adjustments, and rates of pay; and OPM and OMB will review and verify this through the appraisal system certification process.

OPM and OMB will continue to monitor awards data that agencies provide to OPM under the agencies' regular reporting procedures for compliance with these limitations. Agencies may be asked to provide additional data regarding award categories and amounts, and OPM would use this data to conduct further analysis at a more granular level. OPM will provide more information to agencies regarding specific data requests as needed.

### **Coverage**

These recommended budgetary limits apply to all departments and agencies for all members of the SES and SL/ST employees, except political appointees covered by the freeze on discretionary spending. The President's August 3, 2010, memorandum freezing discretionary awards, bonuses, and similar payments for political appointees continues to be in effect. Agencies should continue to apply this freeze in accordance with OPM's guidance at <https://www.chcoc.gov/content/guidance-freeze-discretionary-awards-bonuses-and-similar-payments-federal-employees-serving>.

### **Effective Date**

The budgetary limits specified in this memorandum apply to awards paid during FY 2017, with effective dates from October 1, 2016 through September 30, 2017.

### **Additional Information**

Agency Chief Human Capital Officers and/or Human Resources Directors should contact Stephen T. Shih, Deputy Associate Director for Senior Executive Services and Performance Management, in OPM's Employee Services, at (202) 606-8046 or [performance-management@opm.gov](mailto:performance-management@opm.gov), for any questions regarding this policy. Employees should contact their agency human resources offices for assistance.

cc: Chief Human Capital Officers  
Human Resources Directors  
Council of the Inspectors General on Integrity and Efficiency  
Inspectors General  
Small Agency Council

**FY 2017 CAREER SES Performance Recognition Guidance**  
**Pay range for 2017 is \$124,406 to \$187,000**

<b>Summary Performance Rating</b>	<b>Pay Increase</b>	<b>Bonus</b>	<b>Special Act Award</b>	<b>Time Off Award*</b>	<b>Total Recognition Package</b>
<b>Outstanding</b>	Up to 8% Maximum Pay Level EX-II	8% to 15% performance bonus		Up to 80 hours* (80 hours equals 3.84% of salary)	9%-16%
<b>Exceeds Fully Successful</b>	Up to 4% Maximum Pay Level EX-II	5% to 7.5% performance bonus		Up to 80 hours* (80 hours equals 3.84% of salary)	5%-8%
<b>Fully Successful</b>	Up to 1% Maximum Pay Level EX-II		Special Act Award – up to 3%	Up to 40 hours* (40 hours equals up to 1.9% of salary)	Up to 4%

\*Time Off awards require the attached Special Act Incentive Award form be completed.

**Special Act Awards:** Special Act Awards may be used to recognize individual and specific special acts that occurred during the performance cycle and are not to be used to recognize overall performance. The maximum Special Act Award is \$10,000. The amount of the award must be commensurate with the special act or achievement being recognized. The Special Act Award recommendations require the completion of the attached Special Act Award form.

**FY 2017 NON CAREER SES Performance Recognition Guidance**

<b>Summary Performance Rating</b>	<b>Pay Increase</b>	<b>Time Off Award</b>	<b>Total Recognition Package</b>
<b>Outstanding</b>	*Up to 8% Maximum Pay Level EX-IV	Up to 80 hours** (80 hours equals 3.84% of salary)	Value of time-off plus pay increase cannot exceed 10%.
<b>Exceeds Fully Successful</b>	*Up to 4% Maximum Pay Level EX-IV	Up to 60 hours** (60 hours equals 2.9% of salary)	Value of time-off plus pay increase cannot exceed 7%
<b>Fully Successful</b>	*Up to 1.0% Maximum Pay Level EX-IV	Up to 40 hours** (40 hours equals up to 1.9% of salary)	Value of time-off plus pay increase cannot exceed 2%

\*\*Time Off awards require the Special Act Award form be completed.

**\*Pay Increase:** Political pay freeze continues through calendar year 2017 under the Consolidated Appropriations Act. Under the pay freeze, Executives paid under EX-IV (\$161,900) can receive pay increases up to EX-IV (\$161,900). Executive paid at and above EX-IV (\$161,900) are not eligible for pay increases.

**Performance Bonuses:** On August 3, 2010, President Obama froze discretionary awards for all political employees, including Non Career SES and political Limited Term SES appointees. This freeze remains in effect. OPM guidance permits only non-monetary performance awards or time-off awards.

**FY 2017 Limited Term SES Performance Recognition Guidance**

Pay range for 2017 is \$124,406 to \$187,000

<b>Summary Performance Rating</b>	<b>Pay Increase</b>	<b>Special Act Award</b>	<b>Time Off Award</b>	<b>Total Recognition Package</b>	<b>NOTES</b>
<b>Outstanding</b>	Up to 8% Maximum Pay Level EX-II	Up to \$10,000	Up to 80 hours* (80 hours equals 3.84% of salary)	\$10,000 to \$15,200	Cannot get 6%, 7% or 8% pay increase and receive a special act award. Total compensation cannot exceed \$15,200.
<b>Exceeds Fully Successful</b>	Up to 4% Maximum Pay Level EX-II	Up to \$7,500	Up to 60 hours* (60 hours equals 2.9% of salary)	\$7,500 to 10,000	Cannot get a 4% pay increase and receive a special act award. Total compensation cannot exceed \$10,000.
<b>Fully Successful</b>	Up to 1.0% Maximum Pay Level EX-II	None	Up to 20 hours* (20 hours equals up to 1% of salary)	Up to \$1,870	

**\*Special Act and Time Off awards require the attached Special Act Award form be completed.**

**\*\*Special Act Awards:** Special Act Awards may be used to recognize individual and specific special acts that occurred during the performance cycle and are not to be used to recognize overall performance. The maximum Special Act Award is \$10,000. The amount of the award must be commensurate with the special act or achievement being recognized. The Special Act Award recommendations require the completion of the attached Special Act Award form.

**FY 2017 SL/ST Performance Recognition Guidance**

**Pay range for 2017 is \$124,406 to \$187,000**

<b>Summary Performance Rating</b>	<b>Pay Increase</b>	<b>Sustained Superior Performance Award</b>	<b>Special Act Award**</b>	<b>Time Off Award*</b>	<b>Total Recognition Package</b>	<b>NOTES</b>
<b>Outstanding</b>	Up to 8% Maximum Pay Level EX-II	\$7,000 to \$10,000	Up to \$10,000	Up to 80 hours (80 hours equals 3.84% of salary)	\$10,000 to \$20,000	Cannot get a 6%, 7% or 8% pay increase and receive a performance award.
<b>Exceeds Fully Successful</b>	Up to 4% Maximum Pay Level EX-II	Up to \$6,999	Up to \$5,000	Up to 60 hours (60 hours equals 2.9% of salary)	\$7,500 to 10,000	Cannot get a 6% pay increase and receive a performance award.
<b>Fully Successful</b>	Up to 1% Maximum Pay Level EX-II	None	Up to \$1,000	Up to 20 hours (20 hours equals up to 1% of salary)	Up to \$3,000	

**\*Time Off awards require the attached Special Act Award form be completed.**

**\*\*Special Act Awards:** Special Act Awards may be used to recognize individual and specific special acts that occurred during the performance cycle and are not to be used to recognize overall performance. The maximum Special Act Award is \$10,000. The amount of the award must be commensurate with the special act or achievement being recognized. The Special Act Award recommendations require the completion of the attached Special Act Award form.

**From:** Mack, Jonathan  
**To:** [Pletcher, Mary](#); [Raymond Limon](#)  
**Cc:** [Michelle Oxyer](#); [Caroline \(Carrie\) Soave](#)  
**Subject:** Fwd: 2017 Performance Closeout Guidance and Award Memos  
**Date:** Thursday, October 12, 2017 4:43:35 PM  
**Attachments:** [Award Form 2017.docx](#)  
[M-16-22 - Guidance on Awards for SES and SLST employees for FY2017.pdf](#)  
[FY 2017 SES SL ST Performance Recognition Guidance.docx](#)  
[2017 Award Guidance Memo \(2\).docx](#)  
[2017 Timeline Memo \(4\).docx](#)

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Mary, please see attached. Yes, the revised timeline you laid out we think works just fine.

Thanks!

**FY 2016 CAREER SES Performance Recognition Guidance**  
**Pay range for 2016 is \$123,175 to \$185,100**

<b>Summary Performance Rating</b>	<b>Pay Increase</b>	<b>Bonus</b>	<b>Special Act Award</b>	<b>Time Off Award*</b>	<b>Total Recognition Package</b>
<b>Outstanding</b>	Up to 8% Maximum Pay Level EX-II	8% to 15% performance bonus		Up to 80 hours (80 hours equals 3.84% of salary)	9%-16%
<b>Exceeds Fully Successful</b>	Up to 4% Maximum Pay Level EX-II	5% to 7.5% performance bonus		Up to 80 hours (80 hours equals 3.84% of salary)	5%-8%
<b>Fully Successful</b>	Up to 1% Maximum Pay Level EX-II		Special Act Award – up to 3%	Up to 40 hours (40 hours equals up to 1.9% of salary)	Up to 4%

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**Special Act Awards:** Special Act Awards may be used to recognize individual and specific special acts that occurred during the performance cycle and are not to be used to recognize overall performance. The maximum Special Act Award is \$10,000. The amount of the award must be commensurate with the special act or achievement being recognized. The Special Act Award recommendations require the completion of the attached Special Act Award form.

**FY 2016 NON CAREER SES Performance Recognition Guidance**

<b>Summary Performance Rating</b>	<b>Pay Increase*</b>	<b>Time Off Award**</b>	<b>Total Recognition Package</b>
<b>Outstanding</b>	Up to 8% Maximum Pay Level EX-IV	Up to 80 hours (80 hours equals 3.84% of salary)	Value of time-off plus pay increase cannot exceed 10%.
<b>Exceeds Fully Successful</b>	Up to 4% Maximum Pay Level EX-IV	Up to 60 hours (60 hours equals 2.9% of salary)	Value of time-off plus pay increase cannot exceed 7%
<b>Fully Successful</b>	Up to 1% Maximum Pay Level EX-IV	Up to 40 hours (40 hours equals up to 1.9% of salary)	Value of time-off plus pay increase cannot exceed 2%

**\*\*Time Off awards require the Special Act Award form be completed.**

**\*Pay Increase:** Political pay freeze continues through January 7, 2017. Executives paid under EX-IV (\$160,300) can receive pay increases up to EX-IV (\$160,300). Executive paid at and above EX-IV (\$160,300) are not eligible for pay increases.

**Performance Bonuses:** On August 3, 2010, President Obama froze discretionary awards for all political employees, including Non Career SES and political Limited Term SES appointees. This freeze remains in effect. OPM guidance permits only non-monetary performance awards or time-off awards.

**FY 2016 Limited Term SES Performance Recognition Guidance**

**Pay range for 2016 is \$123,175 to \$185,100**

<b>Summary Performance Rating</b>	<b>Pay Increase</b>	<b>Special Act Award*</b>	<b>Time Off Award*</b>	<b>Total Recognition Package</b>
<b>Outstanding</b>	Up to 8% Maximum Pay Level EX-II	Up to \$10,000	Up to 80 hours (80 hours equals 3.84% of salary)	\$10,000 to \$15,200
<b>Exceeds Fully Successful</b>	Up to 4% Maximum Pay Level EX-II	Up to \$7,500	Up to 60 hours (60 hours equals 2.9% of salary)	\$7,500 to \$10,000
<b>Fully Successful</b>	Up to 1.0% Maximum Pay Level EX-II	None	Up to 20 hours (20 hours equals up to 1% of salary)	Up to \$1,830

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**FY 2016 SL/ST Performance Recognition Guidance**

**Pay range for 2016 is \$123,175 to \$185,100**

<b>Summary Performance Rating</b>	<b>Pay Increase</b>	<b>Sustained Superior Performance Award</b>	<b>Special Act Award**</b>	<b>Time Off Award*</b>	<b>Total Recognition Package</b>
<b>Exceptional</b>	Up to 8% Maximum Pay Level EX-II	\$6,000 to \$10,000	Up to \$10,000	Up to 80 hours (80 hours equals 3.84% of salary)	\$10,000 to \$20,000
<b>Superior</b>	Up to 4% Maximum Pay Level EX-II	Up to \$5,999	Up to \$5,000	Up to 60 hours (60 hours equals 2.9% of salary)	\$7,500 to 10,000
<b>Fully Successful</b>	Up to 1% Maximum Pay Level EX-II	None	Up to \$1,000	Up to 20 hours (20 hours equals up to 1% of salary)	Up to \$3,000

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**\*\*Special Act Awards:** Special Act Awards may be used to recognize individual and specific special acts that occurred during the performance cycle and are not to be used to recognize overall performance. The maximum Special Act Award is \$10,000. The amount of the award must be commensurate with the special act or achievement being recognized. The Special Act Award recommendations require the completion of the attached Special Act Award form.

Memorandum

To: Solicitor  
Assistant Secretaries  
Heads of Bureaus and Equivalent Offices

From: Mary Pletcher  
Deputy Assistant Secretary – Human Capital and Diversity  
Chief Human Capital Officer

Subject: Guidance on Awards for FY 2017 for SES/SL/ST Employees

Interior bureaus and offices can now proceed with planning and execution of FY 2017 performance awards for SES/SL/ST employees based on the guidance issued in this memorandum.

The total recognition package model used for the 2016 performance close out cycle will be used again this year. The model is in accordance with the August 12, 2016 guidance issued by the Office of Personnel Management (OPM) and Office of Management and Budget (OMB) on SES/SL/ST awards. Award spending for SES/SL/ST employees is limited to no more than 7.5% of total aggregate salaries for performance awards. Special act award spending is limited to no more than 1% of aggregate salary.

Performance recommendations must be documented on spreadsheets that will be provided to you by your Executive Resources Coordinator for your respective bureau/office. These recommendations must be documented and returned to your Executive Resources Coordinator by Wednesday, November 21, 2017.

If you or your staff needs assistance, please contact Jonathan Mack at 202-208-5590, [jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov) or Carrie Soave at 202-513-0874, [caroline\\_soave@ios.doi.gov](mailto:caroline_soave@ios.doi.gov) with the Executive Resources Division.

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Cc: Senior Executives, Senior Leaders and Scientific and Technical Professionals  
Bureau or Equivalent Offices HR Officers and Executive Resources Coordinators



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D. C. 20503

August 12, 2016

THE DIRECTOR

M-16-22

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: BETH F. COBERT   
ACTING DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT

SHAUN DONOVAN   
DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET

SUBJECT: Guidance on Awards for SES and SL/ST employees for Fiscal Year 2017

As required by Executive Order (EO) 13714, – “Strengthening the Senior Executive Service (SES)” (<https://www.whitehouse.gov/the-press-office/2015/12/15/executive-order-strengthening-senior-executive-service>), issued on December 15, 2015, the U.S. Office of Personnel Management (OPM) and the U.S. Office of Management and Budget (OMB) are providing additional guidance related to performance awards for members of the SES and Senior Level (SL) and Senior Professional and Scientific (ST) employees. In EO 13714, the President stated that starting in Fiscal Year (FY) 2017 agencies should limit their aggregate spending on agency performance awards for SES and SL/ST employees to 7.5 percent. Prior to 2010, there was no spending limit on SL/ST performance awards and the statutory limit of 10 percent applied to SES performance awards. The President also stated that agencies should grant awards in a manner that provides meaningfully greater rewards to top performers. Pursuant to EO 13714’s direction to provide additional guidance as to the distribution of such awards, OPM now further advises that agencies should allocate awards made under the new recommended limit to be able to reward and retain more top performers by:

- providing substantial monetary awards for the very best SES and SL/ST performers; and,
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Agencies are encouraged to support good performance management throughout the year by providing ongoing feedback and promptly and appropriately recognizing excellent achievements. Agencies should use all authorized categories of awards, as appropriate, to recognize the accomplishments of their executives throughout the year, including time-off and individual contribution awards (e.g., special act, suggestion, invention, etc.). Agencies are reminded, however, that individual contribution awards must be granted in adherence with 5 CFR Part 451 and not as a substitute or an enhancement of annual performance-based awards granted pursuant to 5 CFR 534.405. In addition, agencies can use such awards to recognize executives’ significant contributions toward mission even if they are not rated at the highest rating levels, which is also a common attribute of pay for performance.

## **Budgetary Limitations for Individual Monetary Awards**

For FY 2017, these recommended budgetary limits apply to agency spending for individual monetary awards only, which include rating-based performance awards and individual contribution (e.g., special act) awards. The funding limits for the different award categories for SES and SL/ST are to be managed separately.

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- **SL/ST individual rating-based performance awards:** Agencies may spend up to 7.5 percent of the aggregate salaries of their SL/ST employees in career, career-conditional, or equivalent positions in the excepted service at the end of the previous fiscal year on individual rating-based performance awards for those SL/ST employees.
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Guidance on funding for non-SES/SL/ST awards will be addressed in a separate memorandum.

### **Additional Guidance on Meaningful Use of Individual Monetary Awards for Top SES and SL/ST Performers**

Recognizing that the impact of the application of an agency's revised program may not be determined until the performance ratings are received and finalized, agencies should start discussing the philosophy of how the agency expects to apply the new 7.5 percent limit, solicit input and ideas, and generally communicate what changes can be expected.

To ensure the continued integrity of the awards programs, agencies should allocate awards in a manner that provides meaningfully greater rewards to top performers. Agencies should ensure only SES and SL/ST employees who have demonstrated the highest levels of individual performance and/or contribution to the agency's performance receive the highest annual summary ratings and the largest corresponding performance awards, pay adjustments, and rates of pay. Agencies are encouraged to use these awards to recognize those senior leaders who take on the most challenging assignments, use exemplary innovative and collaborative methods, take on challenging rotational assignments, and/or have the greatest impact on agency priorities and mission imperatives in a given performance period. Agencies should ensure differentiation is evident individually in the performance awards, pay adjustments, and rates of pay; and OPM and OMB will review and verify this through the appraisal system certification process.

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### **Coverage**

These recommended budgetary limits apply to all departments and agencies for all members of the SES and SL/ST employees, except political appointees covered by the freeze on discretionary spending. The President's August 3, 2010, memorandum freezing discretionary awards, bonuses, and similar payments for political appointees continues to be in effect. Agencies should continue to apply this freeze in accordance with OPM's guidance at <https://www.chcoc.gov/content/guidance-freeze-discretionary-awards-bonuses-and-similar-payments-federal-employees-serving>.

### **Effective Date**

The budgetary limits specified in this memorandum apply to awards paid during FY 2017, with effective dates from October 1, 2016 through September 30, 2017.

### **Additional Information**

Agency Chief Human Capital Officers and/or Human Resources Directors should contact Stephen T. Shih, Deputy Associate Director for Senior Executive Services and Performance Management, in OPM's Employee Services, at (202) 606-8046 or [performance-management@opm.gov](mailto:performance-management@opm.gov), for any questions regarding this policy. Employees should contact their agency human resources offices for assistance.

cc: Chief Human Capital Officers  
Human Resources Directors  
Council of the Inspectors General on Integrity and Efficiency  
Inspectors General  
Small Agency Council

Memorandum:

To: Solicitor  
Assistant Secretaries  
Heads of Bureaus and Equivalent Offices

From: Mary Pletcher  
Deputy Assistant Secretary – Human Capital and Diversity/Chief Human  
Capital Officer

Subject: FY 2017 Performance Closeout Information for Senior Executive Service (SES),  
Senior Level (SL) and Scientific and Professional (ST) Employees

This memorandum provides guidance on the timeline for completing FY 2017 performance appraisals for SES, SL and ST employees. It is critical that this timeline is met, since Performance Review Board will convene in late November in Washington, DC, and the Executive Resources Board must complete all rating and recognition decisions so that they may be effected the first pay period in 2018.

## **TIMELINE**

### **October-November 2017**

Performance close out training will be conducted for SES/SL/ST employees.

The Departmental Organizational Assessments will be distributed to Bureau Directors/  
Equivalent Office Heads.

Rating officials finalize performance appraisals, meet with their executives, and communicate the initial summary rating level.

Recommendations for pay increases/performance awards/special act awards/time-off awards will be made by the rating official in consultation with the Bureau Director/Equivalent Office Head and the appropriate Assistant Secretary and submitted with all completed appraisals to the Executive Resources Division by **Tuesday, November 21, 2017**. These recommendations could change and therefore are not to be communicated to the executive.

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Training for Performance Review Board members will be held. Completed appraisals will be distributed to PRB members.

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PRB recommendations for summary ratings and awards will be recorded by the Executive Resources Division and forwarded to the appropriate Assistant Secretary. If the PRB recommendation for a summary rating differs from that of the Rating Officer, the PRB will provide a written explanation for their recommendation.

**December 18, 2017 – January 4, 2018**

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**January 5, 2018**

Final summary ratings and recognition for all executives will be communicated to each Assistant Secretary/Equivalent Official and Bureau Director/Equivalent Office Head. Final decisions are provided to Bureau Executive Resources staff for immediate processing.

**PERFORMANCE AWARDS AND PAY ADJUSTMENTS**

Performance awards and pay adjustments recommendations must be documented on spreadsheets that will be provided to you by your Executive Resources point of contact for your respective Bureaus. These recommendations must be completed and received by the Executive Resources Division, room 4042, Main Interior Building by **Tuesday, November 21, 2017**.

Pay increases and performance awards will be effective the first full pay period in January (January 7, 2018) and must be processed in FPPS by January 24, 2018 to be paid in the January 30, 2018 paycheck.

**PERFORMANCE AND CONDUCT**

OPM now requires that rating officials, reviewing officials, PRB members, and the ERB consider evidence of misconduct of an SES/SL/ST employee in assessing performance against the applicable requirements or standards.

If you or your staff have any questions or need assistance, please contact Jonathan Mack at 202-208-5590 or [jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov) or Carrie Soave, 202-513-0874 or [caroline\\_soave@ios.doi.gov](mailto:caroline_soave@ios.doi.gov).

cc: All Senior Executives by email  
All SL/ST employees by email  
Bureau/Equivalent Human Resources Officers and Executive Resources Managers

**SES/SL/ST SPECIAL ACT AWARD FORM**  
*(09/2017 edition)*

<b>Name (print or type)</b>	<b>Position Title</b>	<b>Bureau/Office</b>
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**Special Act Award: Enter the amount of recommended award in the appropriate space below. A rating of at least “Fully Successful” is required.**

\_\_\_\_\_ **Special Act Award**

\_\_\_\_\_ **Hours for Time Off Award (80 hours maximum)**

**Describe the specific special act, with a justification, to show that amount recommended is commensurate with the achievement:**

<b>Recommending Official,</b> <b>Date</b> <b>Print Name and Title</b>	<b>Signature</b>
<b>Approving Official Signature</b> <b>Date</b>	
<b>For the Executive Resources Board</b>	

**From:** Pletcher, Mary  
**To:** [Mack, Jonathan](#)  
**Cc:** [Raymond Limon](#); [Michelle Oxyer](#); [Caroline \(Carrie\) Soave](#)  
**Subject:** Re:  
**Date:** Wednesday, October 11, 2017 5:50:35 PM  
**Attachments:** [2017 Timeline Memo updated 101117.docx](#)

---

I made a few adjustments to the timeline. I added a little more time for the PRB and the ERB with decisions communicated January 5, 2018.

Do you think this works?

Mary

On Tue, Oct 10, 2017 at 2:11 PM, Mack, Jonathan <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)> wrote:

Please see attached draft timeline memo and requested close-out info for the previous 5 years.

Thanks!

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

Memorandum:

To: Solicitor  
Assistant Secretaries  
Heads of Bureaus and Equivalent Offices

From: Mary Pletcher  
Deputy Assistant Secretary – Human Capital and Diversity/Chief Human  
Capital Officer

Subject: FY 2017 Performance Closeout Information for Senior Executive Service (SES),  
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Specific guidance for SES/SL/ST performance awards and pay adjustments will be provided in a subsequent memorandum. Pay adjustment recommendations must be documented on spreadsheets that will be provided to you by your Executive Resources point of contact for your respective Bureaus. These recommendations must be documented and received by the Executive Resources Division, room 4042, Main Interior Building by **Tuesday, November 21, 2017**.

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cc: All Senior Executives by email  
All SL/ST employees by email  
Bureau/Equivalent Human Resources Officers and Executive Resources Managers

**From:** Pletcher, Mary  
**To:** [Jonathan Mack](#); [Michelle Oxyer](#); [Caroline \(Carrie\) Soave](#)  
**Cc:** [Raymond Limon](#)  
**Subject:** SES/SL/ST performance recognition guidance  
**Date:** Wednesday, October 11, 2017 5:01:54 PM  
**Attachments:** [2016 Award Guidance Memo 101716.docx](#)  
[FY 2016 SES SL ST Performance Recognition Guidance.docx](#)  
[Attachment 1 - OPM OMB Guidance on SES SL ST Awards.pdf](#)  
[Attachment 3 - Award Form 2016.docx](#)

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Can you go ahead and take a crack at updating the SES/SL/ST performance recognition guidance? I would update the memo to basically say that OMB/OPM has decided to follow last year's guidance as opposed to referring to what we did in 2014 and 2015.

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

Memorandum

To: Solicitor  
Assistant Secretaries  
Heads of Bureaus and Equivalent Offices

From: Mary Pletcher  
Deputy Assistant Secretary – Human Capital and Diversity  
Chief Human Capital Officer

Subject: Guidance on Awards for FY 2016 for SES/SL/ST Employees

Interior bureaus and offices can now proceed with planning and execution of FY 2016 performance awards for SES/SL/ST employees based on the guidance issued in this memorandum.

The total recognition package model used for the 2014 and 2015 performance close out cycles will be used again this year. The model has been adjusted to take into account the August 12, 2016 guidance issued by the Office of Personnel Management (OPM) and Office of Management and Budget (OMB) on SES/SL/ST awards. Award spending for SES/SL/ST employees is now limited to no more than 7.5% of total aggregate salaries for performance awards. Special act award spending is limited to no more than 1% of aggregate salary.

Performance recommendations must be documented on spreadsheets that will be provided to you by your Executive Resources Coordinator for your respective bureau/office. These recommendations must be documented and returned to your Executive Resources Coordinator by Thursday, November 10, 2016.

If you or your staff needs assistance, please contact Jonathan Mack at 202-208-5590, [jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov), Michelle Oxyer at 202-208-6943, [michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov), or Carrie Soave at 202-513-0874, [caroline\\_soave@ios.doi.gov](mailto:caroline_soave@ios.doi.gov) with the Executive Resources Division.

Attachments

1. OPM/OMB Guidance on SES/SL/ST Awards
2. FY 2016 Recognition Guidance
3. Special Act Award Form

Cc: Senior Executives, Senior Leaders and Scientific and Technical Professionals  
Bureau or Equivalent Offices HR Officers and Executive Resources Coordinators

**FY 2016 CAREER SES Performance Recognition Guidance**  
**Pay range for 2016 is \$123,175 to \$185,100**

<b>Summary Performance Rating</b>	<b>Pay Increase</b>	<b>Bonus</b>	<b>Special Act Award</b>	<b>Time Off Award*</b>	<b>Total Recognition Package</b>
<b>Outstanding</b>	Up to 8% Maximum Pay Level EX-II	8% to 15% performance bonus		Up to 80 hours (80 hours equals 3.84% of salary)	9%-16%
<b>Exceeds Fully Successful</b>	Up to 4% Maximum Pay Level EX-II	5% to 7.5% performance bonus		Up to 80 hours (80 hours equals 3.84% of salary)	5%-8%
<b>Fully Successful</b>	Up to 1% Maximum Pay Level EX-II		Special Act Award – up to 3%	Up to 40 hours (40 hours equals up to 1.9% of salary)	Up to 4%

\*Time Off awards require the attached Special Act Incentive Award form be completed.

**Special Act Awards:** Special Act Awards may be used to recognize individual and specific special acts that occurred during the performance cycle and are not to be used to recognize overall performance. The maximum Special Act Award is \$10,000. The amount of the award must be commensurate with the special act or achievement being recognized. The Special Act Award recommendations require the completion of the attached Special Act Award form.

**FY 2016 NON CAREER SES Performance Recognition Guidance**

<b>Summary Performance Rating</b>	<b>Pay Increase*</b>	<b>Time Off Award**</b>	<b>Total Recognition Package</b>
<b>Outstanding</b>	Up to 8% Maximum Pay Level EX-IV	Up to 80 hours (80 hours equals 3.84% of salary)	Value of time-off plus pay increase cannot exceed 10%.
<b>Exceeds Fully Successful</b>	Up to 4% Maximum Pay Level EX-IV	Up to 60 hours (60 hours equals 2.9% of salary)	Value of time-off plus pay increase cannot exceed 7%
<b>Fully Successful</b>	Up to 1% Maximum Pay Level EX-IV	Up to 40 hours (40 hours equals up to 1.9% of salary)	Value of time-off plus pay increase cannot exceed 2%

**\*\*Time Off awards require the Special Act Award form be completed.**

**\*Pay Increase:** Political pay freeze continues through January 7, 2017. Executives paid under EX-IV (\$160,300) can receive pay increases up to EX-IV (\$160,300). Executive paid at and above EX-IV (\$160,300) are not eligible for pay increases.

**Performance Bonuses:** On August 3, 2010, President Obama froze discretionary awards for all political employees, including Non Career SES and political Limited Term SES appointees. This freeze remains in effect. OPM guidance permits only non-monetary performance awards or time-off awards.

**FY 2016 Limited Term SES Performance Recognition Guidance**

**Pay range for 2016 is \$123,175 to \$185,100**

<b>Summary Performance Rating</b>	<b>Pay Increase</b>	<b>Special Act Award*</b>	<b>Time Off Award*</b>	<b>Total Recognition Package</b>
<b>Outstanding</b>	Up to 8% Maximum Pay Level EX-II	Up to \$10,000	Up to 80 hours (80 hours equals 3.84% of salary)	\$10,000 to \$15,200
<b>Exceeds Fully Successful</b>	Up to 4% Maximum Pay Level EX-II	Up to \$7,500	Up to 60 hours (60 hours equals 2.9% of salary)	\$7,500 to \$10,000
<b>Fully Successful</b>	Up to 1.0% Maximum Pay Level EX-II	None	Up to 20 hours (20 hours equals up to 1% of salary)	Up to \$1,830

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**FY 2016 SL/ST Performance Recognition Guidance**

**Pay range for 2016 is \$123,175 to \$185,100**

<b>Summary Performance Rating</b>	<b>Pay Increase</b>	<b>Sustained Superior Performance Award</b>	<b>Special Act Award**</b>	<b>Time Off Award*</b>	<b>Total Recognition Package</b>
<b>Exceptional</b>	Up to 8% Maximum Pay Level EX-II	\$6,000 to \$10,000	Up to \$10,000	Up to 80 hours (80 hours equals 3.84% of salary)	\$10,000 to \$20,000
<b>Superior</b>	Up to 4% Maximum Pay Level EX-II	Up to \$5,999	Up to \$5,000	Up to 60 hours (60 hours equals 2.9% of salary)	\$7,500 to 10,000
<b>Fully Successful</b>	Up to 1% Maximum Pay Level EX-II	None	Up to \$1,000	Up to 20 hours (20 hours equals up to 1% of salary)	Up to \$3,000

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EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D. C. 20503

August 12, 2016

THE DIRECTOR

M-16-22

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: BETH F. COBERT   
ACTING DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT

SHAUN DONOVAN   
DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET

SUBJECT: Guidance on Awards for SES and SL/ST employees for Fiscal Year 2017

As required by Executive Order (EO) 13714, – “Strengthening the Senior Executive Service (SES)” (<https://www.whitehouse.gov/the-press-office/2015/12/15/executive-order-strengthening-senior-executive-service>), issued on December 15, 2015, the U.S. Office of Personnel Management (OPM) and the U.S. Office of Management and Budget (OMB) are providing additional guidance related to performance awards for members of the SES and Senior Level (SL) and Senior Professional and Scientific (ST) employees. In EO 13714, the President stated that starting in Fiscal Year (FY) 2017 agencies should limit their aggregate spending on agency performance awards for SES and SL/ST employees to 7.5 percent. Prior to 2010, there was no spending limit on SL/ST performance awards and the statutory limit of 10 percent applied to SES performance awards. The President also stated that agencies should grant awards in a manner that provides meaningfully greater rewards to top performers. Pursuant to EO 13714’s direction to provide additional guidance as to the distribution of such awards, OPM now further advises that agencies should allocate awards made under the new recommended limit to be able to reward and retain more top performers by:

- providing substantial monetary awards for the very best SES and SL/ST performers; and,
- allowing more variance of award amounts among rating levels, which is a common attribute of pay-for-performance systems.

Agencies are encouraged to support good performance management throughout the year by providing ongoing feedback and promptly and appropriately recognizing excellent achievements. Agencies should use all authorized categories of awards, as appropriate, to recognize the accomplishments of their executives throughout the year, including time-off and individual contribution awards (e.g., special act, suggestion, invention, etc.). Agencies are reminded, however, that individual contribution awards must be granted in adherence with 5 CFR Part 451 and not as a substitute or an enhancement of annual performance-based awards granted pursuant to 5 CFR 534.405. In addition, agencies can use such awards to recognize executives’ significant contributions toward mission even if they are not rated at the highest rating levels, which is also a common attribute of pay for performance.

## **Budgetary Limitations for Individual Monetary Awards**

For FY 2017, these recommended budgetary limits apply to agency spending for individual monetary awards only, which include rating-based performance awards and individual contribution (e.g., special act) awards. The funding limits for the different award categories for SES and SL/ST are to be managed separately.

Agencies are advised to limit total awards spending on the following categories of awards:

- **SES individual rating-based performance awards:** Agencies may spend up to 7.5 percent of the aggregate salaries of their career executives at the end of the previous fiscal year on individual rating-based performance awards for career members of the SES.
- **SL/ST individual rating-based performance awards:** Agencies may spend up to 7.5 percent of the aggregate salaries of their SL/ST employees in career, career-conditional, or equivalent positions in the excepted service at the end of the previous fiscal year on individual rating-based performance awards for those SL/ST employees.
- **SES individual contribution awards:** Agencies may spend up to 1.0 percent of the aggregate salaries of their career executives at the end of the previous fiscal year on individual contribution awards (e.g., special act awards) that are paid throughout the fiscal year for career members of the SES.
- **SL/ST individual contribution awards:** Agencies may spend up to 1.0 percent of the aggregate salaries of their SL/ST employees in career, career-conditional, or equivalent positions in the excepted service at the end of the previous fiscal year on individual contribution awards (e.g., special act awards) that are paid throughout the fiscal year for those SL/ST employees.

Previous awards spending guidance focused on the following two groups of awards and set spending limitations on each: (1) SES/SL/ST rating-based performance awards and (2) individual contribution awards for SES/SL/ST combined with both ratings-based performance awards and individual contribution awards for non-SES/SL/ST. To promote clarity and increased precision in applying and tracking awards spending, this guidance is now further separating the respective award categories and spending limitations to address SES and SL/ST personnel separate from non-SES/SL/ST personnel (e.g., General Schedule employees).

Guidance on funding for non-SES/SL/ST awards will be addressed in a separate memorandum.

### **Additional Guidance on Meaningful Use of Individual Monetary Awards for Top SES and SL/ST Performers**

Recognizing that the impact of the application of an agency's revised program may not be determined until the performance ratings are received and finalized, agencies should start discussing the philosophy of how the agency expects to apply the new 7.5 percent limit, solicit input and ideas, and generally communicate what changes can be expected.

To ensure the continued integrity of the awards programs, agencies should allocate awards in a manner that provides meaningfully greater rewards to top performers. Agencies should ensure only SES and SL/ST employees who have demonstrated the highest levels of individual performance and/or contribution to the agency's performance receive the highest annual summary ratings and the largest corresponding performance awards, pay adjustments, and rates of pay. Agencies are encouraged to use these awards to recognize those senior leaders who take on the most challenging assignments, use exemplary innovative and collaborative methods, take on challenging rotational assignments, and/or have the greatest impact on agency priorities and mission imperatives in a given performance period. Agencies should ensure differentiation is evident individually in the performance awards, pay adjustments, and rates of pay; and OPM and OMB will review and verify this through the appraisal system certification process.

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**From:** Mack, Jonathan  
**To:** [Pletcher, Mary](#); [Raymond Limon](#)  
**Cc:** [Michelle Oxyer](#); [Caroline \(Carrie\) Soave](#)  
**Subject:** Fwd:  
**Date:** Tuesday, October 10, 2017 2:11:29 PM  
**Attachments:** [Recognition Spending Matrix 2012-2016.xlsx](#)  
[2017 Timeline Memo \(1\).docx](#)

---

Please see attached draft timeline memo and requested close-out info for the previous 5 years.

Thanks!

Memorandum:

To: Solicitor  
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**PERFORMANCE AND CONDUCT**

OPM now requires that rating officials, reviewing officials, PRB members, and the ERB consider evidence of misconduct of an SES/SL/ST employee in assessing performance against the applicable requirements or standards.

If you or your staff have any questions or need assistance, please contact Jonathan Mack at 202-208-5590 or [jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov) or Carrie Soave, 202-513-0874 or [caroline\\_soave@ios.doi.gov](mailto:caroline_soave@ios.doi.gov).

cc: All Senior Executives by email  
All SL/ST employees by email  
Bureau/Equivalent Human Resources Officers and Executive Resources Managers

	OPM/OMB Spending Cap	Agency Recognition Guidelines	Average Recognition	Total Spending (SES Bonuses Only)
2016	7.5% of aggregate pay (\$2,828,209)	Outstanding - Up to 8% pay increase; Bonus 8% to 15% TOA up to 80 hours	Average Bonus - \$13,154 (7.5%)	7.36% (\$2,775,594)
		Exceeds Fully Successful - Up to 4% pay increase; Bonus 5% - 7.5%; TOA up to 80 hours	Average Pay Increase - \$4,512 (2.68%)	
		Fully Successful - Up to 1% pay increase; Special Act up to 3%; TOA up to 40 hours		
2015	4.8% of aggregate pay (\$1,654,294)	Exceptional - Up to 8% pay increase; Bonus 5%-7.5%; TOA up to 80 hours	Average Bonus - \$10,137 (5.88%)	4.11% (\$1,429,365)
		Superior - Up to 4% pay increase; Bonus 5%; TOA up to 80 hours	Average Pay Increase - \$5,133 (3.11%)	
		Fully Successful - Up to 1% pay increase; TOA up to 40 hours		
2014	4.8% of aggregate pay (\$1,550,342)	Exceptional - Up to 8% pay increase; Bonus 5%-7.5%; TOA up to 80 hours	Average Bonus - \$9,631 (5.73%)	4.06% (\$1,309,861)
		Superior - Up to 4% pay increase; Bonus 5%; TOA up to 80 hours	Average Pay Increase - \$5,309 (3.23%)	
		Fully Successful - Up to 1% pay increase; TOA up to 40 hours		
2013	4.8% of aggregate pay (\$1,674,125)	Exceptional - 2% pay increase; Bonus 5%-8%; TOA up to 80 hours	Average Bonus - \$9,558 (5.95%)	4.7% (\$1,662,125)
		Superior - 1% pay increase; Bonus 5%; TOA up to 80 hours	Average Pay Increase - \$2,396 (1.391%)	
		Fully Successful - TOA up to 40 hours		
2012	5% of aggregate pay (\$1,768,104)	<b>No pay increases (salary freeze)</b>	Average Bonus - \$9,856 (6.06%)	5% (\$1,768,104)
		Exceptional - Bonus 5%-8%; TOA up to 80 hours		
		Superior - Bonus 5%; TOA up to 80 hours		
		Fully Successful - TOA up to 80 hours		

	OPM/OMB Spending Cap	Agency Recognition Guidelines	Average Recognition	Total Spending (SL ST SSP Only)
2016	7.5% of aggregate pay (\$1,030,216)	Exceptional - Up to 8% pay increase; SSP \$7,000 to \$10,000; Special Act up to \$10,000; TOA up to 80 hours	Average SSP - \$4,988 (2.84%)	2.2% (\$299,256)
		Superior - Up to 4% pay increase; SSP up to \$6,999; Special Act up to \$5,000; TOA up to 60 hours	Average Pay Increase - \$6,360 (3.70%)	
		Fully Successful - Up to 1% pay increase; Special Act up to \$1,000; TOA up to 20 hours		
2015	4.8% of aggregate pay (\$665,556)	Exceptional - Up to 8% pay increase; SSP \$7,000 to \$10,000; TOA up to 80 hours	Average SSP - \$5,101 (3.02%)	1.4% (\$198,951)
		Superior - Up to 6% pay increase; SSP up to \$7,500; TOA up to 60 hours	Average Pay Increase - \$7,950 (4.83%)	
		Fully Successful - Up to 1% pay increase; TOA up to 20 hours		
2014	4.8% of aggregate pay (\$575,953)	Exceptional - Up to 8% pay increase; SSP \$7,000 - \$10,000; TOA up to 80 hours	Average SSP - \$5,484 (3.34%)	2.7% (\$322,576)
		Superior - Up to 6% pay increase; SSP up to \$7,500; TOA up to 60 hours	Average Pay Increase - \$5,107 (3.18%)	
		Fully Successful - Up to 1% pay increase; TOA up to 40 hours		
2013	4.8% of aggregate pay (\$592,259)	Exceptional - 2% pay increase; SSP \$1,000 to \$10,000; TOA up to 80 hours	Average SSP - \$5,965 (3.73%)	3.2% (\$396,696)
		Superior - 1% pay increase; SSP \$1,000 to \$7,500; TOA up to 80 hours	Average Pay Increase - \$2,041 (1.28%)	
		Fully Successful - TOA up to 40 hours		
2012	5% of aggregate pay (\$610,494)	<b>No pay increases (salary freeze)</b>	Average SSP - \$6,255 (3.89%)	3.2% (\$398,065)
		Exceptional - SSP \$1,000 to \$10,000; TOA up to 80 hours		
		Superior - SSP \$1,000 to \$7,500; TOA up to 80 hours		
		Fully Successful - TOA up to 80 hours		

**From:** Pletcher, Mary  
**To:** [Christopher B Lawson](#)  
**Subject:** hiring controls spreadsheet  
**Date:** Tuesday, October 10, 2017 9:40:02 AM  
**Attachments:** [Consolidated Hiring Waiver Requests 2017-09-15.xlsx](#)

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See attached.

Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

Deputy Secretary Approval (blank)

<b>Bureau</b>	<b>Count</b>
BIA	24
BIE	7
BLM	18
BOEM	11
BOR	113
BSEE	8
FWS	10
NPS	70
OSM	3
OST	11
SOL	3
USGS	39
(blank)	
<b>Grand Total</b>	<b>317</b>

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1455	BIA	8/1/2017	Associate Technology Officer (ATO)	15	Above 12	Reston, VA Albuquerque, NM or Lakewood, CO	DC or Denver	6 years		The OIMT is in critical need to fill this existing position to assist the ACIO and the DACIO in implementing and complying with DOI standards enterprise architectures and approaches. The principal function of this position is to ensure Indian Affairs wide consistency in the use of enterprise-wide hardware and software.	The ATO develops enterprise policies based on the review and analysis of existing and new technologies that are applicable to the business processes and needs of the IA without this position OIMT will be behind on business processes and technology needs. ATO is responsible for current knowledge regarding technology innovations and their applicability to IA needs and without this position IA is not able to keep up with industry technology standards.	No	Not approved by OCIO.	9/26/2017
1718	BIA	9/1/2017	Contract Grant/Specialist (Fire)	13	Above 12	Phoenix, AZ	Other	New Position	No	Serve as a warranted Contracting Officer (70%) and Grants Specialist (30%) providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	No immediate response to wildland fire; No procurement of supplies & services to fight the wildland fire; No personnel to negotiate Emergency Equipment Rental Agreement (EERA); No personnel to negotiate and prepare Land Use Agreements; No personnel to negotiate Cooperative Agreements with Tribes; and No personnel dedicated to respond and travel to a wildland fire to access the needs of the fire.	Yes		9/26/2017
1719	BIA	9/1/2017	Contract Specialist	9--11--12	12	Phoenix, AZ	Other	5 months	No	Serve as a warranted Contracting Officer providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	Yes		9/26/2017
1720	BIA	9/1/2017	Contract Specialist	9--11--12	12	Phoenix, AZ	Other	11 months	No	Serve as a warranted Contracting Officer providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	Yes		9/26/2017
1859	BIA	9/15/2017	Equal Employment Opportunity Specialist	GS-0260-11/12	12	Reston, VA	DC	#1 will vacate the position in 3 months #2 will separate for Workers Comp		The incumbent is responsible for EEO Counseling and mandated steps required to process complaints of discrimination. The incumbent is also responsible for the administrative functions associated with the implementation and preparation of counseling services for BIA and BIE employees and applicants for employment who believe they have been discriminated against in employment actions under Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Act of 1991, the Age Discrimination in Employment Act (ADEA) of 1967, as amended, the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.	A fully staffed EEO office is critical to meet statutory obligations pursuant to 29 C.F.R. 1614.102. If these positions are not filled, the office will not meet its obligations: Impact of failing to provide timely EEO counseling (90 day time limit) will result in increased complaints and remands to the Agency when the case is dismissed for this reason. BIA EEO informal complaint activity is up and has continued to climb since 2014, from a low of 32 to a high of 86 in 2017; Processing formal complaints of discrimination the Agency is subject to default judgments in favor of the complainant even absent of discrimination. Formal complaints filed for acceptance or dismissal are up and has continued to climb since 2015, from a low of 22 to a high of 57 in 2017. Impact of failing to ensure that all investigations are conducted fairly, efficiently, and in a timely manner, the Administrative Judge or OFO may impose sanctions on the Agency as deemed appropriate (180 day time limit). BIA EEO investigations completed have continued to rise since 2014, from a low of 10 to a high of 39 in 2017. Impact of failing provide documents in the course of the investigation Agency may subject the Agency to sanction where it fails to comply with a request of the EEO Investigator for documents, records, comparative data, statistics, affidavits, or the attendance of witnesses. Impact of failing to develop an impartial and appropriate factual record upon which to make findings on the claim(s), the EEOC may issue sanctions in the form of dollars or limiting the SOL ability to conduct discovery or other sanctions at their discretion. Impact of failing to provide managers with information and the required training is essentially the effect of giving them decision making authority without training on harassment, discrimination and retaliation. When supervisors are not properly trained on equal opportunity and conflict management, they are more likely to take actions or make comments that may result in findings of discrimination and financial liability. Impact of failing to	Conditional Yes	Advertise position as DC or ABQ and pick best qualified candidate.	9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1726	BIA	9/1/2017	Family Violence Prevention Specialist	GS-12/13	Above 12	DC	DC	1 year		The incumbent is the national subject matter expert providing BIA regional, agency, and tribal child protection program staff policy guidance regarding domestic and family violence prevention in Indian Country. The incumbent manages the National plan to combat family violence and strengthen American Indian and Native American (AI/AN) communities and families, with an emphasis on intervention and prevention through the development of tribally-driven and culturally relevant service models. The incumbent also provides oversight for evaluations and assessments, focusing on identifying and disseminating best practices and performance measurement outcomes.	Because Native women are battered at a rate dramatically higher than the general population, not filling this position affects the BIA ability to address and combat family and domestic violence. Failure to fill this position hinders BIA's ability to develop best practice policy, establish and disseminate information, and to coordinate services between with other Federal agencies with Domestic Violence programs.	Conditional Yes	Identify other non-DC locations (Albuquerque or other Regional headquarters)	9/26/2017
1727	BIA	9/1/2017	Indian Child Welfare Specialist	GS-12/13	Above 12	DC		1 week		The incumbent is the national subject matter expert providing BIA regional, agency, and tribally child welfare program staff policy guidance regarding delivery of child protection and child welfare services in Indian Country. The incumbent supervises the notification of involuntary child custody proceedings, and national database which logs in and tracks ICWA notices received. The incumbent organizes annual conferences focusing on issues affecting children and families in Indian Country, and partners with BIA law enforcement, the Department of Justice, Department of Health and Human Services, and other agencies involved in delivering protective services in Indian Country, such as guidance on the Native American Children's Safety Act.	Not filling the Indian Child Welfare Act (PL 95-608) - ICWA position, directly impacts BIA's capacity to keep American Indian and Alaskan Native Children (AI/AN) with their families and communities. It will hinder policy development that is an essential framework on which tribal child welfare programs rely, and that public and private child welfare agencies and state courts utilize to conduct their work to serve tribal children and families. Also, not filling this position impacts the BIA's ability to provide, on behalf of the Secretary of the Interior, proper notice of all involuntary court proceeding involving AI/AN children and to properly maintain ICWA adoption records as required under PL 95-608. Leaving this position vacant, effects BIA's ability to develop and implement guidelines as required by the Native American Children Safety Act (Pub. L. 114-165). Should this position not be filled Tribes, and BIA field personnel, will not receive timely guidance and technical assistance that help children and families that are most at risk for abuse and neglect. Finally, since all existing public guidance to state courts on filing their adoption and ICWA notices with the BIA specifically state they should submit these documents to Washington, D.C., it is imperative we have an ICWA staff person in the central office to process these notices - which number in the thousands annually.	Conditional Yes	Identify other non-DC locations (Albuquerque or other Regional headquarters)	9/26/2017
1857	BIA	9/15/2017	Management Analyst/Budget Officer	GS-14	Above 12	DC	DC	8/18/2017		Provides all budgetary and financial support to the Deputy Bureau Director - Indian Services. The incumbent is responsible for all budget execution and formulation activities on behalf of the Deputy Director, included drafting budget justifications, budget briefing documents for DOI senior leadership, distribution of funds to tribes and also serves as the budget and finance advisor to Office of Indian Services (OIS) leadership. In addition, the incumbent serves as the OIS lead for tracking the annual A-123 reviews, assurance statement preparation, tracking of undelivered orders (UDOs) and contracts/acquisitions issues.	Because this is the only position within OIS that is solely dedicated to financial management and budget execution, the incumbent is essentially a "one person shop" in assisting the Deputy Director in managing the \$750 million in funding that flows through OIS. The major impact of this position going unfilled is a delay in processing funding documents - which would delay much needed program funding being distributed to the tribes in a timely manner. If program funding is delayed, the "on the ground" mission delivery functions would be adversely affected. In addition, requests from ASIA/DOI senior leadership for OIS related budget briefing documents would be delayed, as the previous incumbent possessed 10 years of institutional knowledge of OIS budget/financial history that can only be replicated through extensive research conducted by existing staff with limited experience in this field - and who also must maintain their current job duties that are important to "on the ground" mission functions related to transportation, job training, social services and self determination. The end result of not filling this position is the adverse financial impact on the delivery of OIS-related services to tribes and their members.	No		9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1721	BIA	9/1/2017	Procurement Analyst	12-13	Above 12	Phoenix, AZ	Other	New Position	No	Provides expert acquisition technical support and training to Western Region Programs/Agencies including BIE & OJS. Responsible to provide technical assistance on preparing procurement documents (, procurment planning, SOW, IGCE, Market Research, Justifications, etc.). Responsible for Acquisition data calls, acquisition reporting (FPDS, CPARS, Small Business, etc.), UDOS, records management and other assigned duties.	Should this position not be filled the there would be no one to provide the much needed acquisition training and technical support in preparing their Purchase Requests and Acquisitions and there will no one to respond to data calls and reporting in a timely manner.	Yes		9/26/2017
1881	BIA	9/15/2017	Procurement Analyst	GS-1102-14	Above 12	Reston, VA	DC	One Month		Senior Procurement Analyst position at the Central Acquisitions Office, Division of Acquisition Management, Office of the Chief Financial Officer. The main duties will be the Competition Advocate, National Headquarters Small Business Specialist, and conducting review and approvals for Certificate of Appointments on all Contracting Officer Warrants. The incumbent will provide research, analysis and guidance to the Bureau Procurement Chief (BPC) focused on bureau-wide operations, logistics, suppliers, and customer support. This position will be responsible for coordinating, responding, and implementation of recommendations to Congressional, General Accounting Office (GAO), and IG investigations, audits, and/or inspections. The incumbent will also study current and proposed policies and assesses impact on processes, procedures, systems, and data, as well as on customer and supplier organizations.	The incumbent will be the main liaison with the Office of Small Disadvantage Business Utilization (OSDBU), Small Business Administration, and vendors/contractors. As the Competition Advocate and Headquarters Small Business Specialist, will be responsible for the small business goals and addressing competition issues with vendors. Focus will be supporting the Bureau of Indian Education with their many needs and the schools that are in need of demolition, rebuild, and/or refurbishment. Will take on additional roles reviewing and approving large actions for regional offices to address accountability concerns from audit agencies. Without the Procurement Analyst's in place, the acquisition office will lack the continuity to implement the national level contracts, mentoring of junior staff, properly reviewing complex actions, and assisting the regional contracting officer with complex research and addressing questions and concerns.	Conditional Yes	Advertise position as DC or ABQ and pick best qualified candidate.	9/26/2017
1722	BIA	9/1/2017	Range Management Specialist	13	Above 12	Phoenix, AZ	Other	2 years	No	This position oversees the range and agriculture functions for the Western Region 12,000,000 acres.	Specific issues not being met include oversight of the current GAO exeamination of the wild/feral horse program as well as the noxious wee/invasive species program for nearly XX tribes. The region will be unable to conduct inspectors or review projects, site or program requiring geologic and geomorphic interpretation, including flood risk and damage, stream bank erosion control, surface expression of the presence of economic industrial rocks or minerals, and the affects of surface mining or other surface distrubing activities on the land and environment. Nor can we review leases and update inventory of minerals related activities. The type of technical assistance is unable to be given as we do have the technical expertise for the region which covers a largely range land in character.	Yes		9/26/2017
1723	BIA	9/1/2017	Realty Specialist (CM)	05/07/09/11/12	12	Sacaton, AZ	Other	8/21/2017	No	This position needs a subject matter expert in Indian land management and responsible for exercising tecnical experiense in a wide variety of complex land realty transactions such as rights-of-way and commercial/business leases involving several hundred acres of trust lands on the Ak-Chin Indian Reservation and Gila River Indian Reservation. Both tribal communities have been the subject of litigation in rights-of-way so this is a critical area for this agency.	The Realty Specialist provides technical reviews and analysis on critical, complex, and controversial lands and realty actions including rights of ways, land acquisition and disposal, permits, leases, withdrawal and trespass of lands on behalf of the Superintendent. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities.	Yes		9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1863	BIA	9/15/2017	Safety & Occupational Health Specialist	GS 9-11	Below 12	Anadarko, OK	Other	6/1/2015	No	This position is considered a critical position responsible for advising the Regional Director and Agency Superintendents on the management and operational safety programs for BIA and BIE facilities. This position assesses and monitors the safety of a workplace, recommending best practices for safety, and communicates with directors and relevant personnel of safe practices in the workplace.	This position serves as the focal point for all regional safety matters for all of the Southern Plains Region, and often provides service to Haskell University. If this position is not filled, mishap investigations from injury/illness may not be filed timely resulting in non compliance with OSHA regulations, periodic safety evaluations and survey will not get completed, site conditions to determine if hazards are present will not be investigated, accident investigation will not get documented, and improvements for safety in the workplace will not be remediated. Of critical concern is that safety inspection and conditions are currently identified as a finding on a GAO report. This position requires professional health and safety experience with specific qualifications to perform these duties. At this time there are no employees in DC or Denver area that possess the qualifications necessary for this position.	Yes		9/26/2017
1858	BIA	9/15/2017	Staff Assistant	GS 12-13	Above 12	DC	DC	9/11/2017		This position provides direct executive level administrative support to the Director of the BIA as well as to other executives as needed. Serves as the liaison to senior management teams. Organizes and maintains executive schedules, time, travels, and appointments. Communicates directly with the Director and other staff on programmatic issues/initiatives. Serves as the POC for people seeking appointments and helps establish priorities, and provides overall support to the office and staff in the absence of the Director.	The Staff Assistant is an executive assistant to the Director and is responsible for a wide range of complex and confidential duties, including extensive liaison at all levels from organizing meetings to time management, travel arrangements, and business events. If this position goes unfilled, the Director will not be adequately brief on crucial meetings for attendance, meeting schedules will not be organized and maintained, director's priorities may be misguided, untimely preparation for events, appointments for constituents may be delayed, travel arrangements may be uncoordinated, documents preparation may go awry, data calls may be overlooked, and communication with stakeholders, customers, and employees may be limited. It is essential this position be filled without delay.	Yes		9/26/2017
1862	BIA	9/15/2017	Superintendent	13/14	Above 12	Eagle Butte, SD	Other	9 months	Yes	The Cheyenne River Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Cheyenne River Tribe. The Superintendent is the Department of Interior's representative.	The Agency Superintendent is the primary Federal official that has the final decision making authority for all Agency policy formulation for the Indian reservation(s) he or she serves. This official is also responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 20,000 and a land base of 1.5 million acres and 480 fee acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1861	BIA	9/15/2017	Superintendent	GS 13 -14	Above 12	Concho, OK	Other	1/1/2017	Yes	The Concho Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the (list the tribes) . The Superintendent is the Department of Interior's representative.	The Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 12,801 and a land base of 169,974 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes		9/26/2017
1717	BIA	9/1/2017	Superintendent	15	Above 12	Ft Duchese, UT	Other	3 months	Yes	The Uintah and Ouray Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Confederated Tribes of the Colville Reservation. The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Uintah and Ouray superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 3,000 and a land base of 1.3 million acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes		9/26/2017
1716	BIA	9/1/2017	Superintendent	GS-0340-13	Above 12	Hollywood, FL	Other	3 YEARS	Yes	The Seminole Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Miccosukee, Seminole, and Big Brighton Tribes. The Superintendent is the Department of Interior's representative for the three Tribes and manages th Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Seminole Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1860	BIA	9/15/2017	Superintendent	GS 13-14	Above 12	Pawnee, OK	Other	6/12/2017	Yes	The Pawnee Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the (List the Tribes) The Superintendent is the Department of Interior's representative.	The Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 13,984 and a land base of 128,466 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes		9/26/2017
1715	BIA	9/1/2017	Superintendent	GS-0340-13	Above 12	Philadelphia, MS	Other	7/23/2016	Yes	The Choctaw Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the . The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Choctaw Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 10,000 and a land base of 35,000 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes		9/26/2017
1845	BIA	9/1/2017	Supervisory Civil Engineer	GS-0810-14	Above 12	Albuquerque, NM	Other	7/28/2017	Yes	Serves as the Safety of Dams (SOD) Officer for Indian Affairs. Provides national policy leadership, senior management and oversight for the BIA Dam Safety, Security and Emergency Management program. Responsible for the technical assistance and oversight of SOD activities at 8 BIA Regional Offices and the associated Agencies and Tribes served by those Regions. Serves as the liaison to American Indians/Alaskan Native governments, Bureau of Reclamation, Federal Emergency Management Agency (FEMA), and other federal agencies. Responsible for a full spectrum of Safety of Dam programs, on issues including environmental, design, construction, operation and maintenance, emergency management and safety issues of the 138 high/significant hazard dams, and conduct of nationwide evaluations concerning program activities.	Impairs the BIA Dam Safety, Security and Emergency Management program's ability to coordinate and support critical life safety and public safety initiatives on a national level. The resultant lack of leadership compromises the ability of the SOD program to provide management and multi-disciplinary support to protect life, property and trust assets in Indian Country. Will limit the ability of Central Office to meet the expected obligation of the BIA and to maintain a comprehensive program necessary to maintain quality standards for the benefit of Native Americans.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1724	BIA	9/1/2017	Supervisory Realty Specialist, Cobell Land Consolidation Program (Land Buy-Back) - BIA Acquisition Center	12/13	Above 12	Billings, MT	Other	1/19/2017	Yes	<p>The Supervisory Realty Specialist serves as the lead federal official and adviser who is responsible for performing a variety of functions related to professional real estate services that include real estate expertise to Tribes, State, Federal, and local entities, land acquisition and disposal, trust transactions review, assessment of the use of land or property, leasing, sale, rights of way, and asset enhancement of real property. In this capacity, the incumbent will: Facilitates tribal and co-owner purchases by assisting in the development and implementation of cost effective processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maxi</p> <ul style="list-style-type: none"> <li>• Serves as subject matter expert in Indian lands and real estate services, and provides front line supervision to realty staff charged with land acquisition- and co-owner purchase-related duties.</li> <li>• Manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals.</li> <li>• Performs quality assurance/quality control to ensure all realty transactions are accurate, complete, and in compliance with applicable laws, policies, and procedures.</li> </ul>	<p>This position is mission critical. It focuses on a full spectrum of real estates services and trust transactions including research, report preparation, public engagement and agency coordination for internal and external stakeholders. If this position is not filled, technical reviews such as appraisal, acquisition and disposal, asset enhancement of real property, residential/commercial/businesses leases, and full implementation of the Land Buy Back Program for Tribal Nations, may not be accomplished thus delaying projects that are critical to the tribes and individual trust land owners for economic purposes. The Associate Deputy Secretary is informed of this request and as indicated his concurrence. Lack of capacity to successfully implement co-owner purchase processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize land consolidation.</p> <ul style="list-style-type: none"> <li>• Less success in reducing the Government's burden of managing highly fractionated Indian lands.</li> <li>• Less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges.</li> <li>• Fewer consolidated lands amenable to economic development, including energy production.</li> <li>• Compromised operational effectiveness and efficiency.</li> <li>• Reduced bandwidth to perform thorough quality assurance/quality control over conveyances.</li> </ul>	Yes	
1725	BIA	9/1/2017	Supervisory Realty Specialist, Cobell Land Consolidation Program (Land Buy-Back) - BIA Acquisition Center	12/13	Above 12	Billings, MT Headquarters (or Satellite Field Office)	Other	7/24/2017	Yes	<p>The Supervisory Realty Specialist serves as the lead federal official and adviser who is responsible for performing a variety of functions related to professional real estate services that include real estate expertise to Tribes, State, Federal, and local entities, land acquisition and disposal, trust transactions review, assessment of the use of land or property, leasing, sale, rights of way, and asset enhancement of real property. In this capacity, the incumbent will: Facilitates tribal and co-owner purchases by assisting in the development and implementation of cost effective processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maxi</p> <ul style="list-style-type: none"> <li>• Serves as subject matter expert in Indian lands and real estate services, and provides front line supervision to realty staff charged with land acquisition- and co-owner purchase-related duties.</li> <li>• Manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals.</li> <li>• Performs quality assurance/quality control to ensure all realty transactions are accurate, complete, and in compliance with applicable laws, policies, and procedures.</li> </ul>	<p>This position is mission critical. It focuses on a full spectrum of real estates services and trust transactions including research, report preparation, public engagement and agency coordination for internal and external stakeholders. If this position is not filled, technical reviews such as appraisal, acquisition and disposal, asset enhancement of real property, residential/commercial/businesses leases, and full implementation of the Land Buy Back Program for Tribal Nations, may not be accomplished thus delaying projects that are critical to the tribes and individual trust land owners for economic purposes. The Associate Deputy Secretary is informed of this request and as indicated his concurrence. Lack of capacity to successfully implement co-owner purchase processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize land consolidation.</p> <ul style="list-style-type: none"> <li>• Less success in reducing the Government's burden of managing highly fractionated Indian lands.</li> <li>• Less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges.</li> <li>• Fewer consolidated lands amenable to economic development, including energy production.</li> <li>• Compromised operational effectiveness and efficiency.</li> <li>• Reduced bandwidth to perform thorough quality assurance/quality control over conveyances.</li> </ul>	Yes	

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1864	BIA	9/15/2017	Tribal Relations Specialist (Choctaw Liaison)	GS-12	12	Muskogee, OK	Other	Will be vacated on 10/01/2017	Yes	Manages the Bureau's trust responsibilities, Agriculture, Realty, Probate and natural resource management activities held in Trust and program services for Choctaw Nation of Oklahoma. Administers tribal operations and tribal relations functions associated with the Bureau's Choctaw Nation of Oklahoma activities. Maintain government to government relationship with Federally recognized Tribe. Certifies, as delegated, Certificates of Degree of Indian Blood and Form 5-4432 for Indian individuals of the Tribe in the servicing area in coordination with the respective Tribal Offices. Enhances coordination with Federal and State agencies.	Eastern Oklahoma Region, Choctaw Liaison Office mission is to carry out the responsibility to protect and improve the trust assets for Choctaw Nation of Oklahoma. Failure to fill this position will impede the Federal Government from fulfilling its trust responsibilities to the Native population and will compromise any commitments that are due to the Native, Federal, and State population that the Tribal Relations Specialist (Choctaw Liaison) serves. The Liaison is needed to continue to show strong leadership, knowledge, and understanding of BIA policy and tribal traditions - because of the complexities of the position it is imperative and vital that this position be filled. This position processes on a average of 1,000 CDIB applications per month. Failure to fill this position would greatly increase turnaround time and negatively impact more than 12,000 Choctaw Nation members per year relying on the CDIB to assist with health care, housing, education, and land matters.	Yes		9/26/2017
1967	BIE	9/15/2017	Education Specialist (Curriculum, Instruction and Assessment) GS-13	GS-13	Above 12	Minneapolis, MN	Other	7/1/2017	No	The position deals with matters pertinent to the implementation of Curriculum Core State standards, development of learning tasks and targets, formative assessments and instructional programs, responsible for assigned program components of curriculum and instruction, and includes studies and research to generate data for school improvement and providing classroom support and coaching to teachers.	The securing of this position is needed as the world of curriculum is a valuable factor to school improvement.	Yes		9/26/2017
1965	BIE	9/15/2017	Administrative Support Assistant (OA) - Budget and Finance	GS-0303-09	Below 12	Washington, DC or- Albuquerque, NM	DC	2/1/2016		Supports the Deputy Bureau Director of School Operations in overseeing; guiding BIE School supervisors and staff as we transition to our new organizational structure and continually improve our responsiveness of School Operational support/financial oversight for our schools. Employee will carry out the mission to achieve the vision through guiding organizational principles supporting how the work of the BIE is successfully accomplished.	Critical functions will not be fulfilled and business function oversight responsibilities will be delayed. Follow up, oversight, and training will be delayed due to lack of staff. The planning, coordination of business function oversight will remain the same until more staff is hired. Most significantly, students may not be adequately served.	Yes		9/26/2017
1408	BIE	7/15/2017	Chief Academic Officer	SES	Above 12	Washington, DC or Albuquerque, NM	DC	2/1/2016		The CAO is a top level official in the BIE that contributes to the mission and provides oversight of operating efficiency and effectiveness. The CAO oversees BIE's efforts to provide technical assistance, professional development, community engagement, and coordinates the work of the associate deputy directors.	Much needed oversight of academic capacity building for tribes and schools will be seriously effected. Leadership, vision and strategic direction for the BIE's academic program will also be negatively impacted especially since BIE is on the cusp of engaging in negotiated rulemaking on standards and assessments as statutorily required by the Every Student Succeeds Act.	Hold	ERB - Review.	9/26/2017
1964	BIE	9/15/2017	Education Technology Specialist (Curriculum and Instruction)	GS-1710-12	12	Washington, DC or- Albuquerque, NM	DC	2/1/2016		Supports the curriculum and instructional needs of schools; manages technology assets; and provides technical assistance to BIE funded schools.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	Yes		9/26/2017
1963	BIE	9/15/2017	Special Assistant	GS-0303-14	Above 12	Washington, DC or- Albuquerque, NM	DC	2/1/2016		Provides assistance on the full spectrum of administrative support functions and programs evolving from day-to-day operations and critical issues requiring immediate attention or fast responses. The position will assist with planning and conducting complex qualitative and quantitative analytical studies involving administrative areas of School Operations and will serve as the Deputy Director for School Operations primary liaison with Tribal officials, government, and community leadership on key strategic and operational matters important to improving the agency.	Serves as an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, construction, maintenance, safety, and other school operations policies and procedures.	Yes		9/26/2017

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1605	BIE	8/15/2017	Supervisory Information Technology Specialist (Division Chief)	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	2/1/2016		Serves as the supervisor providing leadership and operational support in education technology key to supporting school access to critical learning infrastructure.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	Yes		9/26/2017
1966	BIE	9/15/2017	Supervisory Librarian	GS-12	Above 12	Lawrence, KS	Other	8/1/2017	Yes	The Director of the Haskell Indian Nations University Library has both administrative and supervisory responsibility for the management of the Haskell Library, staff and students. The Director oversees the management of textbooks issued to freshmen and sophomore students and the inventory of these books as well as the overall collection of the Haskell Library. Is responsible for the Student Computer Labs located in the building and scheduling of space for events. Management of the budget, supervision of professional staff and support staff, as well as student workers and volunteers.	This is a critical core mission function that provides direct and essential library services to students, as well as supervision of employees, volunteers and student workers. These include distribution of textbooks, provision of appropriate databases, computer labs, the library collection and monitoring of usage, fines and other needs.	Yes		9/26/2017
1880	BLM	9/15/2017	Assistant Director, Business, Fiscal and Information Resources Management	SES	Above 12	Washington, DC	DC	2 months	Yes	The incumbent serves as Assistant Director for Business, Fiscal and Information Resources Management (AD-BFIRM). S/he has broad managerial responsibilities that include the establishment of Bureau-wide goals and priorities needed to oversee the control of fund systems; management control and evaluation; budget development and execution; management of fiscal and information resource assets; procurement of real, personal & information property; accounting principles and standards; information systems and standards; organization management and analysis; strategic planning coordination; organizational performance management; and process reengineering.	The Assistant Director oversees the development and implementation of Fiscal and Information policy, programs and services across the BLM. S/he provides leadership and direction to the Bureau's geographically disperse operational communities and is responsible for the management of a robust fiscal and Information Resources program in accordance with Federal laws and regulations. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017
1875	BLM	9/15/2017	Assistant Director, Fire and Aviation	SES	Above 12	Boise, ID	Other	3 months	Yes	The incumbent serves as Assistant Director for Fire and Aviation (AD-FA). S/he has broad managerial responsibilities that include the establishment of Bureau-wide goals and priorities needed to oversee the Bureau's far flung Wildland Fire operations and activities.	The Assistant Director oversees the development and implementation of Wildland Fire policy, programs and services across the BLM. S/he provides leadership and direction to the Bureau's geographically disperse operational communities and is responsible for the management of Wildland Fire programs and resources in accordance with Federal and Departmental policies, laws and regulations. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017
1872	BLM	9/15/2017	Assistant District Manager	GS-13	Above 12	Rock Springs, WY	Other	4 months	Yes	This position directly supports public safety through the supervision/oversight the State's Horse Corrals (public & animal safety) and the District Safety Officer position (public & employee safety). The incumbent is integral to the internal operation of the District Office and manages all budget and administrative functions, as well as engineering operations and activities.	Failure to fill this position would result in a loss of critical oversight for the entire Support Services Division. Support Service functions are crucial to the proper functioning of many operations that BLM performs, including budget, engineering, administration, Wild Horse and Burro Program, etc. A lack of division leadership would pose a serious threat to energy development as budget & accounting activities would not be reviewed and controlled. This could lead to processing delays and inaccurate accounting.	Yes		9/26/2017
1869	BLM	9/15/2017	Assistant Field Manager, Resources	GS-13	Above 12	Vernal, UT	Other	8 months	Yes	The AFM for Resources is responsible for technical and administrative supervision of staff in the range, wild horse, wildlife, T&E, cultural, reclamation, botany, and recreation programs. This position is responsible for managing the workload of interdisciplinary team members that support renewable resources and energy. This position sets division priorities and provides direction, supervision and leadership to the Division of Renewable Resources.	The BLM Vernal Field Office is a pilot office and this position indirectly supports critical oil and gas program activities assigned to this location. Failure to fill this position may result in slower processing of APDs and lease sale NEPA documentation and require the Vernal FM to become more actively involved in day-to-day supervision of operations for the Division of Resources (at the expense of other priorities and responsibilities). This position is responsible for ensuring timely consultations with SHPO, Fish Wildlife Service and the Ute Tribe. Without this AFM position, the FM would be forced to take on these responsibilities.	Yes		9/26/2017

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1710	BLM	9/1/2017	Field Manager	GS-13	Above 12	Glennallen, AK	Other	2 months	Yes	The Field Manager directs a Field Office that serves local communities, and is critical to meeting the Department's five national priorities. Examples include: 1) Making America Safe (Energy)-reviews/approves rights-of-way and permits for mining operations; 2. Shared Conservation Stewardship - coordinates public land stewardship w/federal and state agencies and tribes; oversees youth/internship programs; 3. Making America Safe (Sovereignty) - supervises BLM law enforcement and coordinates law enforcement with the District and State; 4. Getting America Back to Work - hire veterans through direct hire; and 5. Serving the American Family-makes wildland fire decisions in cooperation with the Alaska Fire Service and local communities and tribes; consults with 15 Alaska Native tribes and Native Corporations; the office provides over 4,000 subsistence-hunting permits annually.	The Glennallen Field Office oversees more than 6 million acres and covers a broad swath of public lands from the Copper River Basin to Southeast Alaska. Some of the area's resources include two designated wild and scenic rivers, campgrounds, an archeological historic district, and nationally known areas for heli-skiing and mineral resources. With a population of less than 500 people Glenallen, Alaska is both remote and rural by ANILCA standards. As the only member on the Alaska Leadership Team located in an isolated office (all others are located in Anchorage or Fairbanks) this position is unique. The position requires an understanding of the complex issues and time required to develop productive relationships with local communities, tribes, the public and industry. If left unfilled, critical on-the-ground decisions regarding BLM managed lands cannot be made and community/tribal relationships cannot be maintained. As Agency Administrator for wildland fire, the incumbent must be on-site to coordinate fire related decisions directly affecting public safety.	Yes		9/26/2017
1868	BLM	9/15/2017	Fire Management Specialist	GS-12	12	Salt Lake City, UT	Other	2 months	No	The position serves as the State Fire Planner for the Utah State Office. The incumbent is a subject matter expert for Land Management Plans, NEPA, Fire Management Plans (FMPs), the Wildland Fire Decision Support System (WFDSS), Fire Concurrence Database, Fire Budgeting Systems (FPDSS), National Fire Danger Coordination and Systems, and many other important fire management functions. This position is critical for providing field-level service and support for Wildland Fire Operations and serves as a bridge for coordinating numerous fire programs such as suppression, fuels, preparedness, fire budget, and others within the Utah State Office.	If this position remains unfilled critical field support and coordination assistance will not take place. Fire planning operations for BLM Utah will be delayed and quality control for the existing fire databases will cease. Without a permanent incumbent there will be no one to coordinate FMP annual certification, and no representative to coordinate State-wide fire management NEPA and LUP revisions. Coordination and interaction with the National Fire Planning Committee and NIFC will be hindered and important sage grouse planning efforts will be delayed; field support for FMP development and WFDSS training and implementation assistance will have to be deferred. In addition, program budget for a variety of operations will suffer because the fire databases will not have the appropriate levels of quality control and inputs.	Yes		9/26/2017
1871	BLM	9/15/2017	GIS Specialist (Mobile GIS)	GS-12	12	Cheyenne, WY	Other	Following an Internal Control Review of WY Geospatial Program and a Geospatial Services Survey of WY geospatial needs, this new position was approved by the BLM review team as part the eGIS implementation.	No	This position is intended to provide expertise in geospatial data collection methods and software application; and to extend the eGIS structure to cloud capabilities for data collection and field use utilizing mobile devices such as Trimble or Garmin GPS, i-Phone, i-Pad, Samsung phones, Android devices, and Windows-based tablets. Geospatial technology, software, and tools are employed at all levels of the WY organization for energy development and monitoring. Mobile technology and services currently provide field support for vegetation treatments, invasive species, fire, sage brush monitoring, and wildlife--additional services for law enforcement, safety, monitoring, and inspections are now in the developmental stage.	Mobile Technology is a critical component of WY's eGIS platform and requires both software and hardware validations to be performed by this position. The need to make use of mobile technology was a major point identified by District and Field Office personnel in the 2015 Geospatial Services Survey. The District and Field Office's identified Mobile technology (iPhones, iPads, tablets) as necessary for streamlined, efficient data collection and navigation in the field. Current contract investments and progress made in the deployment of mobile technology and implementation of ArcGIS Online geospatial services could be lost if we cannot maintain them internally.	Yes		9/26/2017

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1874	BLM	9/15/2017	Human Resources Officer	GS-13	Above 12	Reno, NV	Other	2 months	Yes	The incumbent serves as State Human Resources Officer (HRO), advisor and authoritative consultant to all management officials within the Nevada State Office in all matters concerning HR program management and operations. S/he directs HR program operations and activities within the framework of the Office of Personnel Management (OPM), DOI and Bureau regulations, policies and procedures. The HR management program is crucial to the recruitment, development, and retention of a qualified and productive workforce throughout Nevada.	This position provides critical HR leadership guidance and direction to the BLM Nevada, particularly in the recruitment and retention of employees needed to support all five of the Bureau's critical program priorities. Without an HRO, the State's ability to manage effectively its human resources program in keeping organizational priorities will be significantly impacted.	Yes		9/26/2017
1870	BLM	9/15/2017	Petroleum Engineer	GS-12	12	Kemmerer, WY	Other	4 months	No	This position serves as Petroleum Engineer and provides approval and oversight of Federal mineral interests assigned to the Kemmerer Field Office. This office contributes resources and expertise assist the Wyoming efforts in oil and gas activities.	This is a stand alone position within the Kemmerer Field Office. Failure to fill this position would significantly affect the oil and gas oversight/energy development activities in this Field Office and essentially stop or delay the achievement of current program operations.	Yes		9/26/2017
1873	BLM	9/15/2017	Records & Information Management Specialist (Data Base Admin for GIS)	GS-12	12	Cheyenne, WY	Other	This position is mandated under IM 2016-095.	No	This position functions as State Data Administrator in the Division of Support Services, Geospatial Program in the Wyoming State Office. The incumbent is responsible for planning, coordinating, and managing BLM data and information resources and serves as the technical authority for all things related to data management and administration. S/he supports data life cycle management policies, standards and guidelines of all data resources, including land, minerals, environmental, wildlife, cultural, renewable energy, geospatial and administrative data; and assesses data quality, access and security of all systems housing data relayed to energy development and mineral leasing.	Failure to fill this position could result in non-compliance, or less than full compliance, with Executive Order "Making Open and Machine Readable the New Default for Government Information"; OMB Memorandum M-13-13, Open Data Policy - Managing Information as an Asset; WO IM 2010-152, Publication of BLM Data Sources to Data.gov; WO IM 2015-067, "Request for Data Asset Inventory Plan"; WO IM 2017-055, Implementation and Use of Navigator Service for Geospatial Information, WO IM 2017-085, Data Storage & Back-up Cost Reduction and File Cleanup and other directives for the management and publication of quality data.	Yes		9/26/2017
1877	BLM	9/15/2017	State Director	SES	Above 12	Anchorage, AK	Other	2 months	Yes	The incumbent serves as State Director for the BLM Alaska State Regional Office (AKSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Alaska State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017
1876	BLM	9/15/2017	State Director	SES	Above 12	Billings, MT	Other	8 months	Yes	The incumbent serves as State Director for the BLM Montana State Regional Office (MTSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Montana State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017
1879	BLM	9/15/2017	State Director	SES	Above 12	Denver, CO	Denver	2 months	Yes	The incumbent serves as State Director for the BLM Colorado State Regional Office (COSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau activities within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Colorado State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017

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1878	BLM	9/15/2017	State Director	SES	Above 12	Santa Fe, NM	Other	2 months	Yes	The incumbent serves as State Director for the BLM New Mexico State Regional Office (NMSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the New Mexico State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017
1713	BLM	9/1/2017	Supervisory Civil Engineer	GS-12	12	Moab, Utah	Other	New position-classification completed November 2016	Yes	This position is responsible for directing and managing the civil engineering program, including professional design and review of all phases of BLM civil engineering work; supervision/direction of engineering staff; and annual budgeting. Incumbent directs all phases of annual maintenance, serves as the Contracting Officer's Representative on construction and maintenance contracts; and utilizes CADD (computer aided design and drawing) systems. This position plays an integral part in road construction and repair; and supports the ID Team by reviewing plans of operation for engineering design and resource protection. This position plays a critical role in new road development for Oil and Gas by reviewing all plans for engineering feasibility and safety.	Failure to fill this position may result in loss of operations that support public and employee safety; and facilities may not be maintained or improved to the degree needed. Response time for public safety issues such as road failures may take longer. New infrastructure to support increased recreational visitation may be deferred. Visitation to public lands in Southeastern Utah has increased more than 25% in the past five years and large increases in visitation are expected to continue. Without a Supervisory Engineer, infrastructure such as boat ramps, toilets, campgrounds, roads and trails will not keep up with growing demand. Not having a Supervisory Engineer to review planning for new infrastructure or repairs to existing infrastructure will limit the BLM's ability to achieve compliance with Agency, State and Federal regulations.	Yes		9/26/2017
1712	BLM	9/1/2017	Supervisory Natural Resource Specialist	GS-12	12	Bakersfield, CA	Other	20 months	Yes	This position supervises Bakersfield's oil and gas surface compliance program and acts as the planner for the Field Office. This is a key position for completion of the Bakersfield supplemental EIS for Hydraulic Fracturing.	If this position is not filled, Application for Permits to Drill (APDs) and Master Development Plans (MPDs) will take longer to process. the sEIS for hydraulic fracturing may be delayed without the oversight this position provides, thereby hampering California's ability to issue new oil and gas leases.	Yes		9/26/2017
1711	BLM	9/1/2017	Supervisory Realty Specialist	GS-12	12	Rawlins, WY	Other	14 months	Yes	The incumbent oversees the Realty Program for the Rawlins Field Office and is responsible for the management and processing of critical right-of-ways applications for energy development on BLM managed lands. The current staff includes approximately 14 subordinate positions that address all aspects of the BLM's Realty Program.	This position is critical to the efficient processing of rights-of-ways applications and related energy development projects. If left unfilled, the potential for delay in the development of energy and minerals projects will be significantly increased. Without the technical expertise of a resident supervisor, the possibility of mistakes and slowdowns is greatly enhanced.	Yes		9/26/2017
1714	BLM	9/1/2017	Wild Horse and Burro Program Manager	GS-13	Above 12	Reno, NV	Other	8 months	No	The Incumbent serves as the senior-level expert for wild horse and burro management in the Nevada State Office. S/he is an authoritative source of consultation for other scientists, professionals, managers, and/or program specialists, and performs a key role in resolving issues that significantly affect BLM's WH&B program. The Nevada WH&B Program Lead is responsible for professional guidance, coordination, training, and technical assistance on all aspects of the WH&B program as it pertains to land and resource planning, management, and program development. The Nevada WH&B Program Lead ensures professional excellence through guidance, training, counseling, evaluation, and integration of resource disciplines to promote optimum multiple-use management in terms of ecological relationships, economic needs, resource capability, and environmental quality.	The Nevada WH&B program is highly visible with local, regional, and national significance with the long-term management of 83 Herd Management Areas (HMAs) and over fifty percent of the nation's wild horses and burros residing in Nevada. The Wild Free-Roaming Horse and Burro Act requires BLM to manage wild horse and burro herds at population levels that allow for achievement and maintenance of a "thriving ecological balance." There is extremely high interest and scrutiny regarding BLM's performance in meeting the objectives of the WH&B Act, as well as enhancing the health of rangelands. The program is the subject of extensive public and intergovernmental scrutiny, and requires special consideration in establishing and implementing policy, procedures, and practices. Failure to fill this position would prevent BLM Nevada from perusing options necessary to achieving appropriate management levels for the WH&B Program.	Yes		9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1705	BOEM	9/1/2017	Deputy Program Manager (v-Scholten)	0343-14	Above 12	New Orleans, LA	Other	1 year, 8 months	Yes	Performs financial assurance compliance required by 30 CFR 556.901 to ensure lessees provide supplemental financial assurance to protect the U. S taxpayer from incurring any liability for decommissioning in the Gulf of Mexico, Alaska and the Pacific. The deputy assists the Program Manager in overseeing the development and implementation of BOEM's national risk management, financial assurance and loss prevention program by supervising and coordinating the work of subordinate , multi- disciplined staff located in all three of BOEM's regions.	The impact is that lessees will not be fully risk assessed for supplemental financial assurance, which would increase the risk to the US taxpayer of potentially paying for decommissioning costs of lessees totaling \$34.5 billion dollars.	Yes		9/26/2017
1704	BOEM	9/1/2017	Geologist/Geophysicist (v-Cross)	1350/1313-13	Above 12	New Orleans, LA	Other	1 week	No	Staff Geologist/Geophysicist in the Reserves Section, Unit III ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies are met. Independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge. Reviews work of Unit of employees and trains staff on technical aspects of job.	Without the ability to maintain and develop reserve estimates, oil and gas resource assessments, bid adequacy determinations, and reviews of industry plans and requests could not be conducted. Additionally, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	Yes		9/26/2017
1699	BOEM	9/1/2017	Geologist/Geophysicist/Engineer	1350/1313/0881-12/13	Above 12	New Orleans, LA	Other	7 weeks	No	Performs detailed, complete petrophysical analysis and interpretations of well logs. Determines pay intervals and net effective pay of oil and/or gas. Correlates well logs, identifies chronozones, depositional setting and productive characteristics of various sedimentary facies using knowledge of geology, geophysics, or engineering . Petrophysical analysis directly supports fair market value determinations, the evaluation of reserves and resources, review of worst case discharge applications, New Produciible Lease determinations, and conservation of resource decisions.	Petrophysical analysis is essential to the proper evaluation of resource and reserve estimation and directly impact bid adequacy determination, the review of industry plans and requests, and conservation of resources. Without accurate and advanced petrophysical analysis, fair market value determinations, worst case discharge, reserve estimation, and resource evaluation could not be conducted properly.	Yes		9/26/2017
1702	BOEM	9/1/2017	Geologist/Geophysicist/Petroleum Engineer (v-Haley)	1350/1313/0881-14	Above 12	New Orleans, LA	Other	Incumbent retires 9/2/17	Yes	Supervisor for Reserves Unit II ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies and training staff are met. Reviews, edits, and prepares oil and gas reserves reports and makes available to stakeholders. Coordinates, screens, and independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge. Manages workload for the Unit, reviews work, and trains employees. Conducts performance appraisals, holds employees accountable, and rewards for high performance.	Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	Yes		9/26/2017

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1709	BOEM	9/1/2017	Geophysicist	GS-1313-13	Above 12	Anchorage, AK	Other	8/1/2016	No	The position functions as the Alaska Region's technical specialist and expert on the evaluation of geophysical data and information in support of the OCS energy and mineral resource programs. The geophysicist conducts critical technical analyses and interpretation in support of the National Assessment program using seismic data collected by industry and acquired by BOEM under a geophysical exploration permit. The geophysicist provides knowledge and guidance on the collection and processing of the deep seismic, shallow hazard seismic, magnetic, and gravity data. The geophysicist will carry out in-depth interpretations using sonic well data, seismic attributes, and velocity data. The data are used to develop comprehensive velocity models using the specialized interpretive software tools to generate time-depth conversions for a more accurate depiction of the subsurface geological formations. The geophysicist will analyze AVO (Amplitude vs. Offset) 3D seismic data to determine rock properties, including fluid content, porosity, density, and fluid indicators. These attribute analyses are critical to identifying possible hydrocarbon accumulations in non-structural prospects. The geophysicist will utilize the latest in computer aided interpretive techniques and will work closely with BOEM geologists to ensure the best interpretive results. The geophysicist interpretive work provides the basis for the following two Office of Resource Evaluation's major mission components: a) Resource Assessments of the undiscovered, but technically recoverable oil and gas resources in support of the National Five-Year OCS Oil and Gas Leasing Program; and b) Fair Market Value (FMV) determinations of tracts receiving bids to ensure the Federal Government receives fair value for the resources. The geophysicist is also involved in the geological and geophysical regulatory reviews where subsurface assessment is critical to identifying and preventing problems and ensuring safe	Not filling this vacancy will impact the Alaska Region's ability to evaluate resources for the National Five-Year OCS Oil and Gas Leasing Program and to conduct the FMV evaluation of submitted bids by companies in the expanded leasing program under the Administration's goal of energy dominance. The lack of adequate geophysical expertise will impact important regulatory reviews that ensure the safety of exploration and development project and our understanding of the geological conditions that pose a significant hazard for safe operations such as a shallow gas zone, abnormal pressure zones, and other natural hazards that can be encountered during exploration and development drilling.	Yes	
1707	BOEM	9/1/2017	Interdisciplinary (Wildlife Biologist/Ecologist)	GS-0486-9/11/12/13 or GS-0408-9/11/12/13	Above 12	Anchorage, AK	Other	9/1/2016	No	This is a staff position that is focused primarily on the preparation of NEPA documents and the required Endangered Species Act (ESA) and Marine Mammals Protection Act (MMPA) consultations. The incumbent serves as an expert in the Alaska Region on the potential effects of oil and gas leasing, exploration and development activities on a wide variety of fish, wildlife and marine mammals in both the marine and terrestrial environments. This involves collecting, analyzing, interpreting, and applying current scientific findings and writing the appropriate sections of the required NEPA documents, typically Environmental Impact Statements (EISs) or Environmental Assessments (EAs) and Biological Assessments for the ESA and MMPA consultations.	BOEM has recently been directed to develop a new Five-year Program with an emphasis on energy independence and development. Initial discussions suggest that the Alaska Region could be holding multiple lease sales per year beginning as early as 2020. To meet the legal and regulatory requirements under NEPA, ESA, MMPA and other environmental laws, filling this staff position is critical in order to be able to adequately address the fish, wildlife and marine mammal resources and accomplish the required NEPA analyses and ESA and MMPA consultations on schedule and in a manner able to withstand the challenges of litigation. The Environmental Analysis Section I currently has only one wildlife biologist on staff, and it is not possible for a single specialist to conduct all of the NEPA analysis and interagency consultations and still meet the deadlines to conduct a lease sale in the Arctic as early as 2019.	Yes	

Date

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1708	BOEM	9/1/2017	Oceanographer	GS-1360-11/12/13	Above 12	Anchorage, AK	Other	1/1/2016	No	This is a staff position that is focused primarily on the Oil Spill Risk Analysis (OSRA) and modeling. This requires extensive knowledge/experience of physical and chemical oceanography, offshore and coastal transport processes, coastal morphology, coastal storm effects and the chemistry and physics of oil to understand the environmental implications of proposed oil and gas activities. The primary duties include analyzing, interpreting, and portraying technical data and information on oil spills, oil weathering and fate, and oil spill risk for environmental analysis documents; working with subject matter experts to select appropriate oil-spill-risk model parameters; assisting with the design of hypothetical transportation routes for use in the model and as alternatives for the decision maker; and interpreting the use and applicability of general circulation models for predictions of oil-spill trajectories. Additionally, this position provides technical expertise on the statistical probability theory of environmental risk associated with oil spills and oversees the appropriate use of statistical applications in the assessment process.	Oil Spill Risk Analysis is a highly contentious and controversial aspect of any proposed oil and gas lease sale, Exploration Plan (EP) or Development and Production Plan (DPP), especially in the Arctic. This staff position is responsible for the oil spill risk analysis and modeling and providing this information in support of the required NEPA documents and ESA and MMPA consultations. This position is extremely technical and absolutely critical in order to be able to adequately address the risk of oil spills, which is always a major concern to the public, in a manner to withstand the challenges of litigation. Without properly addressing OSRA it would be very difficult for BOEM to successfully authorize oil and gas lease sales, EPs or DPPs due to public concerns of potential oil spills in the Arctic.	Yes		9/26/2017
1703	BOEM	9/1/2017	Petroleum Engineer (v-Griffith)	0881-12	12	New Orleans, LA	Other	1 week	No	Ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies are met. Continually revises reserve estimates to reflect new information obtained from development and production activities. Independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.	Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	Yes		9/26/2017
1706	BOEM	9/1/2017	Petroleum Engineer (v-Hoke)	0881-12	12	New Orleans, LA	Other	2 months	No	This position conducts in-depth technical reviews and evaluation of all Exploration, Development, and Production Plans for oil and gas activities on the OCS. Proposed operations are reviewed to ensure they are planned to comply with statutory and regulatory requirements, will be safe and protect the human, marine, and coastal environment, and will result in diligent exploration, development, and production of leases.	Negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an economically responsible way. Could imperil the human, marine, or coastal environment. Possibly leading to the U.S. Government and the U.S. Taxpayers incurring costs related to oil and gas exploration and development.	Yes		9/26/2017
1700	BOEM	9/1/2017	Petroleum Engineer (v-Mouton)	0881-5/7/9/11/12	12	New Orleans, LA	Other	7 weeks	No	Reserves engineer ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies. Continually revises reserve estimates to reflect new information obtained from development and production activities. Prepares oil and gas reserves reports and makes available to stakeholders. Coordinates, screens, and independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.	Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	Yes		9/26/2017
1701	BOEM	9/1/2017	Staff Geologist/Geophysicist/Engineer (v-Skinner)	1350/1313/0881-13	Above 12	New Orleans, LA	Other	Incumbent retires 9/29/17	No	As Staff Geologist/Geophysicist/Engineer for the Office of Resource Evaluation, ensures the requirements of the OCS Lands Act related to oil and gas resource management are met. Serves as a technical advisor and subject matter expert on all matters related to the assessment and estimation of oil and gas resources and reserves. Reviews scientific articles to ensure suitability for publication. Serves as a contracting officers representative. Coordinates, evaluates, and leads the development of information technology initiatives necessary for the evaluation of oil and gas resources. Develops and implements a training program for professional geologists, geophysicists and engineers.	Without accurate oil and gas resource and reserve estimates - analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. Contracts for oil and gas related data, initiatives, training, and scientific studies would be imperiled. This position is critical to ensure the proper development and maintenance of information technology initiatives, databases, and software.	Yes		9/26/2017

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1760	BOR	9/1/2017	Accountant - 2 positions	GS-12	12	Billings, MT	Other	New	No	GP1: Regional Office - These positions will provide expert advice, direction, and assistance to management and technical staff relative to developing and administering financial activities, including audit management; cost accounting for construction activities; contract repayment and revenues management; review of grant recipients fund utilization; management of rural water financial issues for the region; as well as daily management of regional project accounting. These positions will handle the most difficult accounting issues and will collaborate with multiple disciplines within the region and with Denver MSO to address accounting issues and audit findings.	These non-supervisory positions are funded through the Working Capital Fund and do not add a supervisory layer. If these positions are not filled, financial actions supporting the accounting records of Reclamation projects would be delayed or unexecuted, which would increase the risk of negative audit results. These positions will help ensure the financial management of the region maintains technically competent staff and timely recording of accounting events. These positions represent a level of expertise associated with the Financial Business Management System (FBMS) and the additional processes and audit requirement within Reclamation.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1488	BOR	8/1/2017	Administrative Support Assistant	GS-6/7	Below 12	Denver, CO	Denver	8 months		DO/WO P&A4: The administrative assistant position is responsible for supporting the Civil Rights Manager and the Equal Employment and Diversity staff. Provides essential support to Equal Employment program functions by processing incoming and outgoing complaint actions and interfacing with customers. Provides administrative support for the office, coordinating clerical and administrative duties required to accomplish the work of the Civil Rights Division. Consolidates a variety of analyses of administrative or management data and completes required reports. Oversees and coordinates administrative functions to include correspondence, mail, publications, and records management.	This is an existing non-supervisory position funded through Policy and Administration and working captial fund. Filling the vacancy will permit better stewardship of program funds by permitting the Division Manager to focus on critical tasks with appropriate administrative support. Currently, the admin support is either not getting completed, or is being completed as other admin support staff can fit it in. POLICY is already short staffed in the admin support area. Title 29 Code of Federal Regulations Section 1614.102(a)(1) requires that each Federal agency "provide sufficient resources to its equal employment opportunity program to ensure efficient and successful operation." This office has six non-supervisory positions, five of which are currently vacant. Not filling this position may result in Equal Employment Opporunity cases not being properly logged and referred to the appropriate individual for investigation. If investigations are not completed in a timely manner, Reclamation can face financial and legal consequences.	Yes		9/26/2017
1756	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP2 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This new position is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties; costs will continue to increase; while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1757	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP3 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This second new position (this is not a duplicate) is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties, costs will continue to increase, while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	Yes		9/26/2017
1758	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP4 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This third new position (this is not a duplicate) is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties, costs will continue to increase, while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	Yes		9/26/2017
1759	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP5 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This fourth new position (this is not a duplicate) is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties, costs will continue to increase, while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	Yes		9/26/2017

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1773	BOR	9/1/2017	Assistant YRBWEP Manager	GS-12	12	Yakima, WA	Other	6 months	Yes	PN3: Assistant Yakima River Basin Water Enhancement Project (YRBWEP) Manager assists YRBWEP Manager with planning, directing, and overseeing the development and construction of new projects associated with YRBWEP and Yakima River Basin Integrated Water Resource Management Plan, such as fish passage at storage dams and construction of a pool raise, and existing programs, such as water conservation, tributary enhancement, floodplain restoration, and Yakama Nation programs. Works with Region and TSC staff on feasibility studies, design, contracting and construction of these projects. Supervises project managers on YRBWEP team. Prepares agreements and grants, including 638 agreements with Yakama Nation. Coordinates complex long range land and water acquisition programs. Coordinates and collaborates with internal and external partners.	<p>This position is funded through Yakima River Basin Water Enhancement Project funds. It is an existing supervisory position that does not add a new supervisory layer. Reclamation is responsible for implementing YRBWEP water conservation and land and water conservation activities. If this position is not filled, it will adversely impact Yakama Nation 638 agreements. Under 638 agreements, Reclamation resources are made available to assist the Yakima Nation to protect, manage, and develop their water and related resources. It provides for training to improve the technical expertise of the Tribe to develop and manage their water and related resources and educates Reclamation employees on working effectively with the Tribe. This position is integral in meeting these requirements. Further, the YRBWEP Team will benefit from increase in supervisory span of control.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p>	Yes		9/26/2017
1474	BOR	8/1/2017	Branch Chief-Formulation	GS-14	Above 12	Washington, DC	DC	Will be vacant September 2017		DO/WO2: This position has primary bureauwide responsibility for authorship, analysis, and editing of Reclamation's budget submission to the Commissioner, Department, Assistant Sec/Water & Science, OMB and Congress. Develops briefing & analytical materials to communicate goals and achievements of Reclamation and its leadership on a corporate level, to both internal and external stakeholders. Supervises six regional analysts and budget review committee professional staff.	<p>This is an existing position that has overall responsibility for preparation, analysis, and continuity of budget publications and materials that communicate the justifications for Reclamation's programs and their approximately \$1.1 billion in discretionary funding. The incumbent's primary function is to successfully secure an appropriate level of funding for Reclamation. The publications are among Reclamation's principle methods of communication to both internal and external stakeholders, serving as the authoritative source of appropriations and authorization information. This position is critically important to advance the budgetary agenda of Reclamation's political leadership. The incumbent is considered to be Reclamation's expert on programmatic budgetary issues, and technical expertise is heavily relied upon by management, to fund activities and carry out program requirements. The Formulation Chief is one of Reclamation's two Budget Branch Chiefs (the other is "Execution," which is a standard organizational setup for an organization of Reclamation's mission and size).</p>	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1769	BOR	9/1/2017	Budget Analyst	GS-12	12	Sacramento, CA	Other	8 months	No	<p>MP7: Bay-Delta Office. As the Budget Officer for the Bay-Delta Office, this position prepares the budget documents and oversees the execution of all funds managed by the Bay-Delta Office. Responsibilities include approving purchase requests, monitoring the status of funds, tracking undelivered obligations, managing deobligations, assessing cost share and reimbursable requirements, and balancing requirements between multiple funding sources and authorities.</p>	<p>This position is funded through Bay-Delta appropriations and is an existing nonsupervisory position. If this position is not filled, managing deobligations; assessing cost share and reimbursable requirements; and balancing requirements between multiple funding sources and authorities will be adversely affected. The Bay-Delta Office cannot effectively track the status of funds and may fail to execute agreements necessary to perform the required construction, monitoring, water quality, and environmental compliance functions for the Central Valley Project, which could result in violations of Biological Opinion requirements and damage relationships with partner state and Federal agencies. Current uncertainty has been managed by a conservative approach to funding agreements resulting in low to no progress on necessary action for water supply and species and could result substantial in failure to execute the budget this fiscal year.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p> <p>Per June 15 and July 1, 2017 approval list, Page 4, #1100, this position was disapproved with a note "No - can DC or Denver resource be reassigned?" MP is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.</p>	Yes		9/26/2017
1753	BOR	9/1/2017	Budget Analyst	GS-11	Below 12	Sandy, Oregon	Other	1 month	No	<p>DO/WO - Policy &amp; Administration: This position works closely with the lead budget analyst. Policy and Administration's budget office has responsibility for budget formulation and execution (\$80-\$100 Million).</p>	<p>This is an existing, non-supervisory position that is funded through Policy and Administration. We would like to select a remote employee, who is already working with us on a temporary appointment, and has career status. This position works on a variety of budget activities that touch on administration and execution of appropriated funding (e.g., P&amp;A, WRR), revolving funds (e.g., Working Capital), funding of grants (e.g., WaterSMART, Title XVI), and transferred funding from other Federal agencies (e.g., Federal Highways Administration). The budget for FY17 is \$93.3M. With limited staff, activities may not be completed timely (obligation, year end closing, etc.).</p>	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1744	BOR	9/1/2017	Business/Systems Analyst	GS-12	12	Anywhere in the 17 continental Western States	Other	5 months	No	DO/WO - Mission Support Office: The incumbent serves as a Business/Systems Analyst responsible for the development and oversight of metrics and reporting for the functional areas covered by the Acquisition and Assistance Management Division (AAMD) including, but not limited to, acquisitions, financial assistance, and charge card. This position also serves as the Regional Charge Card Agency/Organization Program Coordinator (A/OPC) for the Denver and Washington Offices and as the Alternate Bureau Lead Charge Card Coordinator.	The Business/Systems Analyst is funded under the Policy and Administration BOR-Wide Bankcard code. This is an existing position. This position provides direct support to the charge card program, in which DOI will be undergoing a transition to a new bank in conjunction with the new GSA SmartPay3 contract in November 2018. Preparation for this transition began in January 2017 and will continue through and beyond the bank transition date of November 30th, 2018. Reclamation has responded to 55 data calls for this transition, requiring extensive work. As we move further into the transition period, transition-related change management activities, meetings, and data calls will continue to increase and current Bureau resources are not adequate to meet the needs of the program requirements. In addition to supporting the transition to the new bank, this position performs internal control reviews of the travel business line for Denver and Washington Offices, as well as, assists the Bureau Lead Charge Card Coordinator in monitoring and reviewing Regional charge card activity on a monthly basis. Currently, Reclamation has 6,880 cardholders; 5,037 are purchase and/or travel and 1,843 are fleet cards. In FY16, Reclamation had 77,850 transactions totaling \$32,603,372.25 under the purchase business line of the charge card program. Leaving this position vacant poses a risk to the entire charge card program where the need for adequate resources is essential to ensure a smooth transition to the new bank and provide thorough oversight and successfully implement internal control measures post transition.	Yes	
1775	BOR	9/1/2017	Chief, Power Office	GS-14	Above 12	Boulder City, NV	Other	6 months	Yes	LC1: This senior-level management position reports directly to the Regional Director. The incumbent serves as the principle advisor to the Regional Director and is the primary Regional spokesperson on issues related to power, regulatory compliance, and contracts. The position ensures regulatory compliance for the operation and maintenance of all power facilities, power generation and transmission, utility contract development, negotiation, administration, and monitoring; and the management of public and private renewable energy initiatives. This supervisory position has 10 direct reports.	This is an existing supervisory position that does not add a new supervisory layer and is funded through 25% appropriated funds and 75% non-appropriated funds. The recent uptick in activities of NGS have increased the workload of the Power Office. Denying this request puts the onus on the current staff in taking on the additional responsibilities; thus, impacting their programmatic responsibilities, which results in projects compliance reviews being untimely or not performed at all. Not conducting compliance reviews of designated projects could result in Reclamation not being in compliance of NERC/WECC and other federal laws, rules, and regulations.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Page 5, #934, this position was disapproved with a note "No - can DC or Denver resource be reassigned?" LC is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.	Yes	

Date

9/26/2017

9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1785	BOR	9/1/2017	Civil Engineer	GS-12	12	Boulder City, NV	Other	1 month	No	LC1: As a staff engineer, this position has the responsibility for planning, coordinating, and executing inspections of Dams, powerplants bridges and other critical water infrastructure. It includes assessing current inventory and reporting related to the safety of structures, as well as, operations and maintenance. The position also reviews and is involved in engineering plans to meet operation and maintenance recommendations. Conducts inspections of existing structures.	The position is not supervisory and does not add another supervisory or managerial layer. The position is funded by both appropriated and nonappropriated funds. By providing civil engineering support to customers for select projects that might otherwise overburden their staff resources, Engineering Services Office (ESO) helps its customers to maximize utilization of the area office staffing, which helps Lower Colorado Region to be as efficient as possible with available funding and staffing resources. The position will better equip the examination of existing structures group to fulfill its inspection obligations, and to provide civil engineering services to Lower Colorado Region customers at the level necessary to continue to meet the needs of those customers. Failure to fill the position would limit ESO capabilities and could burden its customers with a need to increase their own staffing to accomplish projects that ESO would be unable to perform. If this position goes unfilled, it is likely that ESO will be unable to perform all the required operations and maintenance exams, or be unable to perform them to the appropriate standard. Ultimately, this will leave the structures potentially unsafe and behind in operations and maintenance.	Yes		9/26/2017
1958	BOR	9/15/2017	Civil Engineer	GS-12	12	Boulder City, NV	Other	1 year	No	LC3: This position has the responsibility for planning, coordinating, and executing inspections of dams, powerplants bridges and other critical water infrastructure. It includes assessing current inventory and reporting related to safety of the structures, as well as operation and maintenance. The position also reviews and is involved in engineering plans to meet operation and maintenance recommendations. The position also assists area offices and facilities in running operation and maintenance inspections.	This is an existing nonsupervisory position that is funded through appropriated and nonappropriated funds. If this position goes unfilled it is likely that Engineering Services Office (ESO) will be unable to perform all the necessary operation and maintenance exams, or be unable to perform them to the appropriate standard. Ultimately this will leave the structures potentially unsafe and behind in operation and maintenance. Also, by providing civil engineering support to customers for select projects that might otherwise overburden their staff resources, ESO helps its customers to maximize utilization of that Area Office staffing, which helps Lower Colorado Region to be as efficient as possible with the available funding and staff resources. The position will better equip the Analysis and Design Civil Group of ESO to provide Civil Engineering services to Lower Colorado Region customers at the level necessary to continue to meet the needs of those customers and to meet inspection needs, as outlined in the directive and standards. Failure to fill the position would limit ESO capabilities and could burden its customers with a need to increase their own staffing to accomplish projects that ESO would be unable to perform.	Yes		9/26/2017

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1763	BOR	9/1/2017	Civil Engineer	GS-12	12	Farmington, NM	Other	6 months	No	UC3: Mission Support Office - Serves as the Resident Engineer within the Field Engineering Division for the Four Corners Construction Office (FCCO). The incumbent oversees the construction work performed by construction contractors for the construction of the Navajo-Gallup Water Supply Project (NGWSP). This position is responsible for coordinating and conducting construction inspections; coordinating the required inspection testing and construction survey activities; coordinating the review of submittals provided by construction contractors; assisting with planning and reviewing of upcoming construction activities; and assisting in public outreach activities to ensure the public is aware of upcoming construction impacts. Coordinates required cultural resources and environmental monitoring during construction to ensure that cultural and environmental commitments are met.	This is an existing non-supervisory position that is funded through appropriated funding for NGWSP. The FCCO is charged with the design and construction of the NGWSP. This position ensures that construction activities are performed in accordance with contract requirements and that features will perform properly during the commissioning process. The work performed by this position is critical for maintaining the overall project schedule to meet the NGWSP Congressionally mandated contract completion date. Failure to complete construction activities in accordance with the design, and with EIS commitments, will put Reclamation's ability to meet the requirements of the Navajo Nation Water Right Settlement on the San Juan River in New Mexico at risk. Currently, the Field Engineering Division Manager is performing these activities, which reduces his ability to manage other activities performed by the Field Engineering Division.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1780	BOR	9/1/2017	Civil Engineer	GS-13	Above 12	Sacramento, CA	Other	Will become vacant September 1, 2017	Yes	MP2: The position assures and oversees the structural and operational safety of over 60 dams in the MP Region. It requires an expert level of knowledge in Reclamation's Safety of Dams (SOD) and an expert ability to manage complex projects and communicate with external stakeholders.	This position is funded by appropriated funds and is an existing supervisory position that does not add an additional managerial/supervisory level. If not filled, large scale SOD projects ongoing at B.F. Sisk Dam, Boca Dam, and Stampede Dam, along with multiple other dams with active SOD issues, will be adversely affected. The SOD project cost of B.F. Sisk alone is on the order of \$700 million. The duties of this position are imperative toward the success of these projects, which are critical to protecting the public. The management and technical expertise provided by the incumbent affects the safe operations of over 60 dams in the Mid-Pacific Region. Work performed has a major impact on the program for correcting safety deficiencies at the Region's dams, thus, assuring the continued benefit received from these projects. The livelihood, recreation, and safety of thousands of people, and major portions of the economy in California, Nevada, and Oregon rely upon the continued safe operation of these dams and reservoirs.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function in DC or Denver, CO.	Yes		9/26/2017
1951	BOR	9/15/2017	Civil Engineer - 2 positions	GS-12	12	Boise, ID	Other	vacant mid-October 2017	No	PN3 & PN4: These two journeyman civil engineering positions serve as the resident engineer or lead civil engineer on a multitude of civil heavy construction projects in the PN Region, including Safety of Dams projects, critical infrastructure repair projects, other dam and spillway rehabilitation projects, etc.	These are existing nonsupervisory positions that are funded through direct and appropriated funds. The lead or resident engineering positions serve as our primary source of engineering expertise in the field, meeting with contractors, verifying differing site conditions, taking quick action when technical issues arise, and managing project risk. Contracts cannot be administered in accordance with the Federal Acquisition Regulation without this capability, which means that the PN's construction program could not effectively be executed,.	Yes		9/26/2017

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1736	BOR	9/1/2017	Civil Engineer (Concrete)	GS-13	Above 12	Denver	Denver	7 months	No	DO/WO-Technical Service Center: This position performs concrete materials engineering and concrete repair. Work tasks including: Laboratory testing preparation, specification paragraphs, reviewing construction submittals, traveling to projects for concrete repair tasks, and will assist with research projects.	This is an existing, non-supervisory position. The work is primarily funded through Water and Related Resources (WRR) and Power User Funds (U*P). Not filling this position increases the risk of Reclamation water storage and distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. It is directly within the TSC labs located in Denver, where the testing and modeling are performed. Reclamation does not have this specialized concrete testing equipment in the regions - only Denver has the R&D facilities and equipment capable of carry out this type of work. The position provides engineering lab and field support to Reclamation field offices for design, analysis and construction associated with of dams, canals, pumping plants, power plants, and related features. This is a new request and does not represent prior approvals.	Yes		9/26/2017
1475	BOR	8/1/2017	Civil Engineer (concrete) Technical Service Center	GS-9/11	Below 12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 1: This position performs concrete materials engineering and concrete repair. Work tasks including: laboratory testing preparation, specification paragraphs, reviewing construction submittals, traveling to projects for concrete repair tasks, and will assist with research projects.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering lab and field support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017
1731	BOR	9/1/2017	Civil Engineer (Conveyance)	GS-13	Above 12	Denver	Denver	6 months	No	DO/WO P&A2: Provides expert advice on risk based assessments on the maintenance of Reclamation's water conveyance systems comprising over 8,000 miles of main line canals, which are essential for the delivery of water for irrigation and municipal and industrial water supply from 338 reservoirs to cities in the western United States. The conveyance system is relied on for over 280,000 jobs and related crop production valued at over \$14 billion and provides a source of drinking water for over 31 million people. Serves as a policy expert and senior advisor concerning the review of operations and maintenance (O&M) of water conveyance systems, which include canals, laterals, pumping plants, and wasteways. Advises on areas of potential concern, which if left unmitigated, would result in an uncontrolled release of water from the conveyance system failure with potential loss of life and significant property damage.	This is an existing non-supervisory position, funded through Policy and Administration and Water and Related Resources. The products from the position are used when making infrastructure investment decisions for conveyance systems and managing deferred maintenance. With the leveraging of non-federal funds to operate and maintain conveyance systems by local water districts and cooperatives, this position is crucial in assessing the performance of those non-federal entities and assisting in the infrastructure investment decisions made at conveyance facilities. Reclamation relies on this position to ensure the corporate approach is the most efficient and cost effective maintenance program employed at Reclamation conveyance systems, as well as preparing, coordinating, and presenting O&M training material for use by management and O&M staff. If this position is not filled, there will be an increase in costs in operating and maintaining onveyance systems, an increase in the failure of conveyance systems, along with loss of water supply to cities and farms through uninformed equipment replacement or rehabilitation decisions, increased risk to the public from uninformed actions by management in prioritizing maintenance, and potentially poor operating decisions by untrained staff.	Yes		9/26/2017

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1730	BOR	9/1/2017	Civil Engineer (Dams)	GS-13	Above 12	Denver	Denver	6 months	No	DO/WO P&A1: Provides expert technical advice and guidance to senior leadership on the effective and efficient operations and maintenance of Reclamation's 489 dams. Serves as a policy expert and senior advisor concerning the review of operations and maintenance (O&M) of dams, which include high- and significant-hazard dams. Serves as primary contact for regional offices and others seeking guidance concerning the review of O&M of Reclamation's dams. The products from the position are used in making infrastructure investment decisions at dams, including prioritization of deferred maintenance items. This position is relied upon to ensure the corporate approach is the most efficient and cost effective maintenance program employed at Reclamation dams; as well as preparing, coordinating, and presenting operation and maintenance training material for use by the agency staff.	<p>This is an existing non-supervisory position; funded through Policy and Administration and Water and Related Resources. Provides independent assessments of how well Reclamation's dams are being operated and maintained to minimize the public risk, and ensures the portfolio of deferred maintenance activities is appropriate for the overall function and benefit of the dams. Reclamation's dams, in addition to providing crucial flood protection, are the source of drinking and agriculture water from over 338 reservoirs in the western United States and contribute over \$36 billion to the national economy. If this position is not filled, there will be an increase in costs in operating and maintaining dams through uniformed equipment replacement or rehabilitation decisions and increased risk to the public from uniformed actions by management in prioritizing maintenance and potentially poor operating decisions by untrained staff.</p> <p>Per June 15 and July 1, 2017 approval list, Page 15, #1117, this position was disapproved with the note "No - look for other locations for positions". The position provides the corporate oversight of all field locations performing O&amp;M. Locating this position into any one field location would compromise the effectiveness in monitoring the other locations by virtue of limited access to centrally located data (such as emergency action plans, standing operating procedures, and O&amp;M records, which do not exist in digital format) and frequent coordination with other oversight functions located in Denver. The nature of the work involves resolving complex issues that require face to face discussions. In addition, this position interacts frequently via face to face meetings with numerous TSC engineering staff, Dam Safety staff, and administrative staff, all located in Denver, in developing the corporate response and technical advice to leadership</p>	Yes	

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1939	BOR	9/15/2017	Civil Engineer (Geotech)	GS-7/9/11	Below 12	Denver	Denver	6 months	No	DO/WO-Technical Service Center: This entry level position is needed to perform the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialities.	This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtneant features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Boca Dam (California), Scoggins Corrective Action (Oregon), BF Sisk Corrective Action (California), Steinaker Dam (Utah), Stampede Dam, and issue evaluations on several dams throughout the 17 western states. Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that typically	Yes		9/26/2017
1739	BOR	9/1/2017	Civil Engineer (Geotech) - 2 positions	GS-12	12	Denver	Denver	5 months	No	DO/WO-Technical Service Center: These team lead positions are needed to manage the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams.	These are existing, non-supervisory positions. The work is funded primarily by Water and Related Resources (WRR). Not filling the positions puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. They are in the TSC located in Denver, where the design and analysis of high hazard embankment dams is performed. The positions provide engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtneant features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Boca Dam (California), Scoggins Corrective Action (Oregon), BF Sisk Corrective Action (California), Steinaker Dam (Utah), Stampede Dam, and issue evaluations on several dams throughout the 17 western states). This is a new request and does not represent prior approvals.	Yes		9/26/2017
1481	BOR	8/1/2017	Civil Engineer (Geotech) Technical Service Center	GS-12	12	Denver, CO	Denver	7 months		DO/WO Technical Service Center 7: This team lead position is needed to manage the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams.	This is an existing, non-supervisory position funded primarily by Water and Related Resources. The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtneant features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1950	BOR	9/15/2017	Civil Engineer (Hydraulic) - 2 positions	GS-12	12	Ephrata, WA	Other	2 weeks	No	PN1 & PN2: Responsible for establishing operational targets of operation (reservoir elevations, feed route flow rates) and safely operating the Potholes Reservoir. Leads a staff of three or more dispatchers and provides training to others who operate a series of canals, wasteways, and reservoirs. Conducts detailed studies and analyses of the effects of the Moses Lake irrigation operation, leakage, evaporation, amount of natural inflow, amount of runoff during, amount of return flow from irrigation, and the resultant amounts of water, which must be fed through canals into the reservoir to meet the estimated needs of irrigation. Manages the hydrography system, which is a water accounting of water delivered to the CBIDs. Completes the diversion distribution report that is used to bill the CBIDs, and develops the CBP Water Supply Report.	These are existing, nonsupervisory positions that are funded through district funds. They are mission critical position and critical positions in EFO. The positions require at least one year of training under constant supervision before the new employees can operate the system without oversight. Without these positions, the EFO Operations group will not have Lead Dispatchers to coordinate all dispatching activities and will have only two dispatchers going into 2018, which is not sustainable given the 24/7 operation during irrigation season. If these positions are not filled, it is not likely other newly hired staff will remain on the job, due to the heavy workload. If these positions are not filled, it will adversely impact our ability to deliver water to our customers. The positions are not supervisory, but do provide guidance and leadership to field and other technical staff when on duty. By filling the positions, EFO Ops will be able to continue to safely operate the CBP, and provide a compliment of skills to conduct non-dispatching duties. One position is currently vacant. The second position will be vacated in February of 2018 when a 20 plus year employee retires. The Ephrata Field Office would like to be able to hire now to provide for the transfer of knowledge of these critical positions.	Yes		9/26/2017
1953	BOR	9/15/2017	Civil Engineer (Hydraulic)/Hydrologist	GS-12	12	Boise, ID	Other	1 month	No	PN6: The civil engineer/hydrologist performs unique duties that are critical to the mission of Reclamation and the Pacific Northwest Region. These duties include analyzing the ability to deliver water and power under current and future hydrologic conditions, infrastructure configurations, and policy limitations using complex computer models. The output from the computer models and other analytical tools helps direct decisions in infrastructure investments, policy changes, and litigation. The civil engineer/hydrologist must have a unique skillset that includes computer modeling and programming in a wide variety of languages and tools, written and oral communication to varying audiences, and an understanding of Federal and state policy.	This is an existing position that is funded through appropriated and nonappropriated funds. This vacancy is in a group of five modelers that are required to handle the workload that supports the entire Pacific Northwest Region. The vacancy in the current position has the potential to impact a number of studies that are currently planned including the Upper Deschutes Basin Study (Basin Study) and the Columbia River System Operations Environmental Impact Statement (CRSO EIS). The Basin Study is an investigation into water supply and demand imbalances and potential solutions to the imbalances. This study is funded partially by stakeholders via a grant from the Oregon Department of Water Resources. Delays in this study may result in additional cost implications for the stakeholders who have already contributed \$665,000 toward the study. The CRSO EIS is being conducted by Reclamation, U.S Army Corps of Engineers, and Bonneville Power Agencies under direction by court order. The vacant position will contribute to the water supply analysis of this study. Delays in this study may result in potential court penalties for all three agencies.	Yes		9/26/2017
1480	BOR	8/1/2017	Civil Engineer (Specs) Technical Service Center	GS-11/12	12	Denver, CO	Denver	6 months		DO/WO Technical Service Center 6: This position writes complex construction specifications in specialized format using guide specifications sections, standard clauses, provisions, and paragraphs. Works with design engineers in the TSC so that detailed specifications can be prepared for each of the separate construction features and operations. The position also serves as the specifications coordinator on design teams reporting to various project managers. Information gathered while serving as a member of a design team is used during the preparation of the specifications for the features of work being designed by the team.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides support to Reclamation field offices for preparing specifications associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1764	BOR	9/1/2017	Contract Specialist	GS-12	12	Sacramento, CA	Other	1 month	No	MP1: Services and Supply Branch - Contracts encompass (1) the safety and security of project infrastructure, and (2) supporting key agency priorities for managing, protecting and preserving water, lands and fish and wildlife. The work also encompasses multi-agency, basin-wide programs such as CalFed, CVPIA, and Klamath basin recovery. This position is responsible for pre-award and post-award contracting functions involving complex architecture-engineering design and construction projects. Duties include contract formation, solicitation, negotiations, cost and price analysis, award, contract administration, termination and close-out for contracts.	This position is funded by appropriated funds and is an existing nonsupervisory position. If this position is not filled, contracts, inter-agency agreements, and procurement activities may be delayed and, in some cases, terminated, which will have a severe impact on construction schedules, law enforcement services, upgrading/replacing components in hydropower plants, and critical services to complete environment documents required to support Congressionally mandated storage studies. Timely negotiation and award of contracts, as well as contract administration, are essential to the safe, reliable delivery of water and power to farms, municipalities and private citizens throughout the Klamath Basin, Lahontan Basin, and the Central Valley of California.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1765	BOR	9/1/2017	Contract Specialist	GS-13	Above 12	Sacramento, CA	Other	1 year	No	MP2: This position is responsible for pre-award and post-award contracting functions involving complex architecture-engineering design and construction projects. Duties include contract formation, solicitation, negotiations, cost and price analysis, award, contract administration, termination and close-out for contracts, which frequently require special handling or other specialized terms and conditions due to the complexity and high visibility of the contracts. Projects vary in type, size and complexity and involve accelerated schedules, the need for new and specialized equipment, materials and methods, site layout and foundation preparation problems to include unforeseen site conditions and limited accessibility, hazardous, toxic, and environmental considerations.	This position is funded by appropriated funds and is an existing nonsupervisory position. If not filled, contracts and procurement activities may be delayed and, in some case, terminated, which will have a severe impact on construction schedules, upgrading/replacing components in hydropower plants, and ultimately impact a wide range of Reclamation activities; the work of other agencies, including the U.S. Fish and Wildlife Service, Department of Agriculture, National Marine Fisheries Service and the Environmental Protection Agency; the operations and solvency of private contractors especially small and women owned or minority owned contractors; non-profit organizations; Native American tribes; and the general public. Timely negotiation and award of contracts, as well as contract administration, are essential to the safe, reliable delivery of water and power to farms, municipalities, and private citizens throughout the Klamath Basin, Lahontan Basin, and the Central Valley of California.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1745	BOR	9/1/2017	Contract Specialist - 2 positions	GS-12	12	Anywhere in the 17 continental Western States	Other	8 months	No	DO/WO - Mission Support Office: These two positions solicit, award, and administer acquisitions in support of the Technical Service Center (TSC). This includes direct support of civil, chemical, environmental, geotechnical, and structural engineers that support dam safety, dam/canal improvement projects, as well as, future project design and support of other Reclamation projects.	These positions are existing non-supervisory positions and are funded through the Working Capital Fund and direct billing. Leaving these positions vacant will reduce the ability to solicit, award, and administer contracts, which support TSC for successful operation, maintenance, and rehabilitation of water distribution facilities to meet the required contractual water and power demands, as well as, support for Dam Safety design and analysis of embankment dams, appurtenant features, laboratory testing and modeling of concrete, and issuance/review of specifications associated with dams, canals, pumping plants, and power plants.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1956	BOR	9/15/2017	Contract Specialist - 2 positions	GS-13	Above 12	Boise, ID	Other	New	No	<p>PN9 &amp; PN10: These positions are responsible for applying procurement regulations and utilizing contracting principles in order to plan, develop, implement, maintain, and administer contractual aspects of a procurement program. Incumbents will utilize their expertise in the area of negotiation techniques, cost/price analysis, and legal and regulatory interpretations to award and administer complex contracts for construction, supply, and services necessary to program delivery in support of field operations. Meet with field personnel to develop acquisition strategies, award contracts, and monitor and evaluate performance throughout the life of the contract to ensure compliance with contract terms.</p>	<p>These are new nonsupervisory positions that are funded through appropriated and nonappropriated funds. The PN Region has several dams that are an essential component in the management of our Nations natural resources. These dams provide flood control, irrigation water, and hydroelectric power to the people of the Pacific Northwest. These critical infrastructure facilities are aging and in dire need of major rehabilitation and/or complete overhaul in order to continue to provide these essential services. Failure to successfully complete these projects in a timely manner jeopardizes not only these essential Government services, but also the life and safety of those employed at the facilities. If the requested positions are not filled, there is a high likelihood that the modernization work may not be completed; negatively impacting power generation, water distribution, and public safety.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</p> <p>Per the July 15 and August 1, 2017 approval listing, item No. 1169, page 7, these positions were not approved. We are resubmitting this request. The positions have been restructured, increasing the knowledge level that is required, as the positions are responsible for complex contracts. The positions are essential in awarding contracts for construction and refurbishment of our aging infrastructure.</p>	Yes	
1776	BOR	9/1/2017	Contract Specialist - 4 positions	GS-12	12	Boulder City, NV	Other	4 months	No	<p>LC3: These are senior positions responsible for applying procurement regulations and utilizing contracting principles in order to plan, develop, implement, maintain, and administer contractual aspects of a procurement program. Incumbents will utilize expertise in the area of negotiation techniques, cost/price analysis, and legal and regulatory interpretations to award and administer complex contracts for supply, service, and construction. These positions are critical in accomplishing the mission in LC Region and ensuring appropriated funds are obligated and expended expeditiously.</p>	<p>The positions are funded by the appropriated and non-appropriated accounts through direct charging accounts of entities for which work is performed. These positions perform inherently governmental functions, obligating and awarding contract actions in support of the Bureau's mission. In addition, these positions provide timely oversight of on-going contracts and facilitate timely payment to contractors and small businesses throughout the country. These positions provide critical, real time on the ground support to both the program office and the contractors performing the work. They routinely meet with contractors and customers to develop acquisition strategies, award a multitude of contracts, and monitor and evaluate performance throughout the life of the contract to ensure compliance with contract terms and conditions. Due to the high number of vacancies, the acquisition office is desperately in need of significant support at the senior level. The current staff is already working excessive overtime and prioritizing award functions over post award administration. As a result, payments to contractors and small businesses are delayed as are oversight functions. These positions also provide critical training and mentoring to new and less experienced employees, further compounding the ability of the Region to meet its obligation roles, as well as ensuring proper oversight and payment functions on existing contracts. Contracting obligations currently are being adversely impacted.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p>	Yes	

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1782	BOR	9/1/2017	Economist	GS-13	Above 12	Sacramento, CA	Other	New Position - will not increase FTE	No	<p>MP4: This position is responsible for overseeing the preparation of the economic portions of the Central Valley Project Cost Allocation Study (CVP-CAS), as well as, other Mid-Pacific Region studies. Congress has authorized the CVP to provide water for seven major purposes: flood control and navigation, recreation, power generation, water supply, water quality, and fish and wildlife. Portions of the costs for providing water for these purposes is reimbursed by water and power users, through a process called cost allocation, which determines and distributes the costs of multi-purpose CVP facilities amongst the various purposes and identifies responsibilities for repayment from project beneficiaries.</p>	<p>This position is funded by Water and Related Resources and is a new, nonsupervisory position that does not result in an increase in FTE. This position is required to implement the two cost/two period repayment approach for the final Central Valley Project (CVP) Cost Allocation Study (CAS). This approach has never been used within Reclamation before and will require time and expertise to appropriately apply the study results for allocating costs among water and power customers for repayment. The last major cost allocation study was conducted in 1970, with a minor update in 1975. Since 1975, the allocation has been subject to minimal annual adjustments related to project water and power uses. The new allocation will replace the 1975 allocation in its entirety, ensuring fair and equitable distribution of CVP costs amongst the various beneficiaries of CVP water and power. If this position is not filled, it will impact the Region's ability to complete the results for the final CAS by the end of the year and will delay cost recovery from project stakeholders.</p> <p>***Resubmission. Per August 1, 2017 approval list, page 7, #1159, this position was not approved with the note "Can the Office of Policy Analysis economist be leveraged for this work? Investigate first". Update - We reached out to the DOI Policy and Analysis Office (Ben Simon) in Washington D.C. to see if they could perform the described workload. We were told that the complexity of the work and the amount of time needed to complete the study and implement the results in the water rates for reayment is not something that the DOI Policy and Analysis Office has the resources to do at this time. Request approval to announce DOI-wide.</p>	Yes	
1957	BOR	9/15/2017	EEO Specialist - 2 positions	GS-12	12	Location to be determined within the Lower Colorado Region (Boulder City, NV; Glendale, AZ or Yuma, AZ)	Other	1 - 11 months; 1 - pending retirement in 12/17	No	<p>LC 1&amp;2: Serves as Equal Employment Specialists. Provides managers, employees, and applicants counsel, advice, and technical guidance on complaint process procedures and other available avenues of redress. Conducts inquires on claims of discrimination. Informally negotiates with complainant and management to effect resolution. Provides guidance to complainants and assists in developing resolutions to complex problems. Performs trend analyses and conducts studies, organizational reviews, and workforce analyses to determine attitudes of, and significant changes in the makeup of the workforce. Analyzes problems and barriers and devises methods to eliminate or overcome barriers. Develops and presents EEO and Diversity training.</p>	<p>These are existing positions that are funded through Water and Related Resources, nonappropriated funds, and working capital funds. We currently have one vacant position and a pending retirement in December 2017. The appointment of two full-time EEO Specialists will provide resources for the LCR workforce, comply with the established counseling timeframes, and increase our resolution rates with informal complaints. In addition, the lack of ongoing workforce analyses, affirmative employment plans, and barrier analyses can harm the diversity of Lower Colorado Region's workforce. Due to the lack of seasoned EEO Specialists in Reclamation, sometimes we must rely on contractors to perform complaint processing duties and EEO training. Reliance on contractors to perform these functions is not desirable. Contractors are less accountable for meeting deadlines and less effective in providing advice and training to the workforce due to their lack of familiarity with the workforce and Reclamation's business practices.</p> <p>These positions could not be effectively filled by moving like positions from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</p>	Yes	

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1738	BOR	9/1/2017	Electrical Engineer	GS-13	Above 12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: This senior position ensures compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. The position leads multidisciplinary teams and provides key mentoring for knowledge transfer.	This is an existing, non-supervisory position. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling this position increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. It is co-located with the TSC in Denver where, the specialized electrical engineering design and analysis for hydropower features is performed. The position provides hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals.	Yes		9/26/2017
1740	BOR	9/1/2017	Electrical Engineer	GS-12	12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: This position ensures compliance with hydropower facility NERC/WECC requirements; battery testing, protection system testing, and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. This position also works on renewable energy integration, reliability, and economics.	This is an existing, non-supervisory position. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling this position increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. It is co-located with the TSC in Denver, where the specialized electrical engineering design and analysis for hydropower features is performed. The position provides hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals.	Yes		9/26/2017
1735	BOR	9/1/2017	Electrical Engineer	GS-12	12	Flatiron (Loveland) (Denver Area)	Denver	New - Position does not increase current FTE	No	GP2: Eastern Colorado Area Office (ECAO) - The electrical engineer position is critical in maintaining plant availability; reducing equipment downtime; and ensuring safety of plant personnel and equipment for the six hydropower plants of the Colorado-Big Thompson (C-BT) Project. These C-BT powerplants include Flatiron, Pole Hill, Big Thompson, Estes, Marys Lake and Green Mountain. Provides timely troubleshooting of equipment faults and sudden loss of generation to determine remediation actions required to return the equipment to operation. Maintains NERC/WECC auditing and reporting compliance. Performs testing, evaluation, and documentation to satisfy regulatory requirements. Maintains and upgrades obsolete protection and control systems. These systems must be upgraded/replaced with modern protection and control equipment prior to the existing systems failing and causing extended outages or equipment damage.	This position is an existing, non-supervisory position funded through appropriated funds and does not add a managerial layer. If unfilled, powerplant maintenance, repair, and upgrades will be deferred creating a backlog of electrical issues negatively impacting and degrading facilities and increasing risk to Reclamation's primary mission of water and electrical delivery. Without filling this position, plant maintenance will degrade; repairs will be delayed; and Hazardous Energy Control Program clearances are at higher risk of compromise. NERC/WECC regulatory requirements dictate the reliability and safety of powerplants. If power facilities are not maintained to the NERC/WECC reliability standards, violations, penalties, or sanctions may apply; putting power deliveries in Colorado at risk.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.  Requesting approval to non-competitively reassign a current ECAO employee from MT. Elbert powerplant (at Twin Lakes, CO), to Flatiron powerplant (at Flatiron Reservoir near Loveland, CO).	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1762	BOR	9/1/2017	Electrical Engineer	GS-12	12	Montrose, CO	Other	1 month	No	UC1: Mission Support Office - Provides specialized services and technical consultation, including design and application of new technologies to existing conditions. Analyzes, designs, changes, and/or modifies complex electrical and electronic systems relating to powerplants, dams, auxiliary equipment, and facilities.	<p>This existing, non-supervisory position is funded by power revenues. This is a field engineer position that supports the Curecanti Field Division. Specifically, the position provides technical direction and support for operation, maintenance, and infrastructure investment at the dam and powerplant. Filling this position is necessary for the field division to continue to fulfill their mission of water storage, water conveyance, and power generation. This position supports that mission by providing repair procedures, analysis of operational problems, design of new systems, technical oversight of the NERC compliance program, and oversees the work of contractors engaged in infrastructure investment programs. Failure to fill this position will hamper the field divisions' ability to address numerous challenges, such as generator repair, transformer replacement, improving electrical safety, and the adoption of smart grid technologies. Not filling the position puts Reclamation plant facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p>	Yes	
1741	BOR	9/1/2017	Electrical Engineer - 3 positions	GS-7/9/11	Below 12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: These positions ensure compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. These positions also work on renewable energy integration, reliability, and economics.	<p>These are existing, non-supervisory positions. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these position increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. They are co-located with the TSC in Denver, where the specialized electrical engineering design and analysis for hydropower features is performed. The positions provide hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals.</p>	Yes	

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1937	BOR	9/15/2017	Electrical Engineer - 3 positions	GS-13	Above 12	Denver	Denver	3 months	No	DO/WO-Technical Service Center: These senior positions ensure compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. These positions lead multidisciplinary teams and provide key mentoring for knowledge transfer. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialties.	This is an existing, non-supervisory position. It is co-located with the TSC in Denver where the specialized electrical engineering design and analysis for hydropower features is performed. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these positions increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. The positions provide hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state) and Mt Elbert Forebay (Colorado). Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that typically occurs when it is spread through	Yes	

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1938	BOR	9/15/2017	Electrical Engineer - 5 positions	GS-5/7/9/11	Below 12	Denver	Denver	3 months	No	DO/WO-Technical Service Center: These positions ensure compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. This position also works on renewable energy integration, reliability, and economics. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialties.	This is an existing, non-supervisory position. It is co-located with the TSC in Denver where the specialized electrical engineering design and analysis for hydropower features is performed. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these positions increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. These positions provide hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state) and Mt Elbert Forebay (Colorado). Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that	Yes	
1774	BOR	9/1/2017	Electrical Engineer - 5 positions	FPL 12	12	Grand Coulee, WA	Other	5 months	No	PN4: These positions are rotational electrical engineers at the Grand Coulee Power facility. The individuals selected for these training positions are hired at the GS-05/07 level and rotate through the various electrical engineering specialties where they perform engineering tests, studies, analysis, and design related to the installation, modification, and performance of electrical systems for power generation, transmission, and pumping systems. Over the course of the program, they can be promoted to the GS-12 level. Due to its remote location and the competition for entry level electrical engineers, Reclamation struggles to recruit and retain qualified electrical engineers at one of the largest hydroelectric facilities in the United States. Due to the diverse learning opportunities and the opportunity for promotions, Reclamation has had success in hiring and retaining skilled young engineers in this program.	These positions are funded through non-appropriated funds. Due to the difficulties of hiring and retaining electrical engineers at Grand Coulee Dam, these positions provide a means to recruit and retain qualified engineers and at the same time have qualified technical expertise to carry out the needed facility improvement projects at Grand Coulee. If these positions are not filled, there will be insufficient staff to carry out facility improvements or equipment replacement projects. This means they will have to be delayed or terminated, thereby, severely impacting the ability of Grand Coulee Dam to generate power to meet the electricity needs of the region.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Pages 22-24, #922-926, these positions were disapproved with the note "No, duplicate of #1106 and #1107". This request is being resubmitted as these were not duplicate requests. PN currently has seven positions that are vacant. Two vacancies were approved to fill (#1106 and 1107 on the June 15 and July 1, 2017, approval list).	Yes	

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Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1478	BOR	8/1/2017	Electrical Engineer (Cost Estimator) Technical Service Center	GS-13	Above 12	Denver, CO	Denver	1 year		DO/WO Technical Service Center 4: This is a senior-level position that performs complex electrical cost estimates, provides specialized technical expertise, and peer reviews independent government cost estimates for planning and final design specifications. Trains/mentors other electrical estimators.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides cost estimating support and specialized technical expertise to Reclamation field offices for specifications associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at a very high risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017
1476	BOR	8/1/2017	Electronics Engineer Technical Service Center	GS-7/9/11	Below 12	Denver, CO	Denver	1 year		DO/WO Technical Service Center 2: This position provides instrumentation, data acquisition, and control systems for the testing and research conducted in the lab and the field. Completes dynamic testing of structural elements and full scale dynamic field testing of dams. This position also supports the group with miscellaneous hardware and software support. A recent example of this would be completing the hardware and software for the controls and data acquisition system for a newly constructed direct shear testing machine for the Geotechnical laboratory.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides lab systems support for engineering lab and field testing support for Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017
1485	BOR	8/1/2017	Employee/Labor Relations Specialist	GS-13	Above 12	Denver, CO	Denver	Will be vacant 9/15/2017		DO/WO P&A1: The primary purpose of this position is to plan, organize, and manage the Employee Relations Program. This position is Reclamation's critical link on cutting edge programs with the Department, i.e. administrative investigations, anti-harassment, administrative leave, maximizing employee performance, etc. The position is the principal conduit between the Department and Reclamation and is responsible for developing, implementing, administering, advising on, and evaluating a comprehensive Employee Relations/Labor Relations program for Reclamation.	This is an existing non-supervisory position primarily funded by Policy and Administration sources. If this position is not approved, there will be severe delays in the receipt and transfer of technical, operational, and other key information to field Employee/Labor Relations Specialists. The monitoring and evaluation of program activities will be severely curtailed. Not filling this position will also hamper implementation of strategically important program activities, such as maximizing employee performance, monitoring proper use of administrative leave, implementing anti-harassment programs, overseeing administrative investigations, and reporting on disciplinary status lists. Additionally, response time to inquiries from third-party representatives, to include the Department Office of the Inspector General, Solicitor's Office, client attorney/legal representatives, union officials, Freedom of Information Act requests, Congressional Inquiries, Office of Special Council, Merit System Protection Board, Office of Personnel Management, Federal Labor Relations Authority, will be significantly delayed.	Conditional Yes	Advertise in Denver and other Reclamation regional headquarters locations and select the best qualified candidate.	9/26/2017
1486	BOR	8/1/2017	Equal Opportunity Specialist	GS-13	Above 12	Denver, CO	Denver	6 months		DO/WO P&A2: Responsible for managing Reclamation's Equal Employment Opportunity (EEO) Discrimination Complaints Processing Program. Ensures timely, fair, and prompt processing and investigation of EEO complaints to reach a fair and equitable resolution. Monitors all Bureau-wide EEO Offices' progress of completion of informal complaints counseling for accuracy, effectiveness, and timeliness of resolution. Plans, directs, and implements Reclamation's Alternative Dispute Resolution (ADR) program as it relates to the Title VII Equal Employment Program.	This is an existing non-supervisory position, funded through Policy and Administration. This position is crucial in providing oversight and meeting all aspects of the Equal Employment Program, Reclamation-wide. Advises senior management officials on legal and financial impacts of EEO complaints and resolutions. Briefs the Reclamation Leadership Team on problem areas, progress of activities, and alternatives to resolving EEO issues ranging from individual issues to complex, systemic problems. Not filling this position will lead to delays in investigating and resolving EEO complaints, which may lead to larger financial and legal implications for Reclamation. Further, delays will result in missing specific deadlines that have been established by the EEOC; which could result in Reclamation's noncompliance with EEO policies and regulations and diversity goals and objectives.	Conditional Yes	Advertise in Denver and other Reclamation regional headquarters locations and select the best qualified candidate.	9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1742	BOR	9/1/2017	Financial Specialist	GS-13	Above 12	Denver	Denver	4 weeks	No	DO/WO - Mission Support Office: Serves as the Mission Support Organization (MSO) Budget Officer with primary responsibilities for budget formulation and execution (\$150-175 million). This position functions as the primary internal control for anti deficiency spending. Analyzes budgetary issues and provides guidance and direction to management and staff on budget formulation, funds execution, and allocation for multiple funding sources and Reclamation wide programs. Serves as the point of contact for all budgetary issues and is the primary account manager of several multi-million dollar accounts for Reclamation.	This is an existing non-supervisory position that is funded the Working Capital Fund. The Financial Specialist provides internal controls related to fiduciary responsibility and compliance with the Anti-Deficiency Act. The Financial Specialist is considered an expert on technical budgetary aspects, including the formulation, administration and execution of appropriated funding (e.g., P&A), and revolving funds (e.g., Working Capital Funds). Such technical expertise is heavily relied upon by program managers across Reclamation, to fund activities and carry-out program requirements. The budget accounts for FY17 is approximately \$165M of managed activities. It is critical for this position to be in Denver where they provide technical expertise to the career ladder budget staff and functions as the Budget Officer, providing technical guidance/training and coordination with all mission support functions in Denver. Everyday this position is not filled increases Reclamation's mission risk associated with the management of \$165M and the execution of critical programs.	Yes		9/26/2017
1781	BOR	9/1/2017	Fish Biologist	12	12	Klamath Falls, OR	Other	7 months	No	MP3: Responsible for fisheries activities as they relate to compliance with the NMFS's opinion on the continued operations of the Klamath Project. These activities include active engagement during the ongoing reinitiation of consultation with NMFS, which will include consultations on ESA listed coho salmon, Southern Resident Killer Whales, and potential spring-run Chinook salmon. Serves a critical role in assisting Klamath Basin Area Office (KBAO) in initiating and completing independent science review of reports, models, and tools that will inform Reclamation's Proposed Action and Biological Assessment.	This position is funded by appropriated funds and is an existing, nonsupervisory position. If unfilled, the KBAO will lack critical capacity and expertise to engage with NMFS during reinitiation of consultation (ROC). The topics that will need to be addressed during ROC include revising the take criteria for coho salmon, assessing the impact of a new proposed action on C. shasta dynamics, and the Project's impact on Southern Resident Killer Whales (SRKW), which will include determining the project's effect on Chinook salmon, the whales primary food source. In addition, the Karuk Tribe petitioned NMFS to list Spring Chinook salmon as endangered under ESA and KBAO may have to consult on its impact to Spring Chinook salmon. This will mark the first time that KBAO will need to consult on both SRKW and potentially Spring Chinook salmon, a process that requires significant expertise on salmonid biology. The Salmon Biologist will be instrumental in working with Oregon State University and the USFWS CA-NV Fish Health Center to ensure appropriate and meaningful monitoring is in place that allows Reclamation to continue to assess 'incidental take' and our impact on ESA-listed and Tribal Trust Resources.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function in DC or Denver, CO.	Yes		9/26/2017
1952	BOR	9/15/2017	General Engineer (Scheduler)	GS-13	Above 12	Boise, ID	Other	vacant mid-October 2017	No	PN5: This position oversees all time impact analyses and construction program schedule reviews performed in the PN Region. The position self performs the most complex schedule reviews, such as the \$150 million third powerplant overhaul contract. The position also performs all complex and highly contentious time impact analyses for contractor claims and requests for equitable adjustment.	This is an existing nonsupervisory position that is funded through direct, appropriated and state funds. In order to effectively manage and administer multi-year, high complex construction projects, the PN Region must be able to review (and accept or reject) baseline and monthly schedules, and definitize contract modifications by performing time impact analyses. Contracts cannot be administered in accordance with the Federal Acquisition Regulation without this capability, which means that PN's construction program, which accomplishes the water and power portion of Reclamation's mission, would be adversely impacted.	Yes		9/26/2017

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1768	BOR	9/1/2017	Geologist	GS-12	12	Sacramento, CA	Other	Will become vacant December 31, 2017	No	MP5: This position is very important to help maintain Branch continuity and provide leadership, mentoring, and advice on all manner technical/geologic issues. This specialized position requires an individual with extensive and in-depth knowledge of geotechnical drilling and sampling equipment; knowledge of geologic standards and procedures for geologic investigations; and analyses of structure foundations and geologic hazards. The position requires the individual to be responsible for the technical quality and accuracy of geologic work and to regularly apply and teach Reclamation engineering geology standards and procedures to junior staff. This skill set is critically needed to support the planning, design, and construction of the Regional programs and projects and the Division of Design and Construction's Geology Branch.	This position is funded by Water and Related Resources and is an existing nonsupervisory position. If this position is not filled, current programs, like Battle Creek Salmon and Steelhead Restoration Project and Safety of Dams Corrective Action Study at B.F. Sisk Dam, which has a very large, lengthy, and technically complex geologic field investigation component, could be delayed or miss critical milestones.  There is no like position in Washington DC or Denver, CO.	Yes		9/26/2017
1482	BOR	8/1/2017	Geologist Technical Service Center	GS-13	Above 12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 8: This senior level position manages ongoing requests from Dam Safety and Regional Offices for formulating geologic field investigations and performing geologic analysis relating to Reclamation's inventory (200+) of high hazard embankment and concrete dams.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering geology support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017
1483	BOR	8/1/2017	Geologist Technical Service Center	GS-12	12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 9: This position develops and implements geologic field investigations related to safety analysis and safety modification to Reclamation's inventory (200+) of high hazard embankment and concrete dams. Data collected by the engineering geologist is used by Reclamation's Civil and Geotechnical Design Engineers to make critical Dam Safety decisions.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering geology support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017

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1940	BOR	9/15/2017	Geophysicist	GS-7/9/11/12	12	Denver	Denver	7 months	No	DO/WO-Technical Service Center: This is journeyman geophysicist in support of seismological analysis to determine earthquake loading associated with geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialties.	This is an existing, non-supervisory position. It is in the TSC located in Denver where the seismic loading and geophysical testing and analysis for high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtneant features. Examples of dams with significant earthquake loading issues include the thrust fault issue at Scoggins Dam (Oregon), Cascade Dam (Idaho), and Pueblo Dam (Colorado). The monitoring of seismic activity associated with the salinity injection wells in western Colorado is also being impacted. Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that typically occurs when it is spread through	Yes	
1746	BOR	9/1/2017	Grants Management Specialist	GS-9/11/12	12	Anywhere in the 17 continental Western States	Other	5 months	No	DO/WO - Mission Support Office: This position is responsible for the award and administration of Grants and Cooperative Agreements for Reclamation wide programs. It provide direct support to accomplish our mission related work that occurs in the Regions and Field offices.	This position is an existing, non-supervisory position that is funded through the Working Capital Fund. The position is needed to award and administer many of Reclamation's bureau-wide Federal Financial Assistance programs, such as, the WaterSMART Water and Energy Efficiency Grants Program, the Water Infrastructure Improvements for the National Program, the Native American Technical Assistance Program, the Small Scale Water Efficiency Program, the Desalinization and Water Purification Research Program, the Drought Response Program, the Landscape Conservation Cooperative Program, and the Title XVI Water Reclamation and Reuse Program.  If this position is not filled, there will be additional delays in the award and administration of critical Federal financial assistance agreement to States, local governments, tribal governments, specialist district governments, and other stakeholders and recipients under these programs. Due to the critical level of staffing and new requirements of additional higher level reviews of financial assistance awards, 150 (\$33 MIL) of the remaining 167 (\$37 MIL) actions to be award in fiscal year 2017 will be rolled over to fiscal year 2018, which impacts the mission of various Reclamation programs as well as other stakeholders of these programs.	Yes	

Date

9/26/2017

9/26/2017

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1752	BOR	9/1/2017	HR Assistant (Information Resources)	GS-08	Below 12	Denver, CO	Denver	11 months	No	DO/WO - Policy & Administration: This position provides support for human resources reporting, and awards, as well as, a wide variety of Human Resources Information Systems needs. The position serves as the audit liaison.	This is an existing, non-supervisory position that is funded by a combination of Policy and Administration and Working Capital funding. The HR Assistant is the lead employee responsible for human resources reporting Bureau-wide. These reports are provided to support HR and other activities in the field, the Denver/Washington office, and to enable timely responses to requests from the Department and other agencies. This position is also the lead in responding to FOIA and is critical to support business systems and technical audits required by OPM, Departmental, or Bureau policy. This assistant is also the Bureau-level awards coordinator, who coordinates our awards with our Washington DC office and the Department. The position provides support to the DOI Learn Data Steward. Currently, three different positions are performing a portion of the duties of this position, which puts additional strain on them and takes away from the primary duties they should be performing. Not filling this position will continue to burden the other employees who have been required to take on these additional duties, which could decrease morale and job satisfaction, potentially leading to current employees taking other jobs that won't require them to do more than their assigned duties. It is critical that this position be filled in Denver as the audit work requires close coordination with audit staff, contract auditors, and payroll operations staff, all of which are located in Denver.	Yes		9/26/2017
1751	BOR	9/1/2017	HR Specialist (Employee Benefits)	GS-12	12	Denver, CO	Denver	Will be vacant 9/15/17	No	DO/WO - Policy & Administration: Reclamation-wide worker's compensation program (OWCP) Specialist and Benefits Program Specialist. The primary purpose of this position is to plan, organize, and manage the OWCP for the Bureau. This position researches options and provides guidance for Regional HR staff, tracks performance metrics, and analyzes Reclamation-wide cases for program improvements and efficiencies. It is the Reclamation point of contact for processing and managing data necessary to comply with Department of Labor's OWCP requirements for workers with occupational injuries or illness. Serves as the Reclamation-wide technical expert in retirement, insurance programs, Flexible Spending Accounts, and Thrift Savings Plans.	This is an existing, non-supervisory position funded primarily by Policy and Administration. This position provides OWCP and benefits guidance to the Regional HR Specialists. Not filling this critical position puts Reclamation in danger of not meeting OWCP guidelines and policies. It also puts added pressure on existing staff, who are already overworked, which increases the risk of missing deadlines and/or requirements of Department of Labor workers' compensation program. In addition, not filling the position creates a technical void Bureau-wide in critical areas such as retirement, insurance programs, Flexible Spending Accounts and Thrift Savings Plans. This position combines the duties of two previous positions - Benefits Program Specialist and the OWCP Specialist.	Conditional Yes	Advertise in Denver and other Reclamation regional headquarters locations and select the best qualified candidate.	9/26/2017
1954	BOR	9/15/2017	Human Resources Specialist (Employee Relations/Labor Relations)	GS-12	12	Boise, ID	Other	4 months	No	PN7: The position serves as a Labor and Employee Relations Specialist for the PN Region and functions as a technical expert on all Labor and Employee relations issues, e.g., complaints, grievances, pay negotiations, wage surveys, collective bargaining agreement negotiations and administration, investigations, discipline/adverse actions, performance management, etc. The position provides these services to assigned Regional, Area, and Field Offices.	This is an existing position that is funded by a combination of appropriated and non-appropriated accounts. Legal requirements within the Federal Labor Relations statute, as well as 5 CFR 315, 432, and 752, require actions occur within specified time frames and in accordance with the established procedures. Failure to fill this position will significantly limit the Bureau's ability to actively and appropriately engage with bargaining units and significantly impact management's ability to investigate and address poor performers and incidents of misconduct. This will inhibit the Region's ability to hold employees accountable to appropriate standards of behavior and performance by exercising appropriate and legally defensible corrective actions.	Yes		9/26/2017

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1749	BOR	9/1/2017	Industrial Hygienist	GS-13	Above 12	Anywhere in the 17 Western States	Other	6 months	No	DO/WO - Safety Security Law Enforcement - Safety and Health Office: This position serves as the leader and subject matter expert for Reclamation's Occupational Health Program. The incumbent provides decisions and technical support for the occupational health program. This position develops, implements, and manages risk-based guidance and criteria for occupational health at Reclamation facilities and operations to include program elements, such as industrial hygiene, chemical safety, process safety, ergonomics, hazard communication, biosafety, personal protective equipment, hearing conservation, hot work, confined space, OSHA Recordkeeping, and others. The incumbent provides a key link with the US Navy for research and implementation of noise reduction technologies in Reclamation's industrial facilities such as powerplants and pumping plants.	This is an existing, non-supervisory position that is funded through appropriated funds. If this position is not filled, delays in the decision making for occupational health issues will be experienced, thus causing delays in various construction and operational projects. Support for Reclamation's effort to make significant changes in our safety culture (Safety Action Plan) will be delayed and the planned changes will be deferred or postponed. These belated activities will increase the risk for health and safety issues within Reclamation at the operational level for our employees who are directly responsible for delivering water and generating power.	Yes		9/26/2017
1789	BOR	9/1/2017	Information Technology Specialist (SYSADMIN)	GS-12	12	Salt Lake City, Utah	Other	9 months	No	UC2: Mission Support Office - This position plays a key and lead role in developing, implementing, managing, and administering the core infrastructure systems within the Upper Colorado Region. The responsibilities of this position are representing the Upper Colorado Region as an AD Coordinator, VMware administrator, Citrix administrator, Access DB/SQL Server Administrator, and contribute to projects, which include storage area networks (SAN), backup, scripting, networking requirements, virtual desktop and application delivery, AD objects, roles, groups and permission, and all other system inter-operational IT functions and processes. The position is necessary to maintain and manage current and evolving workload.	This position is fully funded by appropriated funds and included in the Upper Colorado (UC) Regional Office IT Workforce Planning. Several field and area offices have asked that the regional office maintain and manage their core infrastructure computing environment, which includes physical and virtual servers, switches, and SANs. In addition, the UC region IT Systems Group administrators are critical in providing the computer and network infrastructure resources that allow for the effective, efficient, and timely management of water operations and management, power generation, acquisitions, and financial operations. The UC Regional Office IT staffing has been reduced by over 60% through attrition over the past 6 years. Current budgeted staffing levels have been streamlined and baselined to provide the necessary workforce to ensure maximum customer productivity, trust, and confidence in delivery of high quality IT products and services. This vacancy has hindered the UC Region's ability to maintain the high level of services to achieve this standard under the systems management umbrella of services. Additionally, other staff and supervisors have had to take on additional duties and work overtime to try to meet the demands of the position resulting in decreased abilities to succeed with their primary duties and complete priority projects. IT operational demands for the UC region are continually expanding to meet the needs of BOR and it's customers. Due to these increased demands it is necessary for the regional office to be fully staffed.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Hold	OCIO - Review.	9/26/2017

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1767	BOR	9/1/2017	Interdisciplinary - Civil Engineer, Natural Resources Specialist or Physical Scientist	GS-12	12	Sacramento, CA	Other	6 months	No	MP4: This project manager position will manage complex interdisciplinary water resources activities such Federal Feasibility Studies, Basin Studies and Title XVI Projects. These projects have Congressional, DOI & BOR interest. These water development projects are an integral part of Reclamation's mission and the resolution of numerous and varied, but complex technical issues with Federal, State and local officials.	This position is funded by Water and Related Resources and is an existing nonsupervisory position. Failure to fill this position has affected the Region's ability to establish Reclamation's position on solutions to water supply needs in that State water rights terms and conditions, as well as Congressional directives, that must be met before projects will find acceptance. The employee's recommendations and assessments impact Reclamation, state, local programs, and water resource objectives. The results of the water system simulation support and related studies will affect Reclamation's long-term water resources management program.  There is no like position in Washington DC or Denver, CO.  Per July 15 and August 1, 2017 approval list, Page 12, #1160, one like position was approved. This is not a duplicate request, but an additional position to be filled.	Yes		9/26/2017
1947	BOR	9/15/2017	Interdisciplinary, Civil Engineer (Hydrologic) or Physical Scientist	GS-12	12	Weaverville, CA	Other	2 months	No	MP3: Serves as the primary hydrology/geomorphology position on an interdisciplinary team of resource specialists for the Trinity River Restoration Program. The position is responsible for conducting and managing complex technical studies, scientific monitoring and projects, and integrating these products into management objectives and recommendations that will guide implementation of the Trinity River Restoration Program actions.	This position is funded by appropriated funds and is an existing nonsupervisory position. This position is key to the Trinity River Restoration Program and its mission. If not filled, mission accomplishment would be severely impeded. The position is the necessary federal hydrological representative for the Program for the design work for rehabilitation restoration construction mandated by Department of Interior (DOI); the position is necessary for scientific monitoring for physical geomorphology work and associated data analysis for implementing the required adaptive management requirements of the DOI Record of Decision; and the position is the primary staffer developing flow scheduling and the annual DOI Record of Decision required flow release hydrograph. The position is critical to the mission of Program coordination with the Central Valley Operations Office for restoration, flow scheduling, and associated operations of Trinity and Lewiston dams.	Yes		9/26/2017
1946	BOR	9/15/2017	Interdisciplinary, Civil Engineer or Geologist	GS-12	12	Sacramento, CA	Other	2 years	No	MP2: Exercises primary staff responsibility for administering the Safety of Dams Program (Program) in the Mid-Pacific Region. The Program includes the Safety Evaluation of Existing Dams (SEED) Program, the Safety of Dams (SOD) Program, and project liaison for the Construction Program. This position serves as a project manager coordinating SEED investigation programs, SEED inspections, and issue evaluation programs including hydrological and seismic studies and state-of-the-art analyses. The Program assures and oversees the structural and operational safety at over 60 dams in the Mid-Pacific Region, and identifies and corrects safety deficiencies at these dams. Much of the economic livelihood and well-being of residents in the Mid-Pacific Region is dependent upon the continuing safe operation of these dams.	Position is fund by appropriated funds and is an existing nonsupervisory position. If not filled, large scale SOD projects ongoing at B.F. Sisk Dam, Boca Dam, and Stampede Dam along with multiple other dams with active SOD issues will be affected. The SOD project cost of B.F. Sisk alone is on the order of \$700 million. The duties of this position are imperative toward the success of these projects which are critical to protecting the public. The technical expertise provided by the incumbent affects the safe operations of over 60 dams in the Mid-Pacific Region. Work performed has a major impact on the program for correcting safety deficiencies at the Region's dams, thus, assuring the continued benefit received from these projects. The livelihood, recreation, and safety of thousands of people, and major portions of the economy in California, Nevada, and Oregon rely upon the continued safe operation of these dams and reservoirs.  There is no like position in Washington DC or Denver, CO.	Yes		9/26/2017

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1790	BOR	9/1/2017	IT Specialist (CUSTSPT) (LEAD)	GS-12	12	Sacramento, CA	Other	2 years	No	MP6: This position is responsible for providing computer software and hardware support to Mid-Pacific Region's employees. Serves as the team leader of helpdesk services. The work involves resolving the complete range of problems within the scope of the helpdesk and referring problems requiring highly specialized expertise to the appropriate IT specialty office. The work also involves conducting trend analyses to identify areas where additional customer training and assistance is needed and initiating appropriate action, such as developing test plans and specifications; defining new training requirements; and developing guidance and standard operating procedures. The work enables employees throughout customer organizations (Regional, Reclamation, other agency and non-governmental) to effectively apply IT resources to accomplish mission requirements.	This position is funded by appropriated funds and is an existing nonsupervisory position. Failure to fill this position will impact HEAT ticketing services, a Bureau-wide ticketing system that supports all regions, causing severe service delays. Failure to collect and report critical data points will occur throughout Reclamation. Assigning and tracking tasks for multiple departments within the IMS division will also be seriously impacted. Collaboration of documents using SharePoint will be adversely impacted. Immediate services for broken page links, data loss, and system inefficiency, which violates the Freedom of Information Act by not allowing employees to access relevant information, will be hampered. IT assets will be without adequate management and oversight, potential budget inaccuracies, unreconciled lost equipment, and planning efforts made without knowledge of essential capabilities. Substantial amounts of time and money will be spent utilizing other resources to track down inventory. Further, not filling this position can result in elevated cybersecurity risks.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Hold	OCIO - Review.
1787	BOR	9/1/2017	IT Specialist (CUSTSUP)	GS-12/13	Above 12	Denver	Denver	2 years	No	DO/WO IRO1: Serves as the Contracting Officer's Representative, IT Project Manager and IT Service Manager for the Reclamation Enterprise Service Center (RESC).	This position is funded through the Working Capital Fund. This is a non-supervisory position, which serves as the IT Service Manager and Contracting Officer Representative (COR) for the \$6.1M (5 year) RESC contract, located in Denver. This contract provides first and second level enterprise information technology support to Reclamation personnel bureau-wide. The RESC additionally provides support for critical systems supporting the Bureau's mission activities, as well as desktop support for Denver users. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain administrative records, approve invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract.  Per June 15 and July 1, 2017 approval list, Page 39, #868, this position was disapproved with the comment "No - identify other locations". This request is being resubmitted, because this contract is a firm fixed price contract with disincentives for the contractor missing key performance indicators, on-site contract monitoring is required; making this position not suitable for placement in a location other than Denver.	Hold	OCIO - Review.

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1686	BOR	8/15/2017	IT Specialist (CUSTSUP)	GS-2210-12	12	Denver, CO	Denver	2 years		DO/WO IRO: Serves as the IT Service Manager and Contracting Officer Representative (COR) for the \$6.1M (5 year) Reclamation Enterprise Service Center (RESC) contract, located in Denver. This contract provides first and second level enterprise information technology support to Reclamation personnel bureau-wide. The RESC additionally provides support for critical systems supporting the bureau's mission activities, as well as desktop support for Denver users.	This is a non-supervisory position. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain administrative records, approve invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract. Because this contract is a firm fixed price contract with disincentives for the contractor missing key performance indicators, on-site contract monitoring is required making this position not suitable for placement in a location other than Denver. This position is funded through the WCF.	Yes	
1684	BOR	8/15/2017	IT Specialist (INET)	GS-13	Above 12	Denver, CO	Denver	1 month		DO/WO IRO: Serves as the primary web and web hosting system manager for all IT Corporate servers. Manages the Reclamation internal web hosting infrastructure, public web infrastructure, and Reclamation-wide web hosting security. Designs, builds, and supports the technologies responsible for delivering both Reclamation internal and public facing web instances.	This is an existing non-supervisory position, funded through working capital funds. If this position is not filled, planning, implementation, and support of Reclamation-wide Web Server Infrastructure, as well as Reclamation's public Water Information System will be affected. This position is the chief support person related to these technologies across Reclamation, as we are moving to a consolidated support model for these enterprise services. The systems this position supports are responsible for all mission related web activities. These include, but are not limited to the Bureau of Reclamation's public web presence ( <a href="https://www.usbr.gov">https://www.usbr.gov</a> ), the open water data initiative to share water data with the public ( <a href="https://water.usbr.gov">https://water.usbr.gov</a> ), and Reclamation's web Cyber Security posture. This position directly supports on-the-ground mission delivery by supporting these server infrastructure types. These technologies allow for sharing water data within reclamation, as well as to the public via Reclamation's Web presence. Funded through WCF. The Bureau's web server infrastructure is located in Core Denver Data Center and the position providing maintenance and support must be located in close proximity to the infrastructure making this position not suitable for placement in a location other than Denver. This position additionally serves as the on-site Contracting Officer's Representative over the Reclamation contract services for operational security and middle tier/web hosting services. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain administrative records, approve invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract.	No	Duplicate from previous approval, #1489

Date

9/26/2017

9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1792	BOR	9/1/2017	IT Specialist (SysAdmin)	GS-12	12	Boulder City, NV	Other	1 year	No	LC4: Serves as a technical expert in the area of the Local Area Network (LAN) systems administration and client/server computer operating systems software. Performs a variety of technical duties relating primarily to client/server (minicomputer, workstation, microcomputer) software installation and management.	<p>The position is a multi-funded activity with three primary funding sources: Water and Related Resources, non-appropriated/customer based funds and working capital funds. This position is the senior system administrator and is directly responsible for core services provided to the Lower Colorado Region in support of the OneLC IT initiative and Data Centers. This position is key to meeting Office of Management and Budget (OMB) requirements concerning data center consolidation and closures. This position also plays a key role in representing the LC Region on Reclamation's Active Directory (AD) Coordinator's Team and Data Center Optimization Initiative (DCOI) Teams. This position supports the Region's Virtual Server environments, systems for water accounting, customer applications, and Storage Area Network (SAN) environments of multiple locations to include the replications of data between those locations. The delay in hiring this position is having a cascading effect on our projects and requirements from not just Reclamation, but both OMB and the Department.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p>	Hold	OCIO - Review.	9/26/2017
1793	BOR	9/1/2017	IT Specialist (SystemAdmin)	GS-12	12	Boulder City, NV	Other	Pending retirement of employee	No	LC5: Serves as a technical expert in the area of the Local Area Network (LAN) systems administration and client/server computer operating systems software. Performs a variety of technical duties relating primarily to client/server (minicomputer, workstation, microcomputer) software installation and management.	<p>The position is a multi-funded activity with three primary funding sources: Water and Related Resources, non-appropriated/customer based funding and working capital funding. This position is the senior system administrator and is directly responsible for core services provided by the Lower Colorado Regional Office in support of the OneLC IT initiative and Data Centers at both the Regional Office and Hoover Dam. This position is key to meeting Office of Management and Budget (OMB) requirements concerning data center consolidation and closures. This position also plays a key role in supporting the BisonConnect environment for not just the LC Region, but is also Reclamation's Team member on the Department's BisonConnect Team, and supports systems for water accounting, customer applications, and management of the users data storage requirements. The delay in hiring this position is having a cascading effect on our projects and requirements from not just Reclamation, but both OMB and the Department.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p>	Hold	OCIO - Review.	9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1788	BOR	9/1/2017	IT Specialist Project Manager	GS-13	Above 12	Denver	Denver	4 months	No	DO/WO IRO2: This IT Project Manager (PM) leads mission essential enterprise wide projects along with related vendor contracts.	<p>The position is non-supervisory and funded through Working Capital Fund. The position provides project management support for enterprise-wide information technology systems and applications centrally developed and maintained in Denver. The position is responsible for developing innovative technology solutions in support of the Bureau's programmatic offices and mission activities. The work involves analysis, design, implementation, testing, integration and software standardization of IT systems, desktop, mobile and web-based applications to meet the Bureau's mission. The position acts as the key liaison, working face-to-face with the bureau customers, the Denver based Federal software developer leads, and the software development contractors. This integration is essential for the cooperative development of new and steady-state applications and is critical in ensuring the IT application security requirements are established in coordination with the Bureau Associate Chief Information Security Officer. The project manager ensures the application of NIST standards and customer business requirements are met, including thorough system testing and the successful delivery of new IT solutions. This position serves as the on-site Contracting Officer's Representative (COR) over the mission and business essential contract services for several application projects, Application Database Administration, in addition to technical writing, testing, and quality assurance contracts.</p> <p>Per June 15 and July 1, 2017 approval list, Page 42, #866, this position was disapproved. This request is being resubmitted. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain FBMS administrative records, approve</p>	Hold	OCIO - Review.	9/26/2017
1687	BOR	8/15/2017	IT Specialist Project Manager	GS-13	Above 12	Denver, CO	Denver	4 months		DO/WO IRO: The position provides project management support for enterprise-wide information technology systems and applications centrally developed and maintained in Denver. The position is responsible for developing innovative technology solutions in support of the Bureau's programmatic offices and mission activities. The work involves analysis, design, implementation, testing, integration and software standardization of IT systems, desktop, mobile and web-based applications to meet the Bureau's mission.	<p>The position acts as the key liaison, working face-to-face with the bureau customers, the Denver based Federal software developer leads and the software development contractors. This integration is essential for the cooperative development of new and steady-state applications and is critical in ensuring the IT application security requirements are established in coordination with the Bureau Associate Chief Information Security Officer. The project manager ensures the application of NIST standards and customer business requirements are met including thorough system testing and the successful delivery of new IT solutions. This position additionally serves as the on-site Contracting Officer's Representative (COR) over the Reclamation's mission and business essential contract services for several application projects, Application Database Administration in addition to technical writing, testing and quality assurance contracts. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain FBMS administrative records, approve FBMS invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract. The position is non-supervisory and funded through Working Capital Fund</p>	Yes		9/26/2017

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1944	BOR	9/15/2017	Management Analyst	GS-12	12	Salt Lake City, UT	Other	8/6/2017	No	UC3: Mission Support Office - This position provides general support for the continued implementation of Reclamation's Project Management Framework, as well as direct support to some of the Region's major programs and projects. This position is assigned to coordinated Regional Office services to and provide direct scheduling support for the Aamodt Water Rights Settlement, a \$200,000,000 Indian water rights settlement with 4 pueblos in New Mexico. The majority of the funds from the settlement are applied to the construction of the Pojoaque Basin Regional Water Supply System (PBRWS), a water deliver infrastructure with almost 200 miles of pipeline and an array of water intake, treatment, and storage facilities.	The position is funded from direct project appropriations for projects to which specific services are provided (primarily Pojoaque Basin Regional Water System project), and from general funds for Region or Reclamation wide services performed. Specifically, this position will coordinate with Regional Office service providers, and monitor and report on the timeliness and completeness of those services. Even more important is the assignment to provided direct scheduling services for the PBRWS. This involves coordinating with the Project Management Team, scheduling work activities, analyzing the schedule, reporting on status, and making recommendations to address problem areas. The schedule has to incorporate extensive environmental and cultural resource and rights of way activities, as well as capture the work of several government contractors, including a design-build contractor. The scheduling support is particularly critical to the project because the legislation established a firm completion date with a relatively short period of time to complete once the necessary environmental approvals are achieved. It is imperative to have this position filled soon to keep up with managing the current work, so that staff can be prepared for the dramatic increase in work activities by the time that approval is received in early 2018. If this position is not filled quickly, management of the schedule will not be kept as current as needed because there is not sufficient staffing resources to do so at this time; placing the project at jeopardy of a late completion, which places the Government in violation of their agreement with the Tribes.	Yes		9/26/2017
1477	BOR	8/1/2017	Materials Engineer (Coatings) Technical Service Center	GS-13	Above 12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 3: This is a senior technical position focusing on Coatings Technology. The position provides technical oversight and peer review, and leads teams involving protective coatings or complex research programs, for example: Green Mountain PP Penstock relining and coating Life evaluation by EIS. Represents Reclamation research experiences, needs, and interests with Army Corps Of Engineers Civil Works, NIST, and Navy. The technical specialist must maintain expertise in materials engineering research; maintain state-of-the art knowledge of protective coatings; and maintains extensive knowledge of condition assessment of Reclamation structures. This position will participate and present papers at national conferences, such as, Proceedings of the Society for Protective Coatings.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering lab and field support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Offer to be made for 1 position.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1761	BOR	9/1/2017	Mechanical Engineer	GS-12	12	Mills, WY	Other	11 months	No	GP2: Wyoming Area Office - This position provides guidance for engineering, maintenance, modifications, and new additions of mechanical equipment for the dams and hydroelectric powerplants and other associated equipment of the WYAO. Responsible for engineering analysis and corrective maintenance plans for generating unit mechanical components. Develops needs assessments, preliminary design concepts/alternatives, cost estimates, justifications, schedules and reports.	<p>This existing position is funded through appropriated funds. This position is critical as it provides direct engineering support for water delivery and power generation. If this position is not filled, critical powerplant activities and may not be completed or will be delayed, resulting in a direct, significant negative impact on safe and reliable operation of the powerplants and water facilities, which in turn have a direct major impact on public safety and economic well being.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p> <p>Per June 15 and July 1, 2017 approval list, Page 45, #1093, this position was disapproved with the note "No, appears to be a duplicate". This request is being resubmitted as it was not a duplicate. This position is the second of the two vacant positions. The first vacancy has already been approved for fill (#881 on the June 15 and July 1, 2017, approval list).</p>	Yes		9/26/2017
1737	BOR	9/1/2017	Mechanical Engineer - 2 positions	GS-7/9/11	Below 12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: These are entry-level positions in support of pumping plant mechanical systems. Work from Grand Coulee and other major powerplants has been increasing.	<p>These are existing, non-supervisory positions. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these positions increases the risk of Reclamation mechanical and water distribution facilities failing to perform as designed due to delays in operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. They are in the TSC located in Denver, where the design and analysis of these major design features is performed. The positions provide mechanical engineering support to Reclamation field offices for specifications associated with pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals.</p>	Yes		9/26/2017
1479	BOR	8/1/2017	Mechanical Engineer Technical Service Center	GS-7/9/11	Below 12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 5: This is an entry-level position in support of pumping plant steel piping and turbines. Turbine work from Grand Coulee and other major powerplants has been increasing.	<p>This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides mechanical engineering support to Reclamation field offices for specifications associated with pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced for 2 positions.</p>	Yes		9/26/2017

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1960	BOR	9/15/2017	Planner (Water Resources)	GS-12	12	Glendale, AZ	Other	11 months	No	LC5: This position develops and manages technical studies designed to meet future water needs, fulfills infrastructure commitments authorized by various tribal settlements, develops and evaluates risk reduction alternatives under Reclamation's Dam Safety Program and upgrades/extraordinary maintenance of the Central Arizona Project and the Salt River Project infrastructure. Work involves extensive collaboration with Reclamation subcontractors, water and power providers, stakeholders, and other Federal, state, tribal and non-governmental organizations.	This is an existing nonsupervisory position that is funded through appropriated and direct funds. There is one other Planner (Water Resources) in the Division, however, the work load is more than can be adequately managed by a single person. Not filling this position puts Reclamation at risk of failing to complete infrastructure development within the timelines congressionally authorized by the Arizona Water Settlements Act and the Colorado River Basin Project Act of 1968. Without updated water management tools and strategies, it will exacerbate the imbalances between future water supply and demand throughout Arizona and western New Mexico, putting the water supplies of partners and stakeholders at increased risk.	Yes		9/26/2017
1747	BOR	9/1/2017	Procurement Technician (Financial Assistance)	GS-5/6/7	Below 12	Anywhere in the 17 continental Western States	Other	Less than 1 month	No	DO/WO - Mission Support Office: The position provides automated standard application for payments (ASAP) support Bureau-wide. This support includes recipient enrollment, account maintenance, and serves as the certifying officer for all ASAP payments. This position also supports the Financial Assistance Operation Section with the administration of Grants and Cooperative Agreements.	This position is an existing, non-supervisory position and is funded through the Working Capital Fund, direct billing and P&A. This position supports the regions enrollment and account maintenance for the ASAP System. Leaving this position vacant will reduce the ability to enroll recipient's in the ASAP system, which has a direct effect on the award of financial assistance agreements and PL-638 awards, as recipients and tribes must be enrolled in the ASAP System before an award can be issued. Leaving this position vacant also effects the timeliness of ASAP payments to financial assistance recipients and tribes, as well as, timely verification and correction to ASAP accounts. If not approved, the vacancy would also effect the proper administration of financial assistance agreements in support of the WaterSMART Water and Energy Efficiency Grants Program, the Water Infrastructure Improvements for the National Program, the Native American Technical Assistance Program, the Small Scale Water Efficiency Program, the Desalination and Water Purification Research Program, the Drought Response Program, the Landscape Conservation Cooperative Program, and the Title XVI Water Reclamation and Reuse Program.	Yes		9/26/2017
1729	BOR	9/1/2017	Program Analyst	GS-11	Below 12	Denver, CO	Denver	1 month	No	DO/WO2: Dam Safety Officer (DSO) and the Design, Cost Estimating, and Construction (DEC) Oversight and Value Program (VP) Office: This position is responsible for (1) providing program analysis, coordination, and support functions for DEC Oversight; (2) performing, managing, and coordinating budget and financial support services for DSO/DEC/VP; (3) serving as the Contracting Officer Representative (COR) for DSO/DEC/VP contracts; and (4) providing coordination and support functions for DSO.	This is an existing, non-supervisory position that is mostly funded through appropriated funds for Water and Related Resources and partly funded with project related funds. This position is critical in supporting the DSO's responsibilities, including ensuring Reclamation dams do not present an unreasonable risk to the public; effectively administering DEC oversight reviews; providing senior-level technical expertise to the Secretary's Indian Water Rights Office; and effectively administering Reclamation's Value Program to better ensure realistic budgets; identifying and removing non-essential capital and operating costs; and improving and maintaining optimum quality of program and acquisition functions. If this position is not filled, DSO/DEC/VP will not be able to effectively accomplish their mission as required by the Federal Guidelines for Dam Safety. Critical functions that will not be completed efficiently or effectively include administering contracts; managing program and project budgets; reporting finances (surplus/shortage, obligations, etc.); and supporting program managers.  This position could not be effectively filled at an alternate duty location because this position supports the Dam Safety Officer and Program Manager for DEC Oversight and the Value Program, who are located in Denver, CO.	Yes		9/26/2017

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1685	BOR	8/15/2017	Program Analyst	GS-13	Above 12	Denver, CO	Other	New		DO/WO IRO: The position is responsible for developing and providing oversight of internal controls; developing and reviewing policies, directives and standards, SLAs, standard operating procedures, and other governance material; leading auditing and compliance activities for internal controls; and coordinating activities to ensuring the accountability of information management and technology (IMT) needed for the effective implementation of the Federal Information Technology Acquisition Reform Act (FITARA).	The position is non-supervisory and funded through Policy and Administration. The Information Resources Office is required to develop policy, procedures, and internal controls to manage the delegated IMT authority. This position provides visibility and accountability for IMT across Reclamation in support of the responsibilities of the Associate Chief Information Officer (ACIO) as defined by FITARA. Under the FITARA legislation, each agency Chief Information Officer (CIO) and bureau ACIO is responsible for FITARA compliance. Without this position, key objectives in the legislation including aligning IMT resources with mission and requirements; strengthening the CIO/ACIO's accountability for IMT costs, performance, and security; planning, programming, budgeting, and executing IT resources; and providing transparency into IMT resources across the bureau and programs, will be unattainable. The Bureau has developed a FITARA IMT Alignment Plan which lays out the activities to comply with the requirements of FITARA and achieve compliance with the law, in accordance with the milestones established by the Department and approved by OMB. This position is critical in the development and implementation of the delegations, policy, and associated internal controls in order to comply with the requirements of FITARA.	Yes		9/26/2017
1941	BOR	9/15/2017	Program Analyst (Critical Infrastructure Protection)	GS-14	Above 12	Denver, CO	Denver	1 Year	No	DO/WO1: Position is the lead technical expert for North American Electric Reliability Corporation (NERC) and Federal Energy Regulatory Commission (FERC) compliance for Critical Infrastructure Protection (CIP) standards. This includes compliance standards related to National Critical Infrastructure (NCI) cybersecurity defense, threat protection, and incident response that may lead to operational failures or instability of the Bulk Power System Grid. CIP standards are implemented in accordance with the Energy Policy Act of 2005 requirements and outlined in FERC Order 706.	This is an existing, non-supervisory position. Reclamation's NERC CIP Program primarily utilizes funding sources from Non-Appropriated Direct Funding. This position directly supports Reclamation's responsibilities for NCI and public safety. This unfilled vacancy reduces Reclamation's ability to comply with NERC/FERC standards that address federal cybersecurity regulations and threats. This includes ensuring FERC Orders and standards related to detection/response to cybersecurity threats and protecting NCI from advanced persistent threats are met; and complying with the administration's Executive Order on Strengthening Cybersecurity of Federal Networks and Critical Infrastructure. The NCI sites, such as Hoover Dam, Glen Canyon Dam, Grand Coulee Dam, Folsom Dam, and Shasta Dam, require enhanced cybersecurity defense, threat protection, and incident response that may lead to operational failures or instability of the Bulk Power System Grid. Incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health, or safety. Non-compliance with these standards can result in enforcement actions from FERC. The Reliability Compliance Office is centrally located in Denver to lead NERC/FERC compliance activities for Reclamation facilities located across the 17 western states.	Yes		9/26/2017

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1755	BOR	9/1/2017	Program Analyst (MRR/CPIC)	GS-12	12	Denver	Denver	1 week	No	DO/WO - Policy & Administration: Serves as the POLICY point of contact for Capital Planning and Investment Control (CPIC), Deferred Maintenance (DM), and Major Rehabilitation and Replacements (MRR) issues and coordinates Reclamation's program. This includes the development of program policies, directives and standards, guidance documents, and other required agency-level documents, and updating Reclamation's Asset Management Plan, DM, and MRR Reports.	This is an existing, non-supervisory position that is funded through Policy and Administration and Water and Related Resources. This position is essential to the effective oversight of investments in Reclamation \$105 billion inventory of water and power infrastructure, which represents approximately 70 percent by value of the Department of the Interior's constructed assets. The CPIC program analyst ensures that Reclamation meets several critical reporting requirements for which AMD is responsible: the annual reporting of major rehabilitation and replacement needs to the Federal Real Property Profile, the annual reporting of Reclamation's deferred maintenance activities, the annual update of Reclamation's asset management plan, and oversight of capital planning and investment controls critical to Reclamation's budgeting processes. The CPIC program analyst also provides expert guidance to Reclamation field staff on the evaluation of MRR needs, which includes more than \$6.5 billion in extraordinary maintenance, dam safety modifications, and deferred maintenance activities projected over the next 30 years. The position must be located in Denver due to the frequent interaction with Denver administrative positions in finance, acquisitions, public affairs, and POLICY, as well as interaction with staff from other oversight offices such as Power Resources Office, and Dam Safety Office, and the Economic and Cost Estimating Divisions of the TSC. The guidance and oversight of MRR data provided by this position supports the Commissioner's budget process by ensuring a corporate approach to the prioritization of major maintenance and repair needs. It also ensures that Regional Directors can communicate with non-federal water users and operating entities on mission priorities, while addressing affordability issues through planning. Other important work in support of Reclamation's infrastructure investments, program analysis, and	Yes	
1732	BOR	9/1/2017	Program Analyst (Programmatic Internal Controls)	GS-14	Above 12	Denver	Denver	7 months	No	DO/WO P&A3: Serves as the Bureau of Reclamation's Programmatic Internal Control Program (PICP) Manager and technical authority on the strategic implementation of effective internal controls pursuant to the requirements of Office of Management and Budget (OMB) Circular A-123, Management's Responsibilities for Enterprise Risk Management and Internal Control, and represents Reclamation's PICP to the Department of the Interior's A-123 Working Group. Advises program managers on regulatory requirements, interpretation of data, and importance of programmatic data to program operations and recommended improvements. Develops, updates, and implements Reclamation-wide policy, directives and standards, and guidance on the PICP ensuring compliance with OMB and Department requirements.	This is an existing non-supervisory position that is funded through Working Capital fund. This position serves Reclamation's program lead for programmatic internal controls and is responsible for ensuring compliance with OMB Circular A-123. This position provides training and guidance on internal controls to programmatic staff and managers responsible for Reclamation's assessable units. The PICP has three FTEs; two of which are vacant. Currently the Internal Control Coordinator for Denver and Washington, a GS-12, is ensuring these requirements are being met. Beginning in late August, the Internal Control Coordinator, GS-12, for Denver and Washington, will become a remote employee, duty stationed in California.	Conditional Yes	Advertise Denver and other Reclamation regional locations and select best qualified candidate.

Date

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1733	BOR	9/1/2017	Program Analyst (Reclamation Manual)	GS-14	12	Denver	Denver	1 month	No	DO/WO P&A4: Manages activities and functions for the Reclamation Manual (RM) which establishes Bureau of Reclamation requirements for carrying out its mission and is comprised of the following four components: delegations of authority; policy; directives and standards; and temporary Reclamation Manual releases. Provides assurance to Senior Executives that the RM releases they issue meet all requirements. Serves as liaison with the Department of the Interior in the development and issuance of Departmental Manual chapters on Reclamation's organizational structure and delegations of authority.	This is an existing non-supervisory position; funded 100 percent Policy and Administration. The RM Program Analyst position ensures Reclamation compliance with the requirements for directives systems imposed by both the Code of Federal Regulations (41 CFR 201-45.105) and the Department (381 DM 1). In addition, this position is highly relied upon by management and senior executives for advice related to the development and implementation of requirements, which have significant political and stakeholder involvement. Currently, there are 357 RM releases issued and another 140 under development. With this vacancy, management of this important and highly visible program is being carried out by a Management Analyst (GS-11) who has been with Reclamation less than 1 year.	Conditional Yes	Advertise Denver and other Reclamation regional locations and select best qualified candidate.	9/26/2017
1754	BOR	9/1/2017	Program Analyst (Transferred Works)	GS-13	Above 12	Denver	Denver	16 months	No	DO/WO - Policy & Administration: Program manager and principal coordinator for the implementation of Reclamation's Infrastructure Investment Strategy for facilities owned by Reclamation, but operated and maintained by an operating entity (transferred works). Provides oversight of Reclamation's project management practices and documentation.	This is an existing, non-supervisory position that is funded through Policy and Administration. Transferred works are facilities owned by Reclamation but operated and maintained by non-federal entities, such as irrigation districts and water conservancy districts. Transferred works operating entities are responsible for maintaining, rehabilitating, and replacing federal assets comprising nearly two-thirds of Reclamation's \$105 billion inventory of water and power infrastructure. Through these contractual arrangements with transferred works entities, Reclamation leverages about \$100 million in non-federal funding annually against \$50 million in appropriations for extraordinary maintenance needs alone. This analyst position is critical to supporting Reclamation's partnerships with transferred works entities in a manner that ensures federally owned facilities continue to deliver benefits reliably while maintaining public safety. The position is essential to ensure the development of policies, procedures, and practices to be used by transferred works operating entities, which are necessary to achieve uniformity in the documentation of infrastructure investment decision points, prioritization, tracking, project management, and accomplishment of work at transferred works and reserved works (facilities owned, operated, and maintained by Reclamation). The position provides oversight of project management position and represents POLICY in that capacity on Reclamation's Real Property Oversight Council (RPOC). The position must be located in Denver due to the RPOC role and frequent interaction with Denver administrative positions in finance, acquisitions, public affairs, and POLICY, as well as interaction with staff from other oversight offices such as Power Resources Office, and Dam Safety Office, and the Economic and Cost Estimating Divisions of the TSC. The position regularly interfaces with the offices of the Commissioner and the Regional Directors.	Yes		9/26/2017

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1743	BOR	9/1/2017	Program Manager	GS-14	Above 12	Denver	Denver	Incumbent Expected to Retire	Yes	DO/WO - Mission Support Office: Supervisory position; Provides leadership, direction, and oversight with overall responsibilities associated with the Reclamation FAIR Act Inventory, Compliance with provisions outlined in OMB Circular A-76, MSO Strategic Plan, Reclamation-wide conference reporting, MSO budget formulation and execution to include Policy and Administration (P&A) and Working Capital Fund (WCF) and direct charged activities. Rate setting for Departmental assessments, Bureau-wide indirect costs, Reclamation leave account, Denver Regional indirect costs, and office indirect costs.	This is an existing supervisory position, does not create an additional layer. The position is funded through the Working Capital Fund. Supervises staff for the following Reclamation- wide responsible program areas: Federal Activities Inventory Reform Act (FAIR Act) PL 105-270; Performance of Commercial Activities, (OMB Circular A-76); Bureau-wide Working Capital Fund activities to include Departmental Assessments, Reclamation Leave Fund, Bureau-wide Indirect Cost Activities (BIC), Position needs to be located in the Denver Office to manage staff involved with administering these programs. Responsible for final review of Business Decision Documents, budget justifications and submittals, rate setting proposals, and extensive review of budget formulation and execution for the MSO directorate. This position is critical to meeting legal and regulation requirements associated with spending federal dollars and meeting mission requirements. If not filled in a timely manner, the subordinate staff will not have direction, and will not have the ability to provide internal controls to support antideficiency spending.	Yes		9/26/2017
1945	BOR	9/15/2017	Program Manager	GS-15	Above 12	Sacramento, CA	Other	Will become vacant Sep 16, 2017	Yes	MP1: Position has responsibility for line supervision of assigned offices and programs within the Mid Pacific Region. Plans, directs, reviews, and coordinates, through subordinate supervisory personnel, the work of assigned Divisions and Offices. Exercises knowledge of advanced management and organizational principles and practices along with a comprehensive knowledge of planning, programming, and budgeting regulations, guidelines, and processes, and a thorough knowledge of Reclamation's laws, program policies, and objectives. Possesses authority to commit the Region to a course of action. Accountable for the success of specific line and staff programs within the assigned Regional subdivisions. Oversees the day to day operations, monitors the progress of these organizations toward established goals, and periodically evaluates and makes appropriate adjustments.	Position is fund by appropriated funds and is an existing supervisory position and does not add another managerial/supervisory level. As as full deputy to the Mid-Pacific Region's Regional Director, failure to fill this position will have significant operational, mission related, and political consequences. More specifically, it will have a significant impact on day-to-day operations and the efficient and timely deliver of water and power in California. The incumbent interacts with high level officials from the State of California, water and power users, and other Federal agencies, such as the Fish and Wildlife Services, National Marine Fisheries Services, Western Area Power Administration, and the U.S. Army Corps of Engineers, to manage this complicated system in compliance with Reclamation law, biological opinions, and other Federal and State requirements.  There are no like positions in Washington DC or Denver, CO.	Yes		9/26/2017
1955	BOR	9/15/2017	Project Manager (Natural Resources)	GS-12	12	Boise, ID	Other	1 year	No	PN8: PN Region's Environmental Management System (EMS) provides a systematic approach for managing environmental issues. It is a continuous cycle of planning, implementing, and reviewing processes to meet an organization's environmental goals. In developing and following our EMS, our goal is to take a proactive approach to environmental stewardship with an emphasis on continual improvement. The ultimate goal of our EMS is to ensure personnel consider environmental impacts during their day-to-day activities.	This is an existing position that is funded through appropriated and nonappropriated funds. The Regional EMS Project Manager will provide updates on EMS and training opportunities for staff (i.e. presentations, learning materials, basic EMS information). The Project Manager will prepare for an internal audit (review) intended to position the region for the external audit that will be conducted next fiscal year. The audit will identify areas for improvement, as well as identify what is going well. Without a project manager, the EMS program activities will continue to lag, thereby reducing the benefit to our region. A project manager is needed who will take the lead in updating the EMS manual, making EMS requirements throughout the region more achievable and streamlined when possible, in an effort to reduce the EMS burden on staff, while still keeping in compliance with Departmental requirements.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1961	BOR	9/15/2017	Public Affairs Specialist	GS-12	12	Billings, MT	Other	4 months	No	GP Regional Office - Requesting approval to announce and fill position immediately. Position prepares written materials to clarify the organization's position on a variety of sensitive, emergency, controversial, complex issues with varying degrees of controversy; conveys complex scientific and technical information concerning engineering structures, water conservation and power related issues to key stakeholders across multi-media formats.	This existing position is funded through bureau-wide appropriations and project specific funding. If unfilled, public affairs communications in emergency and non-emergency situations may be delayed, including communications associated with flooding, Safety of Dams projects and more general issues that may be controversial and may result in the loss of trust by the public. This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.  Per the June 15 and July 1, 2017 approval listing, item No. 876, page 53, these positions were not approved. We are resubmitting this request. Director of Communications approved the request to recruit.	Yes	
1962	BOR	9/15/2017	Public Affairs Specialist (WEB)	GS-12	12	Salt Lake City, UT	Other	1 year 6 months	No	UC2: Mission Support Office Position is responsible for managing, maintaining, updating and reviewing all UC Internet sites and pages--including coordinating website development for the region; maintaining accuracy and clarity of webpage content; ensuring compliance with Section 508 Accessibility, Privacy Act, Electronic Freedom of Information Act, National Environmental Policy Act and other relevant statutes, regulations, rules, and guidelines. Position also coordinates development and publication of the region's internal newsletter (UC Today) and manages social media efforts in support of Reclamation guidelines.	Primary funding source for this position lies with the Regional Public Affairs Office. However, work on special projects are directly charged to the specific office. Not filling this position will have ongoing significant negative impacts on the region's ability to effectively communicate with the public and other stakeholders. As the principal tool for communicating mission-related information, maintaining a current and relevant website is crucial to building and maintaining positive relationships with Reclamation customers. Without this position, the region is unable to efficiently maintain current information and necessary updates to its website and associated Internet pages. Those impacts are already being felt as the region continues to field stakeholder complaints about inaccessible information. That impact would be particularly acute in terms of continued availability of time-sensitive online engagement for public comment on a variety of program and environmental requirements (e.g., EIS, EAs, etc.). It would mean worsening delays and gaps in the currency of online information, website compliance, and updates. Current staff are doing everything they can to keep the website operating amid ongoing agency upgrades and system updates, but those efforts are simply stop-gaps without this dedicated web manager. Increasing website errors, delays in time-sensitive public information, instances of non-compliance, and broken pages can be expected.  Per the July 15 and August 1, 2017 approval listing, item No. 1157, page 18, these positions were not approved. We are resubmitting this request. Director of Communications approved the request to recruit.	Yes	

Date

9/26/2017

9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1473	BOR	8/1/2017	Regional Liaison (2 year Temporary) 5 positions	GS-13	Above 12	Washington, DC	DC	4 months		DO/WO1: The positions serve as the primary conduit between the Commissioner, the Assistant Secretary and the Department of the Interior to the regional, area and specific project offices in the 17 Western States. Provide expert counsel and technical information immediately to the Commissioner, Assistant Secretary and the Secretary on the operational implications of legislation and policy decisions. Provide immediate information on hydrologic conditions in the West and on stakeholder and customer concerns. Primary source of information and analysis to the Commissioner and DOI leadership on all operational aspects of delivering water and generating power. Provide updates and warnings about operational issues, such as flooding, drought, generation failures and potential conflicts with or between customers.	If these positions are not filled, there will be severe delays in the receipt of technical, operational and other key information to the Commissioner, Assistant Secretary and DOI leadership. It is the Regional Liaisons who facilitate the prompt responses to technical questions from Congress and other Executive Branch entities such as the White House and OMB. It is the Regional Liaisons who ensure that the Commissioner, Assistant Secretary and DOI leadership have current and timely information and analysis about Reclamation's programs, operations and activities for meetings with customers, stakeholders and Congress. Similarly, Reclamation's regional and field offices will lose the timely flow of information about Secretarial priorities and policy directions that guide project operations and water and power deliveries. In short, if these positions are not filled, Reclamation and DOI's leadership will not be able to respond in a timely and informed manner to queries or conflicts that arise related to Reclamation's projects, operations and issues. Further, there will be a significant long term impact of losing this leadership developmental opportunity. The value of this position is their proximity and immediate access to the Commissioner and Assistant Secretary and their unique knowledge of the projects and hydrologic features that are located in the regions that they represent. Therefore, these positions cannot be located anywhere but in the Commissioner's Washington office. These 5 regional liaisons, are NOT the same position as No. 1116 (Liaison/Special Assistant to ASWS (2 year temporary), GS-14, which was already approved.	Yes	
1936	BOR	9/15/2017	Regional Liaison (2 year Temporary) - 5 positions	GS-13	Above 12	Washington, DC	DC	5 months	No	DO/WO: The positions serve as the primary conduit between the Commissioner, the Assistant Secretary of the Department of the Interior to the regional, area, and specific project offices in the 17 Western States. Provide expert counsel and technical information immediately to the Commissioner, Assistant Secretary, and the Secretary on the operational implications of legislation and policy decisions. Provide immediate information on hydrologic conditions in the West and on stakeholder and customer concerns. Primary source of information and analysis to the Commissioner and DOI leadership on all operational aspects of delivering water and generating power. Provide updates and warnings about operational issues, such as flooding, drought, generation failures and potential conflicts between customers.	If these positions are not filled, there will be severe delays in the receipt of technical, operational, and other key information to the Commissioner, Assistant Secretary, and DOI leadership. It is the Regional Liaisons who facilitates the prompt responses to technical questions from Congress and other Executive Branch entities such as the White House and OMB. It is the Regional Liaisons who ensure that the Commissioner, Assistant Secretary, and DOI leadership have current and timely information and analysis about Reclamation's programs, operations, and activities for meetings with customers, stakeholders, and Congress. Similarly, Reclamation's regional and field offices will lose timely flow of information about Secretarial priorities and policy directions that guide project operations and water and power deliveries. In short, if these positions are not filled, Reclamation and DOI's leadership will not be able to respond in a timely manner to queries or conflicts that arise related to Reclamation's projects, operations, and issues. Further, there will be a significant long term impact of losing this leadership developmental opportunity. The value of this position is their proximity and immediate access to the Commissioner and Assistant Secretary and their unique knowledge of the projects and hydrologic features that are located in the regions they represent. Therefore, these positions cannot be located anywhere but in the Commissioner's Washington Office.  These 5 regional liaisons are NOT the same position as No. 1116 (Liaison/Special Assistant to ASWS) (2 year temporary), GS-14, which was approved on the June 15 and July 1 approval list. The positions were placed on hold per the July 15 and August 1, 2017 approval list, page 19, item No. 1470 and 1473.	No	Duplicate of 1473

Date

9/26/2017

9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1734	BOR	9/1/2017	Safety & Occupational Health Specialist	GS-12	12	Loveland, CO (Denver Area)	Denver	New - Position does not increase current FTE	No	GP1: Eastern Colorado Area Office (ECAO) - The Safety and Occupational Health Specialist provides technical assistance and safety oversight of all operations and maintenance (O&M) activities. Duties include planning, implementing, and coordinating all safety aspects of ECAO's highly-complex project work and contractor activities. Plans, schedules, and conducts safety and occupational health (S&OH) inspections on a routine basis for the purpose of preventing accidents and injuries. This position provides technical guidance and recommendations to resolve issues concerning high risk hazards.	This new, non-supervisory position is funded through appropriated funds and does not add a managerial layer. If position is not filled, O&M activities and projects will have less safety oversight and may result in negative impacts to hydropower generation. Also, mandatory safety inspections may not be able to be completed in a timely manner. This position supports on-the-ground mission by helping to ensure S&OH requirements and recommendations are executed through regular communication with staff and stakeholders to address needs, ensuring they are not put at unreasonable risk.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	Yes		9/26/2017
1949	BOR	9/15/2017	Safety and Occupational Health Specialist	GS-12	12	Willows, CA	Other	2 weeks	No	MP5: Plans and manages an effective health and safety program for the protection and safety of Reclamation employees, contractor forces, official visitors, and the public coming onto Reclamation construction sites, and to insure that construction contractors comply with and carry out the requirements of the various specifications and Reclamation Safety and Health Standards. The purpose of the work is to plan, administer, and evaluate a safety and occupational health program impacting various construction sites and facilities. Develops courses of actions to minimize or eliminate hazardous operations and conditions and devise alternative measures to meet unconventional circumstances, which increase the risk of an accident. Without corrective measures, serious unpredictable consequences to personnel and property could result.	Position is funded by appropriated funds and is an existing nonsupervisory position. This position directly supports Reclamation's employee safety, public safety, and life safety programs. Additionally, the position provides direct safety services to the Regional Construction Office for all Regional safety of dams and infrastructure improvement projects. Employee and public safety are key components in achieving Reclamation's mission. Not filling this position will result in reductions in Reclamation construction site safety inspections, occupational safety program audits, and a reduction in overall technical safety and public safety resources to operations, maintenance, and regional construction activities.	Yes		9/26/2017
1766	BOR	9/1/2017	Safety, Security & Occupational Health Manager	GS-12	12	Shasta Dam, CA	Other	1 month	Yes	MP3: As the program manager for the safety, occupational health and security programs at the Northern California Area Office, (NCAO), provides guidance and direction on Reclamation and Regional program goals and objectives. Develops and oversees implementation of local procedures, conducts inspections, and recommends corrective actions to ensure safe, healthy, and secure operating environments. Analyzes program parameters and resources, identify deficiencies, and recommend plans for improvement. Uses risk assessment techniques to investigate and eliminate or mitigate vulnerabilities, threats, hazards, and/or exposures that could potentially affect a wide variety of physical security, health, and safety program operations. Acts as agency liaison during security/law enforcement incidents on Reclamation owned lands. Acts as Contracting Officer's Representative.	This position is funded by Water and Related Resources and is an existing supervisory position and does not add another supervisory layer. If not filled, safety and security at the NCAO, which includes Shasta Dam, a National Critical Infrastructure (NCI), along with 13 other dams and six power plants, will be affected. NCAO is a key component of the Central Valley Project as this position interacts with several key external stakeholders, including Bureau of Land Management, Forest Service, National Parks Service, along with all local and state law enforcement agencies. This position also oversees the Security and Safety Program for 175+ NCAO Reclamation employees. The Security, Safety and Occupational Health Manager is responsible for the safety and security of all personnel and physical structures at NCAO. Critical work such as emergency planning programs, continuity of operations, and Contracting Officer's Representative on all safety and security related contracts, cannot be accomplished effectively and efficiently. This position is essential to ensuring the safety and security of this NCI.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1728	BOR	9/1/2017	Secretary	GS-09	Below 12	DC	DC	1 year	No	DO/WO1: Serves as the Executive Assistant for both the Deputy Commissioner (political appointee) and the Deputy Commissioner for Policy, Administration and Budget, who is also the Chief Financial Officer for Reclamation. Serves as principal correspondence expert; manages the Deputy Commissioners' calendar and travel; and drafts correspondence for the Deputy Commissioners. Schedules meetings for the Deputy Commissioners with members of Congress, stakeholders, state officials, etc. Reviews, controls, and monitors incoming and outgoing correspondence. Responsible for ensuring outgoing correspondence reflects the policies and views of the Deputy Commissioner, as well as the appropriate style, tone, and format.	This position is an existing non-supervisory position and funded through Policy and Administration. This position is essential for providing administrative support to two key level executives, the Deputy Commissioner and the Deputy Commissioner - Program, Administration and Budget. This position ensures that the two Deputy Commissioners can keep track of requirements, deadlines, and commitments of key Reclamation programs. This position performs travel and schedule management that is extensive and complicated for each Deputy Commissioner. The alternative to filling this position would be to bring in detailees from the field. This comes at a cost of \$30,000 per month, including travel and per diem costs.	Yes		9/26/2017
1487	BOR	8/1/2017	Secretary (OA)	GS-06/07/08	Below 12	Denver, CO	Denver	6 months		DO/WO P&A3: Serves as the office manager and Executive Assistant for the immediate office of the Director, Policy and Administration (POLICY) (Senior Executive) who is also the Bureau's Human Capital Officer. Serves as principal correspondence expert in POLICY, provides guidance and training to subordinate secretaries, as well as authors office policies and correspondence guidelines. Reviews, controls, and monitors incoming and outgoing correspondence. Responsible for ensuring outgoing correspondence reflects the policies and views of the Director, as well as the appropriate style, tone, and format.	This is an existing non-supervisory position funded through Policy and Administration. This position ensures that the Director can track the requirements, deadlines, and commitments of several key Reclamation programs (e.g. WaterSMART, Aging Infrastructure, Title XVI, Denver and Washington DC Human Resources Operations, Human Resources Policy, Civil Rights and Equal Employment Opportunity). Currently, the duties are being shared amongst other lower graded administrative staff that already have a full workload. At times, work is being accomplished by program managers. Not filling this position continues to overwork other employees and increases the risk of missing deadlines and/or requirements of key Reclamation or Departmental programs.  Please note that this position was previously advertised two times (December and January) with limited applicants referred.	Yes		9/26/2017
1750	BOR	9/1/2017	Secretary (OA)	GS-08	Below 12	Denver, CO	Denver	7 months	No	DO/WO - Policy & Administration: Serves as the office manager and Executive Assistant for the immediate office of the Director, Policy and Administration (POLICY) (Senior Executive) who is also the Bureau's Human Capital Officer. Serves as principal correspondence expert in POLICY, provides guidance and training to subordinate secretaries, as well as, authors office policies and correspondence guidelines. Reviews, controls, and monitors incoming and outgoing correspondence. Responsible for ensuring outgoing correspondence reflects the policies and views of the Director, as well as, the appropriate style, tone, and format.	This is an existing non-supervisory position funded through Policy and Administration. This position ensures that the Director can track the requirements, deadlines, and commitments of several key Reclamation programs (e.g. WaterSMART, Aging Infrastructure, Title XVI, Denver and Washington DC Human Resources Operations, Human Resources Policy, Civil Rights and Equal Employment Opportunity). Currently, the duties are being shared amongst other lower graded administrative staff that already have a full workload. At times, work is being accomplished by program managers. Not filling this position continues to overwork other employees and increases the risk of missing deadlines and/or requirements of key Reclamation or Departmental programs.  Per July 15 and August 1, 2017 approval list, Page 21, #1487, this position was placed on hold. Requesting approval to advertise outside of the Department due to lack of interest. This position was previously advertised two times (December and January) with limited applicants referred.	No	Duplicate of 1487	9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1484	BOR	8/1/2017	Student Trainee (Accountant) - 3 positions	GS-4 target 12	12	Denver, CO	Denver	New		DO/WO MSO1: Pathways Intern-Indefinite. Receives, analyzes, classifies, and codes a variety of accounting documents in support of Reclamation's accounting staff. Reconciles specialized ledgers and automated system of accounting data. Researches cause of discrepancy and initiates necessary adjustment actions. Researches current accounts, historical data, and source documents to develop detailed information on the status of various transactions, account balances, changes during a period, or other specified information. Develops comparative data reflecting relationships between accounts, time periods, and cost of operations.	These positions are funded through working capital funds. The Mission Support Organization, Finance and Accounting Division (FAD) utilizes the Pathways Program for succession planning to convert upon completion of higher education requirements and the hourly requirements for the program. FAD has seven accountant positions eligible for retirement in the next five years. The following six enterprise accounting areas are critical functions that support every office in Reclamation to include accounts receivable debt management, intragovernmental accounting, bi-weekly labor processing, cost allocation (monthly, soft close for Bonneville Power Administration and MP Region distribution), real property transfer of assets, travel policy, and transactional research assistance to the regional offices. By filling these positions, FAD is able to pass on corporate knowledge that will be lost as employees retire within the next five years. This will ensure a smooth transition of work without adverse impacts to the quality of the work.	Yes	
1942	BOR	9/15/2017	Supervisory Civil Engineer	GS-13	Above 12	Albuquerque, NM	Other	8 months	Yes	UC1: Serves as Manager, Technical Services Division for the Albuquerque Area Office (AAO). Represents the Area Manager in matters involving design, construction, contracting, and other engineering concerns, with the Upper Colorado Region, State water districts, Native American tribal governments, and other Federal agencies. Manages engineering work related to operation and maintenance, repair or replacement of facilities, and construction of new features to deliver, conserve, and salvage water, and plan and implement measures to provide for river and low flow conveyance channel maintenance for efficient Reviews/signs documents that affect the design or its implementation for major facilities or critical components, and has responsibility for engineering determinations concerning contract awards of other major aspects of design and construction work.	This position is funded by appropriated funds and is an existing supervisory position that does not add another managerial/supervisory level. This position has seven direct reports and is critical in leading all engineering and technical support, including geographical information services (GIS), covering Reclamation projects in Colorado, New Mexico, and Texas, including design of small structures, construction by force account, and river maintenance work on the Rio Grande and Pecos River. The position oversees services to help ensure program goals are achieved and projects are delivered that increase reliability of water delivery infrastructure, water availability, water delivery, and ecosystem function. Not filling the position puts Reclamation water distribution facilities at risk of failure and jeopardizes operations that are required to meet contractual demands. If unfilled, river maintenance projects protecting riverside irrigation facilities and allowing for the efficient transport of water sediment will be adversely affected. The livelihood and safety of hundreds of thousands of people living along the Rio Grande in New Mexico, rely upon the engineering and technical support managed by this position.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes	

Date

9/26/2017

9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1771	BOR	9/1/2017	Supervisory Civil Engineer/Hydrologist	GS-13	Above 12	Boise, ID	Other	Incumbent retiring next month	Yes	PN1: The Reservoir Operations Team Supervisor has oversight and responsibility for coordinating reservoir operations for over 50 dams and reservoirs in the Pacific Northwest Region. This includes real-time coordination with Reclamation's area offices including Snake River, Columbia-Cascades, and Grand Coulee Power Office. The Team Supervisor works with engineers, planners, biologists, and hydrologists from Reclamation, Bonneville Power Administration, the Army Corp of Engineers, and other agencies in doing short and long term planning of reservoir operations, flood control operations, and runoff forecasting. The Team Supervisor also performs and supervises others in hydrologic studies related to water supply, flood control, power, irrigation, water quality, fisheries and compliance with the Pacific Northwest Coordination Act.	The position is funded 70% through appropriated funds and 30% non-appropriated funds. It is an existing, supervisory position that does not add a new supervisory layer. The position has an impact on the efficiency, economy, and safety of Reclamation facilities throughout the Pacific Northwest Region. Creative, effective, and timely results are essential to enable Reclamation to carry out its responsibilities in accomplishing its programs, responding to current public interest, avoiding or withstanding legal challenges, and meeting multiple water needs in the Pacific Northwest river basins. There will be significant risks to mission-critical work and to public safety if this position is not filled.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1777	BOR	9/1/2017	Supervisory Environmental Specialist	GS-13	Above 12	Billings, MT	Other	To be vacated October 2017	Yes	GP1 Regional Office - This position provides for Regional oversight, management, and technical assistance for environmental programs and activities, including NEPA, ESA, NHPA, FWCA, and other related environmental compliance requirements. This position functions as the regional representative handling the most difficult environmental and cultural resource compliance issues and works in conjunction with the Solicitor's Office on litigation to protect the interests of the United States; as an expert advisor to Area Offices and field specialists; and in coordination with and support of Reclamation senior leadership to promote the efficient and effective execution of mission critical activities, including water contracting, rural water, and tribal construction projects, and endangered species compliance activities.	This existing, supervisory position is funded through Bureau-wide appropriations and project specific funding. It has nine direct reports and does not add an additional supervisory layer. If this position is not filled, NEPA/ESA, and other associated environmental compliance actions supporting the construction, operation, and maintenance of Reclamation projects would be delayed or unexecuted, placing in jeopardy efficient execution of projects associated with Safety of Dams and rural water, which provides potable water to indigenous and disadvantaged communities, potentially impacting legislatively mandated Indian Water Rights Settlements. Our ability to respond to protect the United States interests in environmental litigation would be negatively impacted.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.  RESUBMITTAL- Per "Consolidated Hiring Waiver Requests 2017-07-01" approval list, Page 63, #883, this position was disapproved with the note "No, can DC or Denver resource be reassigned". Contact was made with the supervisor of individuals in Denver who would be qualified to fill this position (there are no qualified individuals in DC). Subsequently, those (5) individuals were contacted by the selecting official to gauge their interest in relocating to Billings to fill this position, each person indicated that they had no interest in moving to Billings. We request reconsideration for filling this critical position.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1784	BOR	9/1/2017	Supervisory Facility Operations Specialist (Centralized Planning)	GS-13	Above 12	Grand Coulee, WA	Other	New	Yes	PN2: Responsible for the initial development, planning, coordination, and implementation of future short and long term planning and maintenance management of power producing equipment, water delivery equipment, station service equipment, buildings and structure, tour facilities and relates equipment in the four powerplants and three switchyards at Grand Coulee Power office. The Planning Manager is overall responsible for the direction and supervision of the projects apprenticeship programs.	This is an existing supervisory position that is funded through nonappropriated funds and has 17 direct reports. This position is responsible for the proper development of the Capital Asset Resource Management Application (CARMA) and the Financial Business Management System (FBMS) to properly execute the business of Grand Coulee. Further responsibilities include the proper maintenance of generation, transmission, and water conveyance facilities and equipment to allow for the appropriate management of the Columbia River (fish, environment, downstream navigation, flood control, and dissolved gas cap protection for downstream projects) and power production (generation, automatic generation control, load following, system reserves, Mid-Columbia hourly coordination, and Pacific-Northwest voltage and frequency support). If the position is not filled, such programmatic activities as electrical regulatory compliance (NERC/WECC), proper budget control and execution, appropriate staffing, correct development of the computerized maintenance management program (CMMP) used to maintain projects, the accurate and timely conversion to appropriately employ FBMS at for projects, are all in jeopardy of falling short of expectations or failing completely. By timely staffing this position, CMMP will be properly developed resulting in adherence to Reclamation policies, highly accurate budgetary and staffing data, collaborated equipment outages, reduced forced outages, full NERC/WECC compliance, and increased availability and reliability for the generation, transmission and water conveyance missions. Apprenticeship programs will function as intended meeting future specialty staffing needs of the facility. Finally, proper allocation of maintenance and assets between CARMA and FBMS will be accomplished.	Yes		9/26/2017
1943	BOR	9/15/2017	Supervisory Facility Operations Specialist (Powerplant Supervisor)	GS-12	12	Elephant Butte, NM	Other	3 years, 1 month	Yes	UC2: The position is responsible for the operations and maintenance of the powerplant and related facilities. Serves as the field division's subject matter expert and central point of contact for compliance with North American Electrical Reliability Corporation (NERC) electric reliability standards and Reclamation's Power Review of Operation and Maintenance Program. Supervises a crew consisting of operators, electricians, plant mechanics, electronic equipment mechanics, utilitymen, and engineers. Supervises the operations of the generators, gates, valves, and related electrical and mechanical equipment and ensures that maintenance operational checks and functions are performed. Plans work to ensure availability of required resources and coordination with other groups. Works to ensure O&M recommendations are scheduled and completed.	This position is an existing supervisory position with oversight for Elephant Butte Powerplant and the personnel (8 direct reports) that work there. The position is funded upfront by appropriations that are reimbursed through power rates. The position makes and implements decisions for operation, maintenance, and infrastructure investment at the powerplant in support of the project's purposes of water storage, conveyance, and power generation. If the position is not filled it would continue to disrupt the powerplant's ability to complete required maintenance and testing/calibration of relays to maintain compliance with electric reliability standards, long term O&M work, and replacements are not identified and planned, potentially leading to unavailability of generating units and loss of revenue.	Yes		9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1786	BOR	9/1/2017	Supervisory Interdisciplinary Civil Engineer/Hydrologist	GS-13	Above 12	Yuma Area Office, Yuma, AZ	Other	8/13/2017	Yes	LC2: This position is critical to the execution of mission-critical work at the Yuma Area Office. This position is responsible for supervision of the water systems engineering group which has overall responsibility to plan, direct, coordinate, and supervise the groundwater and geology team, water systems development team, and the desalting team. The functions of the group, include but is not limited to, Colorado River engineering related projects including tribal backwaters, monthly groundwater monitoring and reporting, and well drilling design activities. Oversees the major replacement & rehabilitation program for the LC Region, and has management responsibility for the operations and maintenance of the Yuma Desalting Plant.	This is an existing, supervisory position that is funded through both appropriated and nonappropriated funds. If the position is not filled, there is no group manager in charge of project coordination and personnel actions for 12 staff members and over 50 ongoing projects and activities related to Colorado River water deliveries and infrastructure projects. Projects can be delayed, and deadlines and commitments to Tribal Nations and Water District Stakeholders can go unmet. Many of these projects and programs are critical to meeting the requirements of the 1944 Water Treaty with Mexico, as well as meeting the terms of our agreements with Tribal Nations and water districts. If this position is not filled, some duties will have to be assumed by lower graded personnel whom will continue to be overtaxed, and this large and critical group will remain leaderless and at risk of not completing mission-critical work. The workload of the position is extremely high for a temporary or acting staff to perform in addition to their normal duties, resulting in two staff members doing team lead coordination on projects and the personnel actions being performed by the office chief.	Yes		9/26/2017
1959	BOR	9/15/2017	Supervisory Interdisciplinary Civil Engineer/Hydrologist	GS-13	Above 12	Yuma Area Office, Yuma, AZ	Other	1 month	Yes	LC4: This position is critical to the execution of mission-critical work at the Yuma Area Office. Supervises the water systems engineering group, which has overall responsibility to plan, direct, and coordinate the groundwater and geology team, water systems development team, and the desalting team. The functions of the group, include Colorado River engineering related projects, monthly groundwater monitoring and reporting, and ongoing well drilling design activities. Oversees the Major Replacement & Rehabilitation program, and has management responsibility for the operations and maintenance of the Yuma Desalting Plant. Many of these projects and programs are critical to meeting the requirements of the 1944 Water Treaty with Mexico, as well as meeting the terms of our agreements with Tribal Nations and water districts.	This is an existing supervisory position that is funded through appropriated funds. If the position is not filled, there will not be a group manager in charge of project coordination and personnel actions for 12 staff members and over 50 ongoing projects and activities related to Colorado River water deliveries and infrastructure projects. Projects can be delayed, and deadlines and commitments to Tribal Nations and Water District stakeholders can go unmet. If this position is not filled, some duties will have to be assumed by lower graded personnel, who will continue to be overtaxed, and this large and critical group will remain leaderless and at risk of not completing mission-critical work. The workload of the position is extremely high for temporary or acting personnel to perform in addition to their normal duties, resulting in two staff members doing team lead coordination on projects and the personnel actions being performed by the office chief.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1791	BOR	9/1/2017	Supervisory IT Program Manager	GS-14	Above 12	Boulder City, NV	Other	7 months	Yes	LC2: The Information Management Technology Office (IMTO) Chief is responsible for leading organizational change to implement the Federal Information Technology Acquisition Reform Act (FITARA) including planning, organizing, directing, and evaluating a broad range of Information Management Technology (IMT) services in support of Region programs and activities. Services include information technology (IT) management (voice and data networks, data, operating systems, software, databases and IT security), information management (records management, print services, Privacy Act compliance and Freedom of Information Act compliance), asset acquisition and portfolio management, project management, IMT governance, and customer technology support.	This is an existing supervisory position that does not add a new supervisory layer. The position is a multi-funded activity with three primary funding sources: Water and Related Resources, non-appropriated/customer based funds and working capital funds. The Supervisory IT Program Manager is responsible for developing, implementing, and maintaining sound and integrated IMT practices to meet the requirements of the FITARA, including enterprise architecture, IMT investment management (budget formulation/execution), cybersecurity, records management, and privacy management for the LC Region. Provides support and influence related to Reclamation-wide IMT activities and Departmental policies. The position provides technical expertise to the Regional Director on all IMT matters and provides IMT guidance and direction to all other offices throughout the region. The position develops long-range plans for the maintenance of IMT facilities and programs, and reviews, and recommends for approval IMT resources needed to accomplish the work of the region.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Page 65, #934, this position was disapproved with a comment "No - can DC or Denver resource be reassigned?" LC is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.	Hold	OCIO - Review.
1770	BOR	9/1/2017	Supervisory Land Management Specialist	GS-13	Above 12	Fresno, CA	Other	Will become vacant Oct 1, 2017	Yes	MP8: South Central California Area Office (SCCAO). This position has responsibility for the direction, coordination, and quality of review of all water conveyed or discharged in to Federal facilities, including irrigation, draignage, and land resource management activities under SCCAO jurisdiction. The area of responsibility covers Reclamation public lands and facilities within 18 counties originating from the Sacramento-San Joaquin Delta of the Central Valley Project to the South Coast, Cachuma, Ventura, and Santa Maria Projects. This position interprets policies and regulations; resolves technical issues; and works with local, state, and Federal agencies, and public groups on significant land and water-related issues.	This position is funded through Water and Related Resources and is an existing supervisory position, which does not add another supervisory layer. If this position is not filled, Reclamation will not be able to ensure proper land use and that land values are collected for real estate transactions, leases, licenses, and permits. In addition, regulatory compliance for meeting irrigation and municipal and industrial water quality standards on Reclamation public lands and facilities within 18 California counties will not be effectively and efficiently managed.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Page 65, #903, this position was disapproved with a note "No - can DC or Denver resource be reassigned?" MP is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.	Yes	

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1783	BOR	9/1/2017	Supervisory Project Manager	GS-13	Above 12	Grand Coulee, WA	Other	7 months	Yes	PN1: Position supervises the Project Management group at the Grand Coulee Dam Power Office and supports capital, non-routine, and other projects across the portfolio of dams and related civil structures under the control of the office. Project planning and execution for Grand Coulee Dam, Hungry Horse Dam, and North Dam for near-term and long-range planning horizons are developed and managed by this group. The annual project budget exceeds \$75m and the successful execution of projects and the application of both "Appropriated" and "Power" dollars is directly impacted by this position.	This is an existing supervisory position that is funded through nonappropriated funds. It has 10 direct reports. GCPO performs river management and water passage operations in compliance with "Biological Opinions" enforced by legal actions. Multiple projects under the control of the Project Management group are in support of facility modifications or capability enhancements necessary to comply with these requirements. GCPO's ability to meet contractual obligations associated with project timelines and similar commitments (i.e. government furnished items) will be negatively impacted if this position is not filled in a timely manner. The Keys Pumping Plant and various power houses at GCPO rely on mission capable assets for normal operations. Major projects under the control of the Project Manager Supervisor's staff are tasked with developing and managing projects in all of the power houses. The execution of projects and project plans stretching out 20 years and more are facilitated by the Project Management Group Supervisor. The proper application of the project management resources at GCPO and available through the Regional Office establish the necessary structure for timely and efficient execution of the programmed projects at GCPO.	Yes		9/26/2017
1779	BOR	9/1/2017	Supervisory Public Affairs Specialist	GS-13	Above 12	Sacramento, CA	Other	Will become vacant September 1, 2017	Yes	MP1: This position develops and implements strategies for conveying information about the Region's programs and obtaining public input on a wide variety of program development and implementation efforts. Assures individuals and groups impacted by programs have the opportunity to provide input on policies developed. This position serves as the regional news media coordinator, serves on interdisciplinary project teams, prepares public involvement plans, conducts public meetings, manages public information and media contacts, develops public comment/team response systems, and works with interest groups to create an open, visible process for project understanding and implementation. Develops general communications products to inform the public and coordinates responses to California's Congressional delegations about Reclamation's programs and activities.	This position is funded by appropriated funds and is an existing supervisory position that does not add another managerial/supervisory level. This position is vital to the Region's ability to provide critical public outreach and public involvement support to the Region's five Area Offices and three specialized field-level offices. This position provides public information support for two of Reclamation's five dams that are considered National Critical Infrastructure. The Mid-Pacific Region is responsible for the largest and most complex water project in the world – the Central Valley Project – in one of the largest media markets in the nation, in the state with the largest and most dynamic Congressional delegation. Also, responsible for the highly complex and controversial Klamath Project in southern Oregon and northern California, as well as the Newlands Project in Nevada.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1772	BOR	9/1/2017	Supervisory Realty Specialist	GS-12	12	Ephrata, WA	Other	1 Month	Yes	PN2: This position plans, completes, and supervises work necessary to accomplish the land management and realty program goals for the Ephrata Field Office. Program activities include the management, acquisition, exchange, and disposal of land, interests in land, including the exchange of land for the relocation of utilities and roadways, the disposition of land, and rights of use agreements for the administration of Reclamation land. Also acquire certain properties when the opportunity for an exchange of reciprocal land rights exist, or in dealing with other governmental agencies. Ensure that any covenants and/or conditions on acquired property are compatible with project goals and mission.	The position is funded 75% through appropriated funds and 25% non-appropriated funds. It is an existing, supervisory position with seven direct reports and does not add a new supervisory layer. Permanent leadership of the Realty Group is critical. If this position is not filled, realty actions supporting the construction, operation, and maintenance of Reclamation projects would be delayed or unexecuted, including realty actions associated with Safety of Dams projects and rural water projects providing potable water to indigenous and disadvantaged communities. Failure to efficiently and effectively carryout program responsibilities through maintaining technically competent staff could result in the loss of trust by the public that Reclamation serves.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1778	BOR	9/1/2017	Supervisory Resources Management Specialist	GS-12	12	Provo, UT	Other	15 months	Yes	UC1: Provides support and direction in supervising, organizing, coordinating, and directing the development and execution of programs involving contracts and repayment, water conservation, Reclamation Reform Act (RRA), water rights, and recreational issues. Meets and interacts with public and private sector water districts and associations and other interest groups to obtain input, discuss and disseminate information, and collaborate in the development of solutions and courses of action regarding the associated disciplines. Ensures that decisions on accomplishing goals and objectives are made in accordance with Reclamation law, environmental and project plan commitments, and customer service recommendations or requirements.	This is an existing, supervisory position with seven direct reports. Funding for the position will come from multiple appropriated fund sources—A10 Water and Energy Management (sub-activity Water Resources Management, Conservation, and Administration and Compliance); A20 Land Management and Development (sub-activity Recreation and Administration and Compliance); A40 Facility Operations (sub-activity Land and Recreation Facilities). Reclamation has an obligation to establish requirements to strengthen communication and collaboration with Reclamation customers and stakeholders. Water rights and contracts are key components of each of our dealings with our partners. In addition, recreation and the positive or negative effects associated therewith, are found at most of our projects. Because this position oversees and facilitates all the collaborative work in the aforementioned disciplines, this person plays a crucial part in developing solutions that assist Reclamation in meeting these requirements. Additionally, this person oversees the water resources group that insures compliance with laws and policies.  The position will provide the needed day-to-day oversight and supervision of some of Upper Colorado Region's most important water rights, contracts and repayment issues, and grants. Currently, there is a lack of immediate supervisory oversight, insuring compliance with all Reclamation policy and law. This position will also provide guidance and support to the WaterSMART personnel, allowing them to place more focus on assisting potential awardees. Finally, as the area served by the Provo Area Office continues to grow in demand for water, supervision of this group will be one way in which the staff within this group will be able to meet those demands.	Yes		9/26/2017
1748	BOR	9/1/2017	Technical Writer/Editor	GS-11/12	12	Denver, CO	Denver	New	No	DO/WO - Safety Security Law Enforcement - Dam Safety Office: This position provides technical writing and editing support to the risk management functions of dam safety, security, safety, emergency management, and law enforcement. This position is responsible for the development of internal reports including annual reports, dam safety modification reports, and technical editing and publishing of dam safety documents prepared by others for distribution. This position will also provide support to the Safety Action Planning teams seeking to make significant improvements to Reclamation's safety culture.	This is a new, non-supervisory position that is funded through Water and Related Resources. If this position is not filled, delays in annual reports for the dam safety and security offices are likely. Additionally, support to the safety action planning teams will not be provided. Finally, there would be a delay in issuing decision documents on dam safety decisions, which could impact scheduled corrective action and safety of dams modifications, causing increased risk to the public for those projects where delays to infrastructure modifications are incurred.	Yes		9/26/2017

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1948	BOR	9/15/2017	Water and Lands Specialist	GS-12	12	Carson City, NV	Other	Will become vacant Sep 16, 2017	No	MP4: Lahontan Basin Area Office (LBAO) - This position is responsible for implementation and maintenance of grazing programs; managing recreation and fish and wildlife usage on Reclamation lands; implementation and maintenance of resource management plans; and ensuring water rights are identified, transfers monitored, and contracts executed and monitored for the LBAO.	Position is funded by appropriated funds and is an existing nonsupervisory position. Proper execution of resource management responsibilities is required to assure orderly and proper administration of project resources necessary to safeguard the government investment. Proper administration of project resources serves to reduce or eliminate costly procedures involved in termination of unauthorized uses. In-depth research and analysis are essential to evaluate project management and assure continued economic viability of projects. Results of work may affect the economic well-being of the agency or other entities such as irrigation districts, water projects, wildlife refuges, special interest groups, and state or local governments. The services performed facilitate the work of the Area Office in that it assures uses made of government resources are compatible with the project purposes. The work ultimately impacts public relations and project acceptance.  There is no like position in Washington DC or Denver, CO.	Yes		9/26/2017
1691	BSEE	9/1/2017	Geophysicist/Geologist	GS-12	12	Jefferson, LA	Other	5 Months	No	Works as a Geophysicist or Geologist to the Development Unit Supervisor in subsurface petroleum geophysics or geology as applicable to all functions in reservoir management and conservation of resources including structural and stratigraphic seismic interpretations, seismic attribute analyses, synthetic seismograms, and well log interpretations, as relating to premature abandonment reviews, zone bypassing reviews, paying quantities assessments, compensatory payment analyses, future utility reviews of idle iron wellbores, and evaluations of operator requests for suspensions of production (SOPs) and suspensions of operations (SOOs).	Failure to fill this position may result in delays to various permit applications; without a geophysicist or geologist, the Unit must wait for the availability of assistance from other sections to perform certain evaluations. There are a limited number of geophysicists/geologists in other sections to assist with these permit applications, and some are eligible to retire or approaching eligibility. Also, the Geophysicist that will serve as mentor for this position is a temporary hire with less than 12 months remaining before his term is completed.	Yes		9/26/2017
1697	BSEE	9/1/2017	Petroleum Engineer	GS-13	Above 12	Jefferson	Other	9 months	No	This position is a highly-specialized, advanced Petroleum Engineer position in which the incumbent serves as the principal advisor, advanced specialist, and consultant to the Development Unit Supervisor in matters concerning drilling, production and reservoir engineering principles and methods including new, highly-technical, drilling, completion, and production practices. Incumbent also analyzes highly-complex, and sometimes highly-controversial, suspension of production and/or operations applications with very significant financial impacts to the oil and gas industry and the federal government. Incumbent also conducts comprehensive investigations of highly-complex oil and gas reservoirs to assess the remaining economically-recoverable reserves and ensure the conservation of resources and prevention of waste.	This position is essential to BSEE's mission. Nearly half of the positions in this Unit are vacant, including this position which was vacated when one of the agency's most knowledgeable and experienced (particularly with regard to well completions) petroleum engineers retired. Numerous Authorizations for Permit to Modify (APMs) are referred to this Unit to ensure that the proposed downhole procedures would not result in the premature abandonment or bypassing of economic reservoirs. If this position is not filled, decisions regarding the approval/denial of such permits may be delayed and/or incorrect. In addition, numerous lease suspension requests are submitted to this Unit, and failure to fill this position could result in delayed and/or incorrect suspension decisions. In addition, this position is critical to help ensure that our most talented employees are not lost to industry.	Yes		9/26/2017

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1698	BSEE	9/1/2017	Petroleum Engineer	GS-13	Above 12	Jefferson	Other	3 months	No	This position is a highly specialized, advanced Petroleum Engineer position in which the incumbent will oversee and/or conduct management system audits of oil, gas, and sulphur Operators on Federal leases in the Gulf of Mexico. This position is directly related to safety of operations, protection of equipment, conservation of natural resources, and preservation of the environment as required by congressional laws, and Federal regulations.	Not filling the positions will have a direct impact on BSEE-RFO's ability to oversee Operators' safety management systems due to a lack of offshore technical experience and a mastery of advanced concepts, principles, and practices of petroleum engineering. This has fiscal impacts by not achieving the desired number of performance measures; increases the workload for other advanced Petroleum Engineers; and additional staff impacts by not developing entry level engineers with specialized, advanced Petroleum Engineers. Therefore, in order to accomplish the responsibilities of this office, management needs a higher level employee to work the complex assignments and to help mentor lower level employees which would also leave more time for the supervisor to manage the remaining employees and their work product. In addition, such a position would help ensure our most talented employees are not lost to industry.	Yes		9/26/2017
1696	BSEE	9/1/2017	Student Trainee (Petroleum Engineer)	GS-12	12	Jefferson	Other	N/A	Yes	Serves as an engineering student trainee and performs a variety of duties of limited difficulty and complexity. Assignments are designed to provide training and experience in the practical application of the theories and basic concepts and principles of petroleum engineering. The positions are directly related to safety of operations, protection of equipment, conservation of natural resources and preservation of the environment as required by congressional laws, federal regulations, and lease stipulations.	The BSEE student trainee program has produced a large quantity of full time employees over the last several years. If these positions are not filled, it will prevent BSEE from acheiving our goals regarding succession planning.	Yes		9/26/2017
1693	BSEE	9/1/2017	Supervisory Inspector	GS-13	Above 12	New Orleans, LA	Other	3 months	Yes	Plans, directs, organizes, and reviews the work of inspectors to assure adherence to the inspection schedule, the accomplishment of overall program objectives and the conduct of offshore operations in a manner consistent with OCS regulations and directives to lessees. Assigned responsibility for the conduct of inspections, including the selection of team leaders on the basis of inspector qualifications and facility complexity. Responsible for the coordination of field inspections, manpower and helicopter transportation to utilize inspection resources at maximum efficiency to meet regulatory inspection requirements and monitor facilities with chronic deficiencies and/or complex state-of-the art production and measurement equipment and safety devices and systems. Responsible for rapid adjustment, rescheduling and redirecting inspection activities in response to changes in workload, inspection requirements, weather conditions, helicopter availability, and available manpower.	Delays in decisions and possible uninformed decisions may affect the District Offices ability to conduct inspections of production facilities in an efficient and effective manner.	Yes		9/26/2017

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1694	BSEE	9/1/2017	Supervisory Petroleum Engineer	GS-15	Above 12	Jefferson	Other	2 years	Yes	The Regional Supervisor of the Office for Regional Field Operations (RFO) is a critical position for the GOMR and reports directly to the Regional Director/Deputy Regional Director. The Regional Supervisor is responsible for overseeing a staff of approximately 67 employees consisting of petroleum engineers, structural/civil engineers, technicians, and administrative. The RFO office consists of five sections: Office of Structural and Technical Support, Pipeline Section, Technical Assessment Section, Office of Safety Management, and Decommissioning Support Section. The Regional Supervisor also oversees the work of a Deputy Regional Supervisor, two staff engineers, and a secretary. The Regional Supervisor has many regulatory responsibilities including those related to permitting of platform installation, modification, and abandonment; permitting of pipeline installation, modification, and abandonment; the Safety and Environmental Management System (SEMS) program; new and unique technology as evaluated in Deepwater Operations Plan (DWOP) applications; the idle iron program; and the decommissioning cost assessment program. In this position, meetings occur daily with the oil and gas industry and also requires the approval of permits consistent with regulations. The Regional Supervisor ensures consistency between applications and timely regulatory based actions.	The ability for RFO to continue meeting its responsibility in effectively approving permits under its jurisdiction would be impacted/delayed if the position is not filled. Such delayed approvals will also negatively impact oil and gas operators as the associated work cannot commence prior to the required BSEE approvals. The ability for the GOMR to continue meeting its long term responsibilities in RFO would be impacted.	Yes		9/26/2017
1692	BSEE	9/1/2017	Supervisory Petroleum Engineer	GS-14	Above 12	New Orleans, LA	Other	2 months	Yes	Within the Office of Field Operations at the District level, the incumbent directly supervises the following program activities: approval of all production operations; conduct of a field inspection program for production operations, platform pipeline operations, and meter proving and site security; investigations of accidents, fires, blowouts, and pollution incidents; analysis of violations related to applicable rules and lease terms, assistance (via comment processes) in the preparation of Notices to Lessees and Operators and Safety Alerts and governing laws and regulations; conduct of internal review and oversight of the inspection program to ensure that all inspection activities are conducted in accordance with regulatory requirements, Inspection Program Handbook, Field Supplements and applicable guidelines and policy.	Delays in decisions and possible uninformed decisions may be issued to inspection staff and permitting staff if position is not filled.	Yes		9/26/2017
1695	BSEE	9/1/2017	Supv. Petroleum Engineer, Geologist, Geophysicist	GS-13	Above 12	Jefferson, LA	Other	1 month	Yes	Supervises, leads, and coordinates the activities of an interdisciplinary group of senior staff (5) and provides technical oversight for related contracted work. Oversees the planning, budgeting, implementing, and managing of data and records management initiatives, processes, contracts, and projects. Defines unit, program, and project objectives and aligns them with TDM, GOMR, and BSEE objectives and strategies, developing the methodologies, establishing priorities and preparing schedules for the performance of assigned work.	Supervisor of a multi discipline senior group of employees ranging from geologists, petroleum engineers, and IT specialists providing data to internal users in BSEE and BOEM as well as release of data to the public. This data collection and release may be interrupted.	Yes		9/26/2017
1913	FWS	9/15/2017	Biologist (FWS Air Force Fire Liaison)	GS-12/13	Above 12	Lackland Air Force Base, San Antonio, Texas	Other	new position approved Jan 2017	No	Advise the Air Force Civil Engineer Center on wildland fire and prescribed fire planning and associated operational procedures, and provide a direct conduit to the related expertise at the NIFC and NWCG.	Uncontrolled wildland fire cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. If this position is not filled the likelihood of uncontrolled wildland fire on the Air Force land impacting the critically important national security mission of the Air Force will increase. Also, reduces sustainability for multipurpose use of natural resources (e.g. hunting, fishing, and trapping) and public access for such uses.	Yes		9/26/2017

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1918	FWS	9/15/2017	Fire Management Officer	GS-11/12	12	Jamul, CA	Other	October, 2016	Yes	This position supervises and manages fire management activities including prevention for the San Diego, Hooper Mountain and Sonny Bono Salton Sea NWR Complexes.	Uncontrolled wildland fire cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. If this position is not filled the likelihood of uncontrolled wildland fire in California will greatly impact the largest area of wildland-urban interface, the greatest number of homes, facilities and infrastructure could be lost to fire.	Yes		9/26/2017
1969	FWS	9/15/2017	Fire Management Officer	GS-11/12	12	Klamath Basin	Other	7/13/2017	Yes			Yes		9/26/2017
1919	FWS	9/15/2017	Fire Management Officer	GS-11/12	12	Las Vegas, NV	Other	Current incumbent is retiring on Sept 30, 2017	Yes	This position supervises and manages fire management activities including prevention for the Nevada Zone. It is the only FMO position in the state of Nevada.	Uncontrolled wildland fire cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. If this position is not filled the likelihood of uncontrolled wildland fire in Nevada will significantly impact natural resources (e.g. hunting, fishing, and trapping) and public access for such uses.	Yes		9/26/2017
1916	FWS	9/15/2017	Fire Management Specialist	GS-12/13	Above 12	Anchorage, AK	Other	January, 2017	No	This position provide critical support to fire management activities by assisting the FMO in managing the Alaska Fire program. It supports a safe and effective regional fire program in Alaska to protect its infrastructure.	Sufficient support staff will not exist to manage uncontrolled wildland fire which cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. If this position is not filled the likelihood of uncontrolled wildland fire in Alaska will significantly impact natural resources (e.g. hunting, fishing, and trapping) and public access for such uses.	Yes		9/26/2017
1920	FWS	9/15/2017	Refuge Manager	GS-13	Above 12	Ventura, CA	Other	March, 2017	Yes	This position supervises and manages multifaceted functions which include endangered species (condor), conservation, oil and gas (16 wells on Complex) production and public safety due to the location of the Complex in a mountainous terrain prone to wildlife occurrence. The Refuge Manager will be responsible for improving infrastructure for public access and recreation.	Lack of leadership and technical expertise to deal with the considerable number of intricate management issues and challenges managing multifaceted functions. Leadership is needed to build partnerships with over 15 organizations including California Dept. of Fish and Wildlife and the California Zoos. Intensive management is required to restore the condor to its native range.	Yes		9/26/2017
1915	FWS	9/15/2017	Supervisory Criminal Investigator	GS-14	Above 12	Portland, Oregon	Other	April, 2017	Yes	This position supervises, leads and directs a cadre of criminal investigators and wildlife inspectors in carrying out the law enforcement investigations and operations in Idaho, Washington, Oregon, Hawaii and the Territorial Pacific Islands in accordance with governing laws, regulations and DOI and FWS policies and procedures.	It impacts the strategic alignment of resources, functions and supervisory personnel established to effectively and efficiently carryout investigations and enforcement operations in the specific geographic locations for which this position is responsible. Additionally, there will be a lack of coordinated support for natural and manmade disasters.	Yes		9/26/2017
1914	FWS	9/15/2017	Supervisory Land Management LE Officer	GS-13/14	Above 12	Hadley, Massachusetts	Other	July, 2017	Yes	The position serves as the program manager for the natural resource protection and public safety function for the FWS Northeast Region. The position provides leadership to 30 Federal Wildlife Officers and supervises 7 mid-management LE Officers responsible for ensuring compliance of laws, regulations and policies on public land, and serving as a first responder to natural and manmade disasters. Also, this position will be instrumental in implementing the SO 3347 FWS wide.	It impacts the strategic alignment of resources, functions and supervisory personnel established to effectively and efficiently manage and handle incidents and ensure visitor safety on national wildlie refuges in the Northeast Region for which the postion is responsible. Additionally, there will a lack of coordinated support for natual and manmade disasters.	Yes		9/26/2017
1968	FWS	9/15/2017	Texas Transportation Liasion, Senior Fish and Wildliife Biologist	GS-12	12	Austin, TX	Other	11/1/2016	No			Yes		9/26/2017
1917	FWS	9/15/2017	Wildlife Refuge Manager	GS-12/13	Above 12	Okmulgee, OK	Other	January, 2017	Yes	This position supervises and provides critical oversight in the Refuge's public use program including hunting, fishing and environmental, education programs, infrastructure maintenance and replacement, and resource protection and public safety through Refuge law enforcement	Lack of leadership and supervision to successfully implement habitat management project, implement and oversee programs that provide recreational opportunities for the visiting public will continue to be impacted.	Yes		9/26/2017

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1883	NPS	9/15/2017	Administrative Officer	12/13	Above 12	Oneida, Tennessee	Other	1 month	No	This position manages the administrative and business operations for BISO, OBRI, and MAPR-Oak Ridge. The position is the principal advisor and management consultant to the superintendent and park management team for administrative matters and is responsible for advising the park management team and staff on all administrative matters in the park and guiding management and staff toward effective management of the park's business. This position also serves as the Concession Specialist for the three park units.	Without this position, the parks' administrative operations would suffer greatly. The superintendent and park management team would be adversely affected without the advice and consultation this position provides. The workload of numerous administrative staff would be unduly hampered with the need to take on additional responsibilities related to this position.	Yes		9/26/2017
1911	NPS	9/15/2017	Administrative Support Clerk	7	Below 12	Washington DC	DC	New position		This is an administrative support position to support the trade workers providing travel administration, budget, credit card allocation, record keeping and other duties.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017
1894	NPS	9/15/2017	Budget Analyst	GS-12	12	Lakewood, CO	Denver	Not yet vacant	No	This budget analyst position is primarily responsible for tracking recreation fees. There are several programs within the Federal Lands Recreation Enhancement Act fund, i.e. park retained funds, servicewide funds, transportation fees, and more recently the Centennial Act endowment for the Senior pass. Each program has very specific criteria and tracking procedures. As visitation continues to increase, and revenues continue to increase, analysis of these programs is important. Intermountain Region collects approximately half of the service-wide total.	If not filled execution of the programs within FLREA are at risk for non-compliance, lack of project execution for deferred maintenance, and at risk for waste, fraud, and abuse.	Yes		9/26/2017
1895	NPS	9/15/2017	Budget Analyst	GS-12	12	Lakewood, CO	Denver	New position	No	This position is the primary analyst for the Service-wide Comprehensive call and the Intermountain Region point of contact for the Project Management Information System (PMIS).	Lack of compliance for the many programs initiated through the Service-wide Comprehensive call (SCC). SCC guidance is the one place where NPS can obtain guidance for project execution and authority for spending project funds. The incumbent of this position disseminates guidance and support for all SCC programs.	Yes		9/26/2017
1910	NPS	9/15/2017	Budget Analyst	11	Below 12	Washington DC	DC	Position will be vacated September 30th, 2017.		This position serves as the key administrative support related to all HPTC reimbursable project accounts. The position provided budget support over 60 park project accounts, 10-12 million dollars in funding and over 66 employees. The position requires proficient use of AFS4, FBMS, and other financial programs to execute the reallocation and administration of park accounts. The position requires understanding of Reimbursable Support Agreements, Interagency Agreements and other financial support agreements.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1406	NPS	7/15/2017	Chief of Communication and External Affairs	GS-14	Above 12	San Francisco	Other	7 months	Yes	Primary Public Information Officer for park. Position is critical for communicating all messages including during emergencies to park staff, visitors, and surrounding communities. Oversees communication with local, state, and federal elected officials. Liaison with Dept. of Interior and multiple partner organizations. Lead in responding to FOIA requests.	Substantially diminished ability to communicate effectively with public, elected officials, media, and park partners. Severely impairs park's ability to communicate during emergencies. Reduces ability of park to respond to ongoing and future FOIA litigation, putting park at serious risk of failing to meet legal FOIA responsibilities.	Yes		9/26/2017
1829	NPS	9/1/2017	Chief of Facilities Management	GS-14	Above 12	Homestead, FL	Other	< 1 month	Yes	The incumbent directly supervises the Division's Branch Chief of Maintenance and Operations, the Branch Chief of Planning and Project Management, a Supervisory Facility Management Systems Specialist, a Housing Management Specialist, and an Administrative Support Assistant. Under management of the Division Chief, the Division of Facility Management includes approximately a half dozen subordinate supervisors, three dozen permanent employees (in a mix of both general schedule and wage grade positions), and a dozen temporary, project-based, and/or seasonal employees.	Management responsibility will be dispersed between the Deputy Superintendent and the park's Deputy Chief of Maintenance. Consequently, lack of adequate oversight will be provided to the Facilities Management operations of a park with a significant capital investment program.	Yes		9/26/2017
1837	NPS	9/1/2017	Chief, Recreation Grant Programs	GS13	Above 12	Omaha, NE	Other	16 months	Yes	The Chief of Recreation Grant Programs provides leadership at the regional level in administering the Land and Water Conservation Fund (LWCF) State and Local Assistance Program. This program provides matching grants and technical assistance services to 21 Midwest and Western State and local governments to create or enhance close-to-home park and recreation opportunities. The Regional Chief is responsible for supervising 7 staff involved in negotiating and processing the grant awards; monitoring project implementation and use of the federal grant funds; assisting the States in planning efforts that set priorities for needed recreation improvements; as well as ensuring compliance with statutory requirements that assisted State and local parks remain open to the public for recreation purposes. The program's activities and responsibilities makes the Regional Chief accountable to elected officials including members of Congress, State legislatures, and mayors as well as the media.	The FY2018 President's budget continues the support of the LWCF State and Local Assistance Program through mandatory funding that will allocate more than \$30 million in new grant funding to Midwest and Western States for the indefinite future. Forgoing the re-appointment of this position, which has been vacant for more than a year, will continue to constrain the ability of the Regional office to provide crucial services to State partners such timely processing of grants for much needed state and local park projects. NPS assistance to support the States in addressing issues related to ensuring assisted park sites remain in a recreation use as mandated by the LWCF Act could also be impacted by slower response times and/or insufficient review, attracting negative Congressional attention and increasing the litigation risk to the NPS. Finally, this position provides leadership in the program's accountability efforts to prevent fraud, waste, and abuse of federal funds.	Yes		9/26/2017
1224	NPS	7/15/2017	Contract Specialist	GS12	12	Denver, CO	Denver	3 months		This position is a senior level contract specialist who will be responsible for direct support of complex requirements to include A&E, construction and complex supplies and services. The Contracting function is centralized within the regional offices and headquarters for efficiency. The work is not done in parks.	The mission impact of not filling the position is a substantial reduction in direct interaction with park and program staff resulting in a higher level of risk for the contracting program and a possible impact on obligation rates as well as protests and ratifications. The loss of this position will add additional workload on the existing staff impacting quality and the ability to continue to absorb funded mandates within the Region resulting in lost opportunities for parks and programs continued success.	Yes		9/26/2017
1844	NPS	9/1/2017	Data Manager (Inventory & Monitoring Network)	GS-12	12	Washington, DC	DC	6 months	No	The data manager serves as the primary data steward for natural resource information and provides data management support to regional programs as well as to parks. The role of the data manager is to ensure that high quality data are collected, managed, secured and available to park managers and external audiences. Park and program managers need high quality, defensible data on which to base management decisions. The data manager works closely with park resource managers to assure that relevant and useful data are readily available to inform resource stewardship decisions.	The National Park Service and its cooperators partners devote a great deal of time and effort towards collecting data and information on the status of park natural resources. These data are an asset that need to be maintained and managed. Failing to do so reduces the utility of the information and data products to park managers who need defensible data to support park decision making. Therefore, this position fills a vital data management need for all NCR parks by providing access to high quality standards and expertise to assure parks have the data necessary to make informed resource stewardship decisions.	Yes		9/26/2017

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1827	NPS	9/1/2017	Deputy Chief of Visitor Resource Protection	GS-13	Above 12	San Francisco, CA	Other	New position	Yes	This position directly supervises four field supervisors and an administrative support assistant. The position indirectly supervises a team of 26 field rangers who provide essential law enforcement (LE), emergency medical services (EMS), and search and rescue (SAR) throughout the dispersed park. Together, the team provides essential emergency response at one of the busiest parks in the country with over 17 million visitors annually. The Chief of Visitor Resources Protection (VRP) relies on this commissioned officer to effectively lead, train and mentor the field staff, to be directly involved in incident response, while also being an outstanding role model in all aspects of law enforcement. The position takes on a high number of special problem solving assignments that requires a high degree of sensitivity and urgency to meet the public demand for safety in the park.	Upgrading this position will increase the park's ability to create and maintain a safe experience for visitors from around the world in one of the busiest and most demanding parks in the country. The high demand and intense workload combined with the high cost of living of the San Francisco Bay Area presents a challenge to both attracting and retaining the most qualified individuals. Upgrading the position will enable the park to recruit the best and most qualified individual to provide direct leadership to the field staff and serve the needs of visitors.	Yes		9/26/2017
1821	NPS	9/1/2017	Deputy Superintendent	GS13	Above 12	New Bedford, MA	Other	New position	Yes	In 2014, New Bedford Whaling NHP and Roger Williams NM were combined under one superintendent. In December of that year, the new Blackstone River Valley NHP was also added to the Superintendent's oversight. Since that time, the park has been working on restructuring the staff to fit the new, more efficient org chart that combines the staff of the three parks under one management structure. This is the last piece that changes the site manager position from Roger Williams NM to a Deputy Superintendent position over all three parks. While it is a new position for the three park structure, it is not an additional person on staff, but rather meets the need is to realign current staff with the org chart that now reflects the needs of the three parks. This job supports the Superintendent across two states – over 90 miles, eight municipalities, over 80 partners.	This position is critical in allowing the Superintendent to meet external relationship needs, including state and local government partners, non-profits, Congressional and other federal entities. Both New Bedford Whaling NHP and Blackstone River Valley NHP are partnership parks, where the federal government has little physical ownership and therefore relies on strong partnerships with other land owners for the stewardship of resources within the boundary of the parks. Without the support of a deputy superintendent is near impossible for the superintendent to oversee three parks, engage with critical partners and preserve and protect the resources that are within the boundary of the parks and especially those that are owned by partners. In addition, at this critical juncture, Blackstone River Valley NHP is still being formed, the careful negotiations over the boundary require intense Superintendent scrutiny and will for quite some time. This Deputy position ensures the park will be set up in the most effective and efficient way.	Yes		9/26/2017
1905	NPS	9/15/2017	Deputy Superintendent - Supervisory Exhibits Specialist	14	Above 12	Washington DC	DC	9 months		This is a key leadership position that oversees the Reimbursable Fee for Service program and operations at the Historic Preservation Training Center (HPTC). This position serves as the key line of supervision for the preservation services and the majority of the HPTC staffing. They also serve as a Technical Expert in support of the NPS.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017

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1842	NPS	9/1/2017	Digital Learning Communities Manager	12	12	Washington DC	DC	New position		The Digital Learning Communities Manager (DLCM) will oversee "The Commons", which provides Communities of Learning, Inquiry and Practice (CLIP) across the entire NPS via "The Common Learning Portal" (CLP). The CLP has been funded and under development by the Workforce and Inclusion Directorate Office of Learning and Development since FY2014 and is scheduled for public launch in FY2017. The project was announced as a Service-wide pilot by the Director on Founder's Day, August 25, 2016. The upcoming launch will not only be for all NPS and DOI, but will include access for Partnerships, volunteers and public organizations that support the NPS. The DLCM position will promote CLIPs and train and mentor group moderators and others in order to provide an environment that inspires learning and peer collaboration; will monitor group discussions and take immediate action, when necessary (such as when questionable language or content is involved) while also balancing freedom of speech with NPS values.	Social learning is one of the most powerful and currently untapped media for learning engagement at the field levels for employees in the NPS. It is also a critical component of the L&D strategic plan's Learning and Performance Ecosystem that includes Social Networking and Collaboration and Access to Experts as key components via the CLP. A decision not to fill this position would create an extreme risk in the use of social media in the public domain due to the fact that there would be no dedicated staff that would train moderators and monitor and guide the intended use of CLIP groups for the purpose of learning and connecting with peers and experts. Even if the site were to not allow public participation, there will still be a moderate risk in the use of unmonitored social media in the NPS Learning & Performance Ecosystem environment. The WI Directorate has made a significant investments in The Common Learning Portal with the understanding of its great potential to support the employees in the field. As previously mentioned, this outreach includes members of the public—our NPS partners, volunteers and others that will both benefit and contribute to our collective learning resources. Should this position not be funded, the investments made would not be fully realized and the future benefits of this investment – which includes saving money through reduced need for formal instruction & travel, would be highly impacted. The risk of allowing public access would also be too great and participation would likely not be allowed.	Yes		9/26/2017
1841	NPS	9/1/2017	Environmental Protection Specialist	13	Above 12	Denver, CO	Denver	5 months		The incumbent is a Damage Assessment Case Officer for projects performed under the authority of the Oil Pollution Act of 1990 (OPA) and the Comprehensive Environmental Restoration, Compensation and Liability Act (CERCLA). The incumbent manages case-related assessment activities of NPS employees on damage assessment teams in designing and conducting assessment studies/surveys, provides liaison between the NPS and other agencies involved in case-specific damage assessment, and coordinates with response agencies to minimize injury and/or loss to NPS resources/services. The incumbent also supports the DOI Office of Restoration and Damage Assessment in developing policy and advising on case funding decisions.	The Resource Protection Branch (RPB) currently manages approximately \$60 million worth of restoration projects at parks across the country. Our ability to obtain restoration money through damage assessment for injured park resources is crucial to completing restoration activities and making the American people whole for resource injuries. RPB is small organization. To compensate for the absence of a CERCLA/OPA Case Officer, the incumbent's duties have been assigned to a more junior Environmental Protection Specialist whose primary duties include facilitating restoration projects at the park level. While this has worked as an interim solution, in the longer term this arrangement could result in the gradual attrition of both damage assessment recoveries and on-the-ground restoration, which would affect the continuity and value of the damage assessment and restoration program to NPS and the public.	Yes		9/26/2017
1825	NPS	9/1/2017	Environmental Protection Specialist	GS-14	Above 12	Spokane WA	Other	New position	No	Provide necessary support for ongoing clean-up decisions and settlement negotiations to resolve natural resource damage assessment claims associated with the Upper Columbia River and Lake Roosevelt NRA	Will delay Interior and NPS opportunities to settle natural resource damage assessment claims and expedite clean-up decisions in the Upper Columbia River and Lake Roosevelt NRA.	Yes		9/26/2017

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1882	NPS	9/15/2017	Environmental Protection Specialist	GS-13	Above 12	Washington, DC	DC	New position	No	This position is a project manager for 5 Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) sites located within national parks - East along the Anacostia River. The CERCLA sites are located in under-served neighborhoods and represent a potential hazard to the community. While we have been making steady progress, these sites are the focus of the community, ward council-members, and Advisory Neighborhood Commission commissioners for many years. Each site is in a different phase of the process. The sites served as dumping grounds or industrial sites in an area of the city where the community was less able to defend themselves from these types of activities. Efforts to-date have been to rectify this situation and make these spaces clean and a part of the community that they can be proud of.	If not filled, work will slow or cease on these sites. This has been an additional responsibility of the Region's Chief of Planning for the last year and the additional work load is not sustainable. Without continual work, the sites will not be re-mediated and will remain a potential hazard for the community and the environment. Any slow down or delay in progress will be noticed by the local leaders and the community and will prompt inquiry into why.	Yes		9/26/2017
1906	NPS	9/15/2017	Exhibits Specialist	11	Below 12	Washington DC	DC			These are Trainee positions working in HPTC Preservation Services under the HPTC Exhibits Specialist Training Program.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017
1907	NPS	9/15/2017	Exhibits Specialist	11	Below 12	Washington DC	DC			These are Trainee positions working in HPTC Preservation Services under the HPTC Exhibits Specialist Training Program.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017

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1908	NPS	9/15/2017	Exhibits Specialist (Woodcrafter)	11	Below 12	Washington DC	DC	New position		This is a trade position working in HPTC Preservation Services.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Histroic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017
1891	NPS	9/15/2017	Facility Management Specialist	GS-12	12	Hagerstown, MD	Other	New position	No	Facility Management Program Manager responsible for the Facility Management Plan, Asset Management Plan, FMSS, Facility Condition assessments, Compliance, Work order and project development to include cost estimates. Deferred maintenance management.	Needed improvements to the FMSS database will not be completed for the park data. Work orders and deferred maintenance reporting will not be accurate or complete.	Yes		9/26/2017
1259	NPS	7/15/2017	Facility Management Specialist (Asset Manager)	GS-13	Above 12	Omaha, NE	Other	Not yet vacant		"In keeping with the Secretary of Interior's focus on reducing the NPS deferred maintenance backlog and providing direct support to parks and field units, the Facilities Asset Manager is responsible for leading the MWRs Asset Management Branch which includes overseeing the following program areas: Infrastructure Repair and Maintenance Funding; Fleet and Equipment Management; Housing Management; Capital Investment Strategy; Cyclic Maintenance Fund Source; Condition Assessment Teams; Repair & Rehabilitation Fund Source; and Constructed Asset Data Management. The position directly supports field units by leading design, specifications, rehabilitation estimates, scopes of work for rehabilitation projects for infrastructure assets including historic structures, visitor facilities, water utility systems, roads, disability access, health and safety, and recreation. The position develops deferred maintenance contract packages for open competition by private sector construction firms. Additionally, the position provides direct support services to all 61 park units within the Midwest Region where deferred maintenance mitigation design and engineering expertise/capacity does not exist at the park level.	Leaving this position unfilled would significantly hinder the agency's ability to provide safe and well-maintained facilities to visitors as well as meet legal requirements and national priorities. The position serves a critical DM project development role for all parks in the MWR where this specialized expertise is not feasible to be located in individual park units. If the position remains vacant, parks will be unable to have their critical system(s) DM projects designed and contracted for construction and, in turn, the MWR will be unable to obligate millions of dollars on annual DM mitigation funding. Both resulting in accelerated deterioration of infrastructure and associated critical systems. This position is responsible for ensuring NEPA, NHPA, Accessibility and other code requirements are addressed in contract document development; leading the effective administration of life cycle of constructed assets; managing 7,280 assets, including 580 miles of road, 690 parking areas, 2,850 buildings (includes 2,630 historic structures), 240 water systems, 210 wastewater systems, 130 miles of trails, and 310 housing units. The current replacement value of the MWR Asset Portfolio exceeds \$7.8B...current DM exceeds \$480M.	Yes		9/26/2017
1901	NPS	9/15/2017	Facility Management Systems Program Coordinator	GS-12	12	Lakewood, CO	Denver	New position	No	Provides coordination, technical, and professional support for the FLREA program in the area of asset management, compliance reviews and revenue collection for 55 parks collecting over \$121 million dollars across the Region. Provides recommendations and support to management to increase revenue across the Intermountain Region. A minimum of 55% of recreation fee dollars must be spent on facility deferred maintenance projects. Participates in formulation and execution of long range strategies for deferred maintenance facility projects, completes compliance reviews on the execution of recreation fee dollar projects, both on-site and back office, to ensure they meet Capital Investment Strategy and Federal Lands Recreation Enhancement Act expenditure polices, and assist parks with revenue strategies.	The ability for parks to plan, formulate, and execute projects with recreation fee dollars on deffered maintenance assets that have a direct visitor benefit.	Yes		9/26/2017

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1822	NPS	9/1/2017	Facility Manager or Architect/Engineer/Landscape Architect (Regional Cyclic Maintenance Program Manager)	GS-12	12	San Francisco, CA or Seattle, WA	Other	> 24 months	Yes	Since the start of fiscal year (FY) 2013, Pacific West Region (PWR) used one position to manage both the Cyclic Maintenance (CM) and Repair-Rehabilitation (RR) programs for PWR. With the 90% increase in appropriated funding that these two programs have received over these past four fiscal years, the workload for one person to manage both the RR & CM Programs has grown humanly impossible for one person to accomplish. Therefore PWR has approved a second staff position be restored to just manage the CM program. Even with the proposed reduction in 2018 funding, the PWR annual CM program will be over \$24 million, which make the CM program the third largest project fund source. Major responsibilities of the new CM position would include: 1) conducting outreach with PWR Park managers to develop sound CM program of projects for each Park, 2) funding and assuring completion and fund management for 200- to 250-projects each year, 3) coordinating annual review of all CM proposed project submissions & Park 5-year CM plans using members of the PWR Maintenance Advisory Committee, and 4) working with PWR & NPS Washington Program Management to periodically adjust Regional program allocations and Servicewide CM policies.	An unhealthy & unsustainable workload will continue for the one position managing both the Cyclic Maintenance & Repair-Rehabilitation Programs in Pacific West Region (PWR). All other existing Facility Management staff in PWR are already stretched thin and managing multiple large & complex programs. There is no potential for existing staff to continue to absorb this large workload. This humanly impossible workload greatly increases the likelihood of inefficient and reactive program management, up to \$24 million each year not being obligated, personnel grievances, and greater risks of mistakes.	Yes	
1820	NPS	9/1/2017	Facility Operations Specialist	GS-12	12	Hampton, VA	Other	8 months - This position was established and approved in October 2016 for the developing new park organization at Fort Monroe N.M. and an active veterans hiring authority recruitment effort to fill the position remained incomplete at the time of the hiring freeze implemented in January 2017.	Yes	Position is directly responsible for the oversight of maintenance, repair and rehabilitation of the complex asset management portfolio of more than 2 Roads & 15 Parking Areas of 342,033 SF, 12 Maintained Landscapes of 595 acres, 10 Buildings totaling 74,700 SF, 4 Fortifications totaling 96,500 SF, 3 Utility distribution systems, 1 Airfield and runway system, 5 leased commercial properties, and +2 miles of recreational beach and shoreline. The current underfunded deferred maintenance requirements are \$2.28 million dollars. The current annual maintenance operating program is approximately \$739,000.  The Facility Operations Specialist develops and oversees complex asset portfolio management strategies, condition & life cycle utilization analysis, and initiate programmatic funding strategies to establish fiscal sustainability, decrease deferred maintenance and optimize effectiveness of maintenance operations and evaluate alternative funding solutions. Incumbent serves as a Chief of Maintenance & Federal Property Manager, having prime direction and authority over the Division's work elements, and provides supervision to facility services contracts and NPS property leases. The monument utilizes the Fort Monroe Authority Public Works Services, Utility and Maintenance contract \$653,700 dollars annually in lieu of hiring and managing a traditional unified multi-discipline maintenance workforce.  Fort Monroe National Monument (FOMR) was established Nov 11th, 2011 establishing the approximately 325 acre park unit within a National Historic Landmark District. FOMR currently hosts more than 100,000 visitors annually. The park operates in a collaborative cooperative management agreement with the Fort Monroe Authority	FOMR, is one of the newer National Park Units, with a documented deferred maintenance backlogs (\$2.8 million). Without this position of Facility Operations Specialist the park will not have the capability to effectively lead core required operations and maintenance programs identified in the park asset management plan, PL 98-540, Executive Order 13327 (Federal Real Property) and NPS Directors Order 80 (Real Property Asset Management) and 35B (Cost Recover for NPS Provided Utilities). Currently adhoc technical assistance may be provided by other Northeast Region park units on a non-priority limited basis to support the new park's operational requirements. Facility condition assessments and work reporting which drive the annual and five year DOI facility funding requirements will lack the organizational expertise and programmatic oversight to be strategic and efficient. The park will be unable to identify and optimize complex program requirements and create the necessary budget requests for facility operations, maintenance, cyclic repair, rehabilitation, and replacement of park facilities & infrastructure, and those of concessions, cooperators, business and partner agency lease holders of properties owned by the agency.  The visitor services and recreation / educational opportunities of approximately 100,000 annual visitors (2016) will be impacted. Historic facilities, fortifications and infrastructure will deteriorate at an accelerated rate. Several partner agencies, communities, cooperators and partners will be impacted. Public health and safety conditions will diminish.	Yes	

Date

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1885	NPS	9/15/2017	Fire Analyst	GS-13	Above 12	Portland OR	Other	Not yet vacant	Yes	<p>The Fire Analyst provides detailed intelligence on established and emerging incidents in the Pacific Northwest. Individuals that have served in this position have a unique combination of Operational Skills and a deep understanding of fire behavior. Outputs from this position are used to develop daily prioritization decision on all wildfires in Oregon and Washington. The prioritization list drives the allocation of critical resources.</p> <p>The importance of this has been demonstrated everyday during this current fire season, with an incredible amount of fire on the landscape, shortages of all firefighting resources and tremendous numbers of communities and commercial timber being threatened. The input of this analyst position is absolutely vital to strategic allocation of resources and the ultimate success of containing fires.</p>	Without this position we would lose the ability to strategically engage and control wildfires in the Pacific Northwest. Firefighter safety would be compromised and social values will be negatively impacted. There is no other position in the Coordination Center that can fill this function. The impact of not having this position during this current fire season are hard to imagine. We would struggle everyday with decision on IMT placement, complexing, and resource distribution.	Yes		9/26/2017
1817	NPS	9/1/2017	Fire Management Officer	GS-12	12	Dinosaur, CO	Other	Not yet vacant	Yes	<p>Serves as the Fire Management Officer for Dinosaur NM, Black Canyon of the Gunnison NP, Curecanti NRA, and Colorado NM. This position is a key Fire Management position within a highly complex fire management program. It has the responsibility for Program Management, Planning, Operations Supervision and Safety. As such this position provides program direction, coordination and evaluation. The position requires a vast broad back ground in regards to wildland fire management which must have numerous years of field experience, as well as abilities to interface with a broad variety of audiences such as line officers, political figure heads, interagency partners, local and state government officials, media outlets, as well as the public.</p>	<p>Dinosaur National Monument is historically one of the most active programs within the Intermountain Region. Failure to fill this position would leave a void and lack of leadership in one of the more active programs in an area which annually sees more initial attack starts than most of the country.</p> <p>This position is a critical management level position responsible for over seeing field level safety operations, operational, administrative, planning and logistical supervision for one of the agencies wildland fire management programs. This position is the subject matter expert for the the Northwest Colorado park group in regards to fire management and fuels management. This position serves as the conduit with interagency partners in regards to how wildland fire management operations are handled and coordinated between all of the federal, state, county, rural and private entities.</p>	Yes		9/26/2017
1824	NPS	9/1/2017	Forester	GS-12	12	Yosemite, CA	Other	Not yet vacant	Yes	<p>Manages and provides expertise in forestry operations, particularly hazardous tree management to forestry crews working to mitigate hazard trees in public use areas. Administers timber sales, COR duties, monitors forest health and assists Fire with forest management.</p>	Forestry program oversight would be compromised particularly hazard tree management of public use areas including campgrounds, day use areas, housing, road ways and concessionaire land assignments. This will increase visitor exposure to tree hazards particularly in campgrounds and other overnight occupancy areas. Timber sale contracts and various other forest health measures would not take place.	Yes		9/26/2017

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1314	NPS	7/15/2017	Government Information Specialist	GS-12	12	Lakewood, CO	Denver	<1 month		<p>The incumbent manages the collection, review and distribution of relevant agency information and records as requested by the public as part of the Freedom of Information Act process. Also, reviews extremely complex Freedom of Information Act (FOIA) requests based on specialized training; performs extensive information searches and legal reviews and develops comprehensive FOIA responses; and provides information to the Department's FOIA Officer, and the Solicitor's Office, including the Department's FOIA Appeals Officer, upon request.</p> <p>Prepares final response letters and related correspondence, e.g. acknowledgement letters, time extension letters and requests for clarification; adapts standard language to fit particular responses; briefs management on controversial/sensitive requests; and coordinates with other bureaus and offices where appropriate to ensure consistency in document releasability and responses, including consistency in fee waiver determinations.</p>	<p>The Intermountain Region has a statutory responsibility (43 CFR 2.3) to process Freedom of Information (FOIA) Requests within twenty (20) days of receipt of those requests. The region processes more than 200 FOIA requests every year and the number of FOIA requests has increased substantially over the past several years. Filling this position is necessary in order to meet this legal responsibility and to respond to requests from the public and the media.</p> <p>Filling this full-time position provides direct technical help to parks, provides substantial help to parks in processing FOIA requests, and ensures compliance with federal FOIA and Privacy Act laws.</p>	Yes		9/26/2017
1899	NPS	9/15/2017	Historian	GS-12	12	Denver, CO	Denver	1 month	No	<p>The principal focus of this historian is to fulfill the regional office's statutory duties and responsibilities under the Historic Sites Act of 1935 and the National Historic Preservation Act of 1966 related to the National Historic Landmarks (NHL) Program. Under the Acts, the NPS is responsible for managing the National Historic Landmarks program by designating new NHLs, reviewing projects for Section 106 compliance related to existing NHLs, and providing technical assistance to NHL stewards on the preservation of these nationally significant sites. The historian's principal duties will be to formally manage the National Historic Landmarks Program in the Intermountain Region by addressing letters of inquiries from the public on the NHL nomination process; reviewing and editing NHL nominations, including history, photographs, and maps for professional content and appropriate NHL formats; facilitating and guiding the preparation of potential nominations towards NHL designation; coordinating review of nominations by State Review Boards, the Landmarks Committee of the National Park System Advisory Board, and the Secretary of Interior; providing expertise and completing Section 106 compliance review for NHLs related to federal undertakings by other agencies.</p>	<p>If not fulfilled, the NPS will be unable to meet the legislative mandates specified within Historic Sites Act of 1935 and National Historic Preservation Act of 1966, which requires NPS management of the National Historic Landmarks program. This will ultimately create a significant backlog in public inquiries for the designation of NHLs and will have political ramifications as public concerns are relayed to Congress. It will also lead to the delay or halting of NHL designations within the Intermountain Region as there is no other staff available to take on the workload for the NHL program. It will also lead to delays in the official NPS review and comment on federal undertakings that have potential impacts NHLs, which in turn, will delay other federal agencies' ability to complete their projects and missions. In addition, this may lead to the loss of integrity and deterioration of NHLs across the region, as NHL site stewards/property owners often seek guidance, technical assistance, and federal funding from the NPS in to the preservation of these nationally significant sites.</p>	Yes		9/26/2017

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1900	NPS	9/15/2017	Historian	GS-7/9/11/12	12	Denver, CO	Denver	12 months	No	The principal focus of this historian is to fulfill the regional office's statutory duties and responsibilities assigned to the NPS in the Historic Sites Act of 1935 for the management of the Historic American Building Survey (HABS), Historic American Engineering Record (HAER), and Historic American Landscapes Survey (HALS) program. The historian's principal focus will be to manage the HABS/HAER/HALS program, which serves as a vital program and resource for Section 106 compliance projects across the country by formally documenting historic properties to the Secretary of Interior's Standards. The historian will review and respond to state and federal agencies' requests on the proper HABS/HAER/HALS documentation standards for federal undertakings and projects; process documentation and ensure all materials meet the Secretary's Standards; ensure Section 106 compliance for the materials is addressed; review submitted HABS/HAER/HALS documentation and resolve any inconsistencies or missing documentation; scientifically test photographic materials for archival longevity; gather all photographic and narrative materials and transmit complete HABS/HAER/HALS documentation projects to the Library of Congress for long-term archiving.	If not filled, the NPS will be unable to fulfill its legislative mandates to manage the HABS/HAER/HALS program, as required by the Historic Sites Act of 1935. Moreover, it will also hamper the NPS' ability to respond to public, state, and agency requests for HABS/HAER/HALS documentation review, causing delays on federal projects as there are no other available and qualified regional staff to be assigned to the work. This will ultimately delay multiple state and federal agencies' ability to finalize consultation and compliance for Section 106 of the National Historic Preservation Act of 1966, which will ultimately delay federal projects such as infrastructure improvements, oil and gas development and energy transmission. The HABS/HAER/HALS program is a key component to resolving adverse effects found through the Section 106 compliance process and it is widely used as an essential mitigation effort to ensure federal projects are moved forward. If not filled, federal agencies will be unable to efficiently complete projects and missions.	Yes		9/26/2017
1902	NPS	9/15/2017	HR Specialist	12	12	Denver, CO	Denver	5 months		This position provides retirement support for the Mid-west Region and Northern Rockies Intermountain Region which has over 3,000 permanent employees. The inability to backfill this position would put the NPS Employee Benefits Program and the employees of the National Park Service in a difficult position. The Retirement Specialists are already overworked with the current Round 2 of VERA/VSIP. This effort adds over 200 retirement calculations to our current workload. Additionally, the possibility of a DOI blanket VERA/VSIP request for 2018 will again impact our workload. The Employee Benefits and Retirement regulations are complex and have a significant impact on all NPS employees. We must maintain current FTE levels for the branch to continue the high level of customer service the NPS employees deserve. Typical staffing levels are 10 Retirement Specialists; we are now working with 7.	The mission impact if this position is not filled is that the Employee Benefits Branch will be unable to effectively carry out the duties related to departing employees under the Voluntary Early Retirement Authority (VERA)/Voluntary Incentive Separation Payments (VSIP). If VERA/VSIP is approved by the Office of Personnel Management (OPM), the Benefits Branch will receive a high volume of separation requests that must be acted on and finalized within 3 months of receipt. We will be unable to meet the requests with our current staff.	Yes		9/26/2017
1831	NPS	9/1/2017	Hydrologist	GS-13	Above 12	Homestead, FL	Other	1 month	No	The incumbent serves as a technical advisor in hydrology for one or more parks. The hydrologist is responsible for program development and implementation related to hydrology and water resources.	Park management ability to develop and prepare major portions of the resources management plan dealing with water resources and hydrology will take longer than desired. The inability to fill this position might result in staff limitation in preparing specific action plans needed to manage and protect water resources.	Yes		9/26/2017

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1826	NPS	9/1/2017	Integrated Resources Program Manager (Chief of Cultural & Natural Resources)	GS-12	12	Honolulu, HI	Other	New position	Yes	The Resource Manager plans, implements, manages, and coordinates a comprehensive natural and cultural resource program for two parks; manages the complex budgets; serves as a member of the park's Management Team establishing policies, goals and objectives, operating procedures, guidelines, and internal controls; develops and maintains effective working relations with the State Historic Preservation Division, Historic Hawaii Foundation, the US Navy, community stakeholders that represent the diversity of populations held at Honouliuli Internment Camp Native Hawaiians, other agencies, and the public; ensures legal compliance with all NAGPRA, NEPA, Section 106 and ARPA issues; conducts and coordinates the review of park projects to assure protection of natural and cultural resources and compliance with applicable federal laws. Position is responsible for submitting funding requests and providing oversight on projects addressing deferred maintenance on the park's historic structures. Project completion insures preservation of culturally significant assets and corrects safety deficiencies that put employees and park visitors at risk.	This is a new position, needed to address deficiencies at two park units. The USS Arizona Memorial was redesignated as WWII Valor in the Pacific NM (VALR) and expanded to include a number of additional cultural resources in Pearl Harbor in 2008; subsequently Honouliuli NM was established in 2015 and placed under VALR's administrative oversight. It has become apparent that the existing cultural resources staff did not have the capacity or expertise to manage this expanded set of responsibilities, an issue perhaps most clearly illustrated by the illegal demolition and reconstruction of a historic Chief Petty Office bungalow that witnessed the bombing of Pearl Harbor. As a result of this adverse effect to a critical cultural resource, these two park units now conduct all compliance with substantial assistance and increased oversight from PWR, and the Superintendent is serving as the Compliance Specialist. Without this position: the two park units will continue to require this increased oversight; timelines for compliance, consultation, and project implementation (to include repair and rehabilitation) will continue to be delayed; and the ability of the Superintendent to appropriately manage the full suite of programs at these two park units will continue to be negatively impacted due to the necessity of also serving as the Compliance Specialist.	Yes		9/26/2017
1840	NPS	9/1/2017	Integrated Resources Program Manager (Chief, Cultural Resources and Museum Management)	GS-12	12	San Francisco, CA	Other	1 month	Yes	Supervises, guides and directs 18 employees, and oversees the largest collection of historic artifacts and museum/library items in the NPS. Serves as a member of the park's senior leadership team involved in overall park strategic planning and management. Coordinates the preservation of historic resources visited by over 4 million people per year. Works closely with other park managers and experts from outside the park to ensure that resources retain their historic character and significance, and are available for public enjoyment.	Lack of planning, coordination, and supervisory oversight/direction in a division that is critical to sustaining the park's primary purpose: historic preservation and management of significant cultural resources. Elimination of a Resource Management professional on the park's Senior Leadership team. There would be an increased workload for other cultural resources staff and there would be no one on staff guiding natural resource management. Diminished and compromised National Historic Preservation Act (Section 106) compliance for National Historic Landmark structures and other significant cultural resources; and a diminished ability to conduct required NEPA compliance. Compromised oversight of the largest artifact collection in the NPS. Small, stream-lined staff at the park would not be able to effectively absorb the responsibilities of Chief of Cultural Resources. The park will not be able to adequately plan for and adapt to rising seas and increased storm intensities affecting the park's National Historic Landscape ships, piers, and shoreline structures. The park will have a compromised ability to interact with the State Historic Preservation Office (SHPO) and mitigate adverse effects to historic resources.	Yes		9/26/2017
1260	NPS	7/15/2017	Interdisciplinary (Energy Specialist)	GS-12	12	Omaha, NE	Other	7 months		The position is in support of energy priorities, allowing the NPS to actively participate early and often energy proposal review and work with local industry to ensure activities associated with the development, construction and operation of energy project and programs are protective of NPS lands.	The position coordinates and fosters collaboration across parks, regions and NPS programs to ensure that units of the National Park System are addressed and accounted for in the various stages of energy development with emphasis on the Great Plains region. The position identifies and encourages implementation of programmatic and innovative solutions to meet our nations energy needs while also protecting our national natural and cultural heritage. The position helps park managers in working with energy industries to influence land use planning, site design, and analyses at the earliest stages of project development. The impact of the position not being filled is that energy projects may proceed without information on NPS resource needs and thus not build those concerns into improved design and operational practices early in the development of the project. This could result in energy development delays.	Yes		9/26/2017

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1884	NPS	9/15/2017	IT Specialist	GS-12	12	Haleakala National Park, Maui, HI	Other	< 1 month	No	Pacific Island Parks Network IT position that supports 11 parks across the Pacific Islands.	Pacific Island parks will not receive timely IT support. Parks will be subject to the lack of IT Security and Helpdesk. Overall productivity of Pacific Islands park employees will be degraded.	HOLD	OCIO - Review.	9/26/2017
1816	NPS	9/1/2017	IT Specialist	GS-12	12	Lakewood, CO	Denver	Not yet vacant	No	Incumbent has responsibility as the technical expert for Intermountain regional parks for installation, monitoring and upgrading Symantec Endpoint Protection on all computers and servers in the region. They remediate all IT security incidents related to virus infections and installations. Additionally, as a member of the IT security team for the region, the incumbent will ensure the application of security/information assurance policies, principles, applications and practices to protect National Park Service's (NPS) and Information Technology (IT) systems from threats to confidentiality, integrity, availability, accountability, and authenticity in the delivery of all IT services. The incumbent will ensure adequate protection for all information and IT systems that collect, process, transmit, store, and/or disseminate information. They also represent Intermountain region on the national Messaging council, and are the subject matter expert for BisonConnect for the region.	Failure to fill this position will create a compromise in DOI IT Security. Symantec Endpoint Protection is a critical application to assure the cyber security posture is robust. Other cyber security mandates and requirements, as delivered by NPS, DOI, DHS, OMB, etc. may be delayed. Assistance to park operations as it relates to Symantec Endpoint Protection, BisonConnect, and IT Security will not be serviced and the lack of the subject matter expertise across the region will have a very negative impact.	HOLD	OCIO - Review.	9/26/2017
1836	NPS	9/1/2017	Lead Financial Specialist	11	Below 12	Herndon, VA	DC	2 months	No	Manages daily distribution of workload among lower graded staff; assists lower graded staff with resolving complex financial and accounting issues; processes financial transactions; schedules, monitors, and reconciles financial systems interfaces; analysis and reconciliation of vendor payments and financial reports; responds to NPS customers/ vendors regarding payments and employees regarding travel reimbursements.	The vacancies of the Lead Financial Specialist has impacted processing of financial transactions related to vendor payments and travel payments in FBMS, and financial transaction reconciliation. Continuing these vacancies will subsequently cause delay in financial reconciliations and reporting throughout NPS, as well as reporting to the Department and to the Treasury. Additionally, customer service delivery will be delayed and quality will decrease.	Yes		9/26/2017
1896	NPS	9/15/2017	Management Analyst	GS-12	12	Eads, CO	Other	New position	Yes	At the full performance level, this position will oversee the administrative functions of the High Plains Group (Sand Creek Massacre NHS, Bent's Old Fort NHS, Capulin Volcano NM) and will also function as the site manager for Sand Creek Massacre NHS under the supervision of the High Plains Group Superintendent.	The High Plains Group of parks will be experiencing a high number of retirements in the next two years. The group is therefore planning staffing and budgeting for the next five years, including shared positions. If this position is not filled, it will require each of the three parks to fill additional higher graded administrative positions which will end up costing the government more than the one requested supervisory position.	Yes		9/26/2017
1888	NPS	9/15/2017	Management and Program Analyst	GS-13	Above 12	San Francisco, CA, Seattle, WA, or Vancouver, WA	Other	Not yet vacant	Yes	Provides leadership, coordination and consultation for the implementation of OMB Circular A-123 "Management's Responsibility for Internal Controls" and Government Performance and Results Act (GPRA). Leads park/office staff in identifying and correcting risks and weaknesses in financial processes, safety practices, and property management to help leverage limited park resources, including revenues from donations and recreation fees.	Employees and managers in parks would lose the opportunity to have on-site assistance to critically evaluate and improve the internal controls over their daily park operations. Additionally, Regional Director will have reduced confidence in annual review and assurance of A-123 internal controls due to limited ability to review and validate data.	Yes		9/26/2017
1315	NPS	7/15/2017	Management and Program Analyst	GS-11/12	12	San Francisco, CA, Seattle, WA	Other	2 months	No	Assists field staff to improve accountability and safety in their daily operations. Works with park/office staff to identify and correct risks and weaknesses in financial processes, safety practices, and property management to help leverage limited park resources, including revenues from donations and recreation fees.	Employees and managers in parks would lose the opportunity to have on-site assistance to critically evaluate and improve the internal controls over their daily park operations.	Yes		9/26/2017

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1892	NPS	9/15/2017	Management and Program Analyst (Facilities Management)	GS-12	Above 12	Washington, DC	DC	12 months	No	The position serves as the expert and manager for the Facility Management Software System (FMSS), Project Management Information System (PMIS), and the Financial Business Management System (FBMS) for the division of Facility Management at the National Mall. This position manages the software systems that are used to create and track work orders, labor, material and equipment costs, request project funding, create purchase requisitions and pay vendor invoices. The position is vital to tracking deferred maintenance and developing project funding and purchase requests to reduce deferred maintenance at the National Mall and Memorial Parks.	If this position is not filled the park will not be able to maintain records on asset condition and create work orders for recurring and corrective maintenance repairs. the park will not be able to accurately track deferred maintenance costs and will lose the ability to quickly create project funding requests and purchase requests to initiated contracted work. Filling this position directly supports park operations. Failing to fill this position will lead to shortages of supplies and delays in accomplishing maintenance activities -- ultimately impacting visitor satisfaction and safety.	Yes		9/26/2017
1828	NPS	9/1/2017	Planning and Project Management Branch Chief	GS-13	Above 12	Homestead, FL	Other	1 month	Yes	The Branch Chief of Planning and Project Management is responsible for, and has authority to, initiate, establish, guide, and control a broad range of planning, design and construction projects from inception through completion. The incumbent supervises an interdisciplinary staff of planners, designers and project managers to accomplish this work within the park unit(s).	Major construction projects will be delayed in absence of coordinated review of project submittals with subordinate staff. There will also be considerable reduction in park staff's ability to write, develop and submit Facility Management division PMIS proposals each year.	Yes		9/26/2017
1898	NPS	9/15/2017	Program Analyst (Portfolio Manager)	GS-13	Above 12	Lakewood, CO	Denver	New position	No	This position works directly with the IMR parks and fund source managers to assess park needs related to general, strategic and implementation-level planning; help parks find appropriate fund sources; and help parks find the necessary expertise to support those needs. This position will help parks refine their planning needs to ensure efforts are at the appropriate scope and scale; promoting concise, focused and timely planning and compliance processes and documentation in accordance with current NPS and DOI policies related to streamlining NEPA reviews. This position will also lead targeted planning efforts to support specific park priorities related to, for example, deferred maintenance, visitor services, resource management and park operations.	One management analyst position per region was approved by the National Leadership Council in late 2016, to enable a more nimble and effective response to park-specific planning needs, while ensuring that we meet the requirements of the National Parks and Recreation Act of 1978. This position is also integral to completing high priority planning and compliance needs that were identified by Parks through the foundation process; this is required before the implementation of many facility and infrastructure improvements, in order to serve visitors and protect resources. If this position is not filled, the planning process will be less responsive to park needs; key park projects will be delayed until required planning and compliance can be completed, and funds and staff will be less effectively aligned with current priorities.	Yes		9/26/2017
1912	NPS	9/15/2017	Program Coordination Specialist (Youth)	9	Below 12	Washington DC	DC	12 months		This is a trade position working in HPTC Preservation Services.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Histroic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017

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1258	NPS	7/15/2017	Program Management Assistant (Deferred Maintenance Program Specialist)	GS-12	12	Omaha, NE	Other	3 months		"In keeping with the Secretary of Interior's focus on reducing the NPS deferred maintenance backlog and providing direct support to parks and field units, the Deferred Maintenance Program Specialist is responsible for developing design, specifications, rehabilitation estimates, scopes of work for rehabilitation projects for infrastructure assets including historic structures, visitor facilities, water utility systems, roads, disability access, health and safety, and recreation. The position develops deferred maintenance contract packages for open competition by private sector construction firms. Additionally, the Program Specialist provides direct support services to all 62 park units within the Midwest Region where deferred maintenance mitigation design and engineering expertise/capacity does not exist.	"Leaving this position unfilled would significantly hinder the agency's ability to provide safe and well-maintained facilities to visitors as well as meet legal requirements and national priorities. The position serves a critical DM project development role for all parks in the MWR where this specialized expertise is not feasible to be located in individual park units. If the position remains vacant, parks will be unable to have their critical system(s) DM projects designed and contracted for construction and, in turn, the MWR will be unable to obligate millions of dollars on annual DM mitigation funding. Both resulting in accelerated deterioration of infrastructure and associated critical systems. This position is responsible for ensuring NEPA, NHPA, Accessibility and other code requirements are addressed in contract document development; developing and managing projects that address the Region's \$480M deferred maintenance backlog derived from its 7,800 individual constructed assets.; and maintaining specialized certification and licensing not held by other positions.	Yes		9/26/2017
1838	NPS	9/1/2017	Program Manager	13	Above 12	Boston, MA	Other	5 months	No	The NER Region's Federal Lands to Parks Program Manager position is responsible for collaborating with the General Services Administration (GSA) and Department of Defense (DOD) to facilitate the transfer and conversion of surplus federal real estate to state and local governments for approved park and recreation purposes. Nationally, the program is administered by 4 FTE (5 staff). This position is one of the three regional program managers for the entire US and oversees the largest portfolio of 21 states in the Northeastern and Midwestern U.S. The position provides programmatic and policy compliance oversight on 430 transferred properties to ensure they remain open to the public for recreation purposes and compliant with all other deed and program requirements	The mission impact of vacancy, affecting state, county and local agencies in 21 states results in a significant reduction in capability to execute and manage the number of surplus federal properties transferred to communities for public open space and recreation facilities. Fewer deeds will be issued to local and state governments for the final transfer of federal properties to support recreation, quality of life and economic opportunities. Without this position, the region will not carry out its required function to monitor deed requirements and assist communities with post-transfer stewardship mandates in accordance with regulatory and programmatic requirements.	Yes		9/26/2017
1839	NPS	9/1/2017	Program Manager	13	Above 12	Philadelphia, PA	Other	5 months	Yes	The position is responsible for the coordination, policy implementation and management of the Northeast Region's nationally designated Partnership Wild and Scenic Rivers and Congressionally authorized wild and scenic river studies in cooperation with local councils and state organizations in 10 states. The position also supervises the hydropower recreation assistance programs within the region and provides technical assistance to national park units and local communities.	Without this position, NPS will lack capacity to meet its policy and management obligations to 12 national partnership wild & scenic rivers including; Congressionally authorized rivers special resource studies (SRS), development of comprehensive river management strategies, and the review of projects under Section 7 of the Wild and Scenic Rivers Act. Capabilities and expertise to continue to provided to individual Rivers with established partnership councils comprised of private, local and state interests who are managing the rivers systems which will be impacted by reduced financial management, technical assistance and policy guidance to protect resources, implement river management plans and support Congressionally-authorized Speical Resource Studies.	Yes		9/26/2017
1889	NPS	9/15/2017	Program Manager (Chief of Resources)	GS-13	Above 12	Glen Jean, WV	Other	12-18 months	Yes	Chief for the natural and cultural resources of New River Gorge, Gauley River National Recreation Area, and the Bluestone National Scenic River. It supervises 7 permanent employees ranging GS-7 to GS-12 positions.	The division needs a leader and someone in charge to ensure that our resources and planning efforts are on track and that the park continues to follow Preservation and Environmental laws, policy and procedures. The New River Gorge has one of the highest diversity of plants in all national park sites and has a large and unique cultural collection, four historic districts, and many historical structures. The other two parks preserve over 30 miles of whitewater and have one of the largest recreational users base in the country. This position is essential to resource protection and serves as an adviser to all other park disciplines in compliance, resources management, cultural management and advise the Superintendent and management team on all resources issues and concerns.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1843	NPS	9/1/2017	Program Manager (Natural Resources)	GS-12	12	Hagerstown, MD	Other	Not yet vacant	Yes	The Natural Resources Program Manager serves as the lead on all natural resource activities conducted within the C & O Canal National Historical Park (park). Within the park's borders reside over 300 utility rights of way both in place and those in negotiation. These include electric and gas rights of way. The Natural Resources Program Manager duties include lead environmental compliance officer and principle advisor for utility right of way agreements providing oversight in right of way negotiations and compliance. Additionally this position manages the agricultural lease program, scientific research, and serves as the coordinator with state, local, and other federal agencies on natural resource management projects and issues. As the environmental compliance lead the Natural Resources Program Manager is responsible for ensuring that appropriate National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and other federal requirements are met and addressed prior to project implementation.	The mission impact of the Natural Resources Program Manager position remaining unfilled, regarding energy prioritization, would be the loss of direct oversight of over 300 current utility rights of way agreements, compliance activities regarding these utility rights of way agreements, loss of senior management direction, and advice regarding current utility right of way negotiations. Additional mission impact would be the loss of program management over scientific research which affects utility agreements and private development, and coordination with municipal, county, state, and federal public agencies and entities as well as private organizations and enterprises regarding energy issues, projects, and agreements. The length and breadth of the park's interest, oversight, and compliance activities regarding energy priorities, both current and future, parallels the Potomac River and bridges the states of Maryland, Virginia, and West Virginia, and the capital: Washington D.C. The Natural Resources Program Manager's position is imperative to maintain the high functioning ability of the park to respond to energy priorities and resource protection.	Yes	
1890	NPS	9/15/2017	Project Manager	GS-12	12	Bar Harbor, ME	Other	< 1 month	Yes	<p>This Project Manager position is directly responsible for the oversight of the short and long term construction and planning for maintenance, repair and rehabilitation of the complex asset management portfolio of more 53 miles of paved historic motor roads, 45 miles of historic Carriage Roads, 4 park campgrounds with 620 sites, 135 buildings, 7 historic buildings, 19 waste water systems and 16 public water systems. The current underfunded deferred maintenance requirements are \$71 million dollars. The current annual maintenance operating program is approximately \$3.0 million dollars.</p> <p>The Project Manager develops and oversees complex asset portfolio management strategies, condition &amp; life cycle utilization analysis, and initiates programmatic funding strategies to establish fiscal sustainability, decrease deferred maintenance and optimize effectiveness of maintenance operations and evaluate alternative funding solutions. The position develops facility projects from their inception and sees them through to implementation, including ensuring the compliance process is followed. Incumbent serves as a deputy to the Chief of Maintenance having prime direction and authority over the Division's construction and project development elements, and provides supervision to project inspectors and data managers. The position manages and works with the parks' contracted 5 year Architecture and Engineering contracted services ensuring that facility design and construction projects are in alignment with NPS standards and contract specification.</p> <p>Acadia National Park was established in 1916 and now has a visitation exceeding 3.3 million visitors annually. This visitation occurs largely during the six month spring/summer/fall season. This position</p>	<p>Acadia National Park manages between \$2.5 and \$9 million dollars of construction work annually. If this position is not filled the park will not be able to effectively manage design and construction projects on critical infrastructure. The park also will not be able to effectively meet the obligation threshold of expending 55% of its fee revenue, an average of \$2.4 million dollars annually. This will have a deleterious effect not only on preservation of park resources, but force the park from an 80% retention down to 60% retention of fee revenue under the current policy guidelines.</p> <p>The park has had this position in place for 20 years and has successfully met all fiscal obligations and committed millions of federal dollars to contracted awards to the private sector. Without this position the park will become significantly less effective at reducing the deferred maintenance backlog and the park will not be able to continue performing sustainable maintenance practices on multiple assets.</p>	Yes	

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1266	NPS	7/15/2017	Project Manager	GS-13	Above 12	Denver, CO	Denver	7 months		Electrical Engineer/Security Engineer - Technical Specialist	<p>This position is located in a field support office designed to improve NPS organizational effectiveness by providing direct project execution to parks. This position executes projects directly related to national security projects for White House work; this position requires the top secret security clearance needed to work on the projects to execute the program, including over \$100M in projects at White House, including \$50M in FY17 funding to modify security immediately; \$18M for Project E; and \$35M for WH grounds bollards and gates. Work also includes project execution for Washington Monument Security Screening Facility. DSC directly executes projects in parks in deferred maintenance, security, and other infrastructure investments. DSC is managing more than 300 design and construction projects in parks servicewide with a value over \$1.4 billion. This office works with private sector partners to complete park projects including the National Park Foundation, Trust for the National Mall, and CityArchRiver Foundation.</p> <p>This position supports work on Deferred Maintenance (DM) projects.</p>	Yes		9/26/2017
1833	NPS	9/1/2017	Project Manager/ Landscape Architect	13	Above 12	North Carolina	Other	7 months	No	Resident Landscape Architect to execute \$67M transportation program, deferred maintenance, and public safety projects at Blue Ridge Parkway and other locations in the Southeast region.	<ul style="list-style-type: none"> <li>This position directly executes the transportation work at the Blue Ridge Parkway, in addition to supporting road rehabilitation and reconstruction projects in parks, including Natchez Trace Parkway. This position is supporting 26 projects worth approximately \$67M in construction at both Blue Ridge and Natchez Trace Parkways.</li> <li>DSC has had a landscape architect working at Blue Ridge Parkway for almost 40 years, since 1978 to directly manage transportation projects at the parkway.</li> <li>With the FAST ACT funding increases from FHWA for NPS, project work for the Transportation program will increase to \$284M in FY18.</li> <li>The NPS Transportation program directly executes projects in parks in deferred maintenance, security, and other infrastructure investments.</li> </ul>	Yes		9/26/2017

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1904	NPS	9/15/2017	Realty Chief	14	Above 12	Denver, CO	Denver	>24 months		<p>Heads expert technical staff providing core mission support to WASO Land Resources Division (LRD), 7 Regional Lands Program 400+ offices, and all parks nationwide. Incumbent is a high-level Program Manager responsible for maintaining realty data on all park units, overseeing NPS's national Rights-of-Way Program, and developing a new Realty Management Program to assist park units with previously unaddressed realty needs related to park unit management (e.g., boundary locations, trespasses, encroachments, jurisdictional issues, etc.)</p> <p>This position has been informally filled in an acting capacity by a GS-13 staff member since her supervisor left. HR has informed the Land Resources Division that the position must be competed through a hiring waiver.</p>	Staffing this GS-14 position with a GS-13 employee potentially violates Merit Protection principles. Properly filling this position is critical to oversight and direction of 3 essential LRD components: (1) collection and management of digital information on 84+ million acres managed by NPS, (2) development and implementation of realty management support to address the backlog of pressing park realty management needs (e.g., 1000+ known trespasses in one park unit alone), and (3) continued development of NPS's national Rights-of-Way Program - which was shifted to the LRD in 2012 in response to audit findings by the DOI Inspector General. The services affected directly support NPS's 400+ parks, including every land acquisition action and every request for a right-of-way (which are ever-increasing as a result of the Administration's push for infrastructure development, energy independence, and expansion of broadband and related services in NPS areas). In addition, this position is aimed at developing expert assistance for on-the-ground park unit staff dealing with realty management issues such as trespasses, encroachments, boundary disputes, etc. These issues affect law enforcement jurisdiction, visitor services, infrastructure permitting, issuance of utility rights-of-way (including oil and gas pipelines and electric transmission lines) and road easements, resource protection, and other critical components of the NPS mission.	Yes		9/26/2017
1903	NPS	9/15/2017	Realty Specialist	13	Above 12	Denver, CO	Denver	7 months		<p>Responsible for providing high-level expert advice on realty acquisition and realty management issues, including land exchanges, donations, transfers, jurisdictional questions, trespasses, and encroachments. Assists the Realty Chief with the development of a new Realty Management Program for NPS, and responds to technical real estate-related inquiries from the Director's Office, Secretary's Office, Land Resources Division Chief, and other high-level NPS and DOI officials.</p>	<p>If unable to fill this position, LRD will be severely hampered in its ability to assist parks with the complex realty transactions, high-level land management issues, critical legislative history research, and statutory analysis handled by the past incumbent in this position. This position exists solely to assist on-the-ground staff at park units with land acquisition and land management issues that the already short-staffed Regional Realty Programs are not able to handle. NPS's mission to preserve and protect critical resources will be directly impacted if insufficient expert technical staff is available to assist park staff - who generally lack the realty knowledge, experience and skills of the highly-specialized Land Resources Division staff, who have years of real estate training and expertise.</p>	Yes		9/26/2017
1830	NPS	9/1/2017	Safety and Occupational Health Manager	GS-13	Above 12	Homestead, FL	Other	1 month	No	<p>This position serves as a Safety and Occupational Health Manager for three south Florida Parks (Biscayne, Dry Tortugas, and Everglades National Parks). Performing analytical and operational work, the incumbent serves as the subject matter expert and principle advisor responsible for planning, developing, directing, and coordinating the safety and occupational health program for the three parks. Responsibilities cover vast lands and waters, privately operated food and hospitality concessions, water treatment plants, maintenance shops, and a wide variety of visitor attractions and governmental facilities.</p>	No subject matter expert oversight will be available in area of safety and occupational health for the three national parks of southern Florida, which together are visited by roughly 2 million people annually.	Yes		9/26/2017
1832	NPS	9/1/2017	Southeast Region Land Resources Program Center Chief	GS-14	Above 12	Atlanta, GA	Other	< 1 month	Yes	<p>The position is responsible for the regional oversight of land and property acquisition, boundary adjustments, property survey, and realty administration for parks within the Southeast Region.</p>	<p>Guidance to 70 national park sites on issues with states, local communities, federal entities, and partners regarding land exchanges, purchases, donations; boundary discrepancies and adjustments; encroachment issues; Everglades National Park restoration issues; and provide support for general land issues as requested by parks.</p>	Yes		9/26/2017

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1823	NPS	9/1/2017	Supervisor Park Ranger (Law Enforcement)	GS-13	Above 12	Barstow, CA	Other	< 1 month	Yes	Visitor Resource Protection Chief Ranger, Responsible for Law Enforcement and emergency services in the park. Liaison with local fire and law enforcement agencies. Park lead for visitor safety concerns.	This position is the senior law enforcement officer for the park, overseeing the law enforcement program, emergency services and wildland fire operations. Vacancy in this position critically impairs park's ability to provide visitor safety and protection. Essential for coordination with neighboring fire and law enforcement agencies. Essential to ensure officer safety and maintain positive community relations. Not filling this position would jeopardize public safety for visitors in the park.	Yes		9/26/2017
1835	NPS	9/1/2017	Supervisory Accountant	12	12	Herndon, VA	DC	1 week	Yes	This position performs a wide variety of duties: provides full supervisory duties over a team of Financial Specialists, including planning and assigning work to the team, evaluating staff's work performance, developing performance standards, initiates corrective and coaching activities related to staff's work performance, identifying training and development opportunities for staff, and overseeing staff's daily work assignments; plans and conducts financial management studies involving complex analysis of financial management and budgetary functions; develops innovative recommendations for solving and improving financial operations for NPS; reviews and evaluates financial systems for effectiveness of internal controls and integrity of NPS's financial information, including analyzing process flows and integration of external system interfaces and internal subsystem modules and reviewing financial reports to identify discrepancies and determine corrective actions; prepares financial management reports, statements, supporting schedules and related documents as required by OMB, Treasury, and the Department; and reviews and analyzes effect of new or revised regulatory changes and develops standard operating procedures and guidelines for internal staff and NPS.	Lack of this Supervisory Accountant has impacted a team of Financial Specialists not receiving direct supervision over their work assignments and assistance in completing work assignments on a daily basis, delays in responding to NPS customers/vendors regarding their payments and NPS employees regarding their travel reimbursements, delays in responding to park units regarding payment and travel policies, decrease in quality of customer service delivery, delays in responding to internal and external auditors' requests for financial information, and delays in financial reconciliations and reporting to NPS, OMB, Treasury, and the Department.	Yes		9/26/2017

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1897	NPS	9/15/2017	Supervisory Cultural Resources Specialist	GS-14	Above 12	Lakewood, CO	Denver	7 months	Yes	<p>This position has been previously submitted and approved on 8/28/17 for a Santa Fe duty station. Organizational changes as a result of eliminating a previous management position in the regional office has increased the number of Lakewood based programs this position will oversee and manage. Having the position located in Lakewood instead of Santa Fe would be more efficient and result in more effective program management.</p> <p>Serves as the principal staff for the preservation, protection, and management of cultural resources in the Intermountain Region (IMR). Leads, supervises, and provides direction for Historic Preservation (including Cultural Landscapes and History), Archeology, Museum Services, and Cultural Anthropology programs in the IMR and for the multi-regional Vanishing Treasures Program. Represents the IMR and NPS in government-to-government consultation with Indian Tribes. Supervises the Regional Section 106 Compliance Coordinator and works closely with WASO Park NAGPRA to assist park managers comply with the Native American Graves Protection and Repatriation Act. Ensures Departmental standards in historic preservation and archeological documentation are met. Builds partnerships with stakeholders and develops agreements to increase ability for the IMR to manage its cultural resources. Reports to the Associate RD for Resource Stewardship and Science and collaborates closely with other division chiefs to achieve IMR resource management goals. Coordinates with WASO Cultural Resources, Partnerships, and Science leadership and with other regional cultural resource division chiefs in order to identify and evaluate mission critical needs pertaining to cultural resources. Supports field efforts in parks by prioritizing project funding. Evaluates the efficiency of these activities, programs, and projects and ensures their effectiveness in protecting, preserving,</p>	<p>The ability of the Intermountain Regional Office to effectively assist parks protect, preserve, and better understand cultural resources will be significantly reduced if this position is not filled. This position helps parks maintain or improve the condition of many of the nation's most treasured historic properties, archeological resources, and museum collections. The condition of those resources will be more difficult to maintain if this position is not filled. Supervision of the regional cultural resources programs and coordination of Section 106 compliance will be severely limited if the position is left vacant, leading to inefficiencies in the regional programs and increased difficulty for parks to comply with federal preservation law. There will also be a negative impact to communication and collaboration between front-line field cultural resources specialists and the regional office regarding matters of historic preservation, care of museum collections, protection of archeological resources, consultation with Indian Tribes, and engagement of traditionally associated communities.</p> <p>Filling this position will enable on-the-ground park cultural resource management operations by helping parks: fulfill their mission responsibilities related to cultural resources; comply with federal historic preservation law; increase effectiveness by building partnerships that promote hands-on preservation work; and develop effective and efficient models for protecting and preserving cultural resources and engaging traditionally associated communities.</p>	Yes	
1909	NPS	9/15/2017	Supervisory Exhibits Specialist	13	Above 12	Washington DC	DC	New position		<p>This is a trade position working in HPTC Preservation Services. With the increased demand for project work in regards to monuments restoration and rehabilitation there is a critical need for a separate and Independent workforce to deal with the demand for restoration and repair. There is a great need for the organization to create this type of service within a separate branch/section to deal with this service for the National Park Service. With the creation of a Monuments Section there is a need to create a Supervisory Exhibits Specialist position to head this new section.</p>	<p>The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Histroic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.</p>	Yes	
1818	NPS	9/1/2017	Supervisory Facilities Manager	GS-12	12	St. Croix Falls, WI	Other	Not yet vacant	Yes	<p>The incumbent will plan, direct, coordinate, implement and evaluate the maintenance program and its projects, including \$3M of identified Deferred Maintenance, at the Park. Incumbent will plan, request and report upon maintenance projects from non-base (Rec Fee, Cyclic) fund sources with subordinate staff. Incumbent participates in the Park's budget process, and oversees and executes a divisional budget within the allocated constraints. Incumbent prepares, implements and evaluates subordinate staff performance for 2 district foreman, and ultimately oversees performance of 31 permanent and seasonal subordinate positions.</p>	<p>The incumbent will retire on August 31, 2017. In the absence of filling the vacancy, the park expects completion of formulated projects and the development of work plans for FY18 and FY19 will go uncompleted or unfulfilled, respectively. Additionally, given the prioritization of the current administration on Deferred Maintenance, the Park would not be able to compete for Deferred Maintenance monies to address the \$3M of necessary Deferred Maintenance work orders.</p>	Yes	

Date

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1819	NPS	9/1/2017	Supervisory Facility Operations Specialist	GS-12	12	Springfield, IL	Other	Other	Yes	The Supervisory Facility Operations Specialist is responsible for overseeing a complex program that includes maintenance and repair of all park facilities and infrastructure, including major cultural resources (historic houses, outbuildings, landscape) and maintenance and repair of the park's primary visitor facilities (the visitor center, parking lots and grounds). Is responsible for the maintenance of over 300 assets; management of critical systems such as wastewater, and sewage; contracting; legally mandated environmental compliance; and deferred maintenance requirements. The position is accountable for lower-graded employees and provides supervision, work planning, training, and safety oversight. This person is a member of the park's management team that establishes the park's strategic plan, long and short term goals, and priorities for accomplishing them.	Leaving this position unfilled would significantly hinder the park's ability to provide safe and well-maintained facilities to visitors as well as meet legal requirements and national priorities. This critical supervisory role facilitates the entire facility management operation by setting work priorities for staff, procuring supplies and equipment, and upholding safety standards. This position is accountable for maintaining the safety of park buildings, trails, and critical systems used by visitors and employees. As the COR for contracts and coordinator of environmental compliance such as NEPA and NHPA, the Supervisory Facility Operations Specialist requires specialized certification not held by other positions. Position leads development and management of projects that address the park's over \$12.7M deferred maintenance backlog.  In keeping with the Secretary of The Interior's expressed focus on reducing the National Park Service's deferred maintenance backlog and providing direct support to parks and field units, respectfully request favorable consideration and approval of the GS-1640-12 Facility Manager position at Lincoln Home National Historic Site.	Yes		9/26/2017
1815	NPS	9/1/2017	Supervisory Facility Operations Specialist (Chief of Maintenance)	GS-12	12	Skagway, AK	Other	7 months	Yes	This position oversees all park maintenance operations at Klondike Gold Rush National Historical Park, including visitor facilities, historic structures, the international Chilkoot Trail, and the Dyea area of the park. The Chief of Maintenance also supervises building restoration and rehabilitation projects, including care of several buildings that the National Park Service leases to retail businesses in Skagway.	Not filling this position would compromise the park's ability to meet its legal mandate to "preserve in public ownership for the benefit and inspiration of the people of the United States, historic structures and trails associated with the Klondike Gold Rush of 1898." The Chief of Maintenance is a critical position that obtains project funding and manages building maintenance and preservation projects. Because Klondike Gold Rush is Alaska's most visited national park site with approximately 1 million visitors each season, oversight of maintenance operations is also critical in ensuring quality facilities and services for visitors such as clean restrooms and a well maintained museum and visitor center.	Yes		9/26/2017
1887	NPS	9/15/2017	Supervisory Park Ranger (Chief of Interpretation)	GS-13	Above 12	Death Valley, CA	Other	Not yet vacant	Yes	Supervises interpretation and education staff, including seven permanent and twelve seasonal employees in operating the visitor center, updating the website and social media, providing educational and interpretive programming, and developing publications and other interpretive media. Serves as a key member of the park's senior management team, addressing park-wide issues including the development of new exhibits for the Scotty's Castle Visitor Center.  The Supervisor enables field operations by managing appropriated funds and completing hiring of field staff. Maintains high standards of excellence for all staff who interact with park visitors from all over the world, school groups, and community organizations. Engages in long-term planning to ensure the best visitor experience possible. The position is also liaison with multiple park partners on complex park operations that affect visitor services. Incumbent ensure highest safety standards are met for both employees in the field and visitors.	The position is essential to hire and retain the best possible field staff, develop effective training for new front line rangers, and managing multiple and complex accounts that support staff and visitor services. An extended vacancy will likely result in slower hiring processes, reduced capacity to train and prepare field staff for visitors, reduced ability to maintain up-to-date information for park visitors, and reduced ability to continue the planning process for exhibits at Scotty's Castle.	Yes		9/26/2017

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1893	NPS	9/15/2017	Supervisory Park Ranger (Chief Ranger, Law Enforcement)	GS-13	Above 12	Harrison, AR	Other	< 1 month	Yes	<p>This position is that of Chief Park Ranger of the Division of Ranger Activities for Buffalo National River in Arkansas. The National River encompasses 95,730 acres and includes 132 miles of free-flowing river. Annual visitation is approximately 1.7 million.</p> <p>The incumbent reports directly to the GS-14 Deputy Superintendent for Buffalo National River. The park is administratively divided into three protection districts spanning the 132 mile river.</p> <p>The incumbent directs activities to ensure maximum effective use of resources, coordinates and executes applicable functions for law enforcement patrol operations at campgrounds, fee collection sites, visitor centers, launch areas, pavilions, search and rescue, canoeing, john boating, horseback riding, public cave exploration, backcountry hiking, camping, emergency medical treatment, right-of-ways, and criminal investigations. Requires a Type 1 Law Enforcement Commission.</p> <p>The incumbent also supervises and provides oversight for the Midwest Region Ozark Communication Center (MROCC). This Dispatch Center supports 4 parks (Buffalo National River, Hot Springs National Park, Pea Ridge National Military Park, and Wilson's Creek National Battlefield) with 24/7 dispatch coverage.</p> <p>The incumbent provides supervision and oversight to the Wildland Fire Office, with one GS-12 Fire Management Officer and ten GS-5 to GS9 Wildland Fire Fighters and Forestry Technicians.</p> <p>Total staff directly supervised by the position is 5, with 27-30 indirect reports, including protection rangers, fire management staff and</p>	<p>The park is spread over 132 acres as it follows the free-flowing Buffalo River. More than 1.7 million visitors per year recreate on the Buffalo, enjoying water activities as well as hiking, horseback riding and camping. The wild and scenic nature of the area lends itself to complex safety issues impacting visitors and the incumbent of this position must be available, skilled and knowledgeable in all areas of visitor protection in order to manage this complexity from the administrative standpoint. Without this position, the park would be severely impacted in its ability to provide a safe recreational experience for the visitors.</p> <p>Furthermore, in order to fulfill its congressional mission and mandate, the NPS must administer the areas under its care in such manner that they are free of criminal activity that threatens or compromises the health and integrity of protected natural and cultural resources and/or disrupts an atmosphere conducive to public safety and enjoyment. Without the Chief Ranger position, the park's ability to carry out this mandate would be severely impaired. Without program leadership, supervision, and management, public health and safety would be compromised, an uptick in resource degradation could ensure. Additionally, relationships with local law enforcement agencies would suffer, and the necessary coordination that relies on these relationships would be diminished. Without a division chief, some budget controls would also be lost, and less effective allocation of divisional resources would likely result. Finally, without its Senior Law Enforcement Officer, the park would not be in compliance with NPS RM-9.</p>	Yes		9/26/2017
1886	NPS	9/15/2017	Supervisory Park Ranger (Deputy Chief)	GS-12	12	Death Valley, CA	Other	> 24 months	Yes	<p>This position oversees the Law Enforcement and Emergency Services operations supervising the Supervisory Park Ranger (Operations) and a Supervisory Park Ranger (Emergency Services). This position is key in developing and prioritizing problem oriented policing and investigative strategies to help identify, reduce, eliminate or deter criminal activity and/or loss of park resources. It is key to providing leadership and guidance to the supervisors as well as the staff of 9 permanent and 5 term/seasonal position that respond to law enforcement, search and rescue, wildland fire, structural fire and emergency medical calls. It is also a key point of contact with field level partners in local, state, tribal, and federal agencies who work for public safety and resource protection operations spread across two states. With this position vacant, continued coordination with these key partners has suffered. The position also oversees the misdemeanor prosecutions for the park as a Special Assistant to the U.S. Attorney's Office in the Eastern District of California.</p>	<p>As this position has been left vacant, field supervisors have been significantly impacted by taking on other administrative duties of the position, which takes them out of the field. The Supervisory staff are both first time supervisors and have limited experience in managing complex law enforcement and emergency services operations and are spread so thin they cannot focus on much more the the daily emergencies and administrative duties. They are often directly involved in incident response in order to meet the public need and protect park resources. Subordinate staff have also been tasked with duties that would normally be done by the supervisors or other administrative staff thus pulling them out of the field as well. The park will continue to see the spread of marijuana grow sites and other illegal activities as the operation struggles to keep staff in the field.</p>	Yes		9/26/2017
1317	NPS	7/15/2017	Supervisory Project Manager	GS-13	Above 12	Philadelphia, PA	Other	8 months		<p>Supervises 4 project managers (two GS-12, two GS-9) who develop and manage capital improvement projects that address deferred maintenance of the park's historic structures. Reviews and approves contract documents, plans, and specifications for all park facilities projects: 12 approved for FY18, valued at \$1.65M; 13 in FY19, valued at \$7.71M. Manages construction funds in coordination with regional program managers.</p>	<p>Lack of experienced direction to guide engineering staff during design reviews, contract surveillance, contractor performance evaluation, and construction contract issue resolution. Lack of a subject matter expert to certify Section 106, National Historic Preservation Act compliance for historic facilities projects.</p>	Yes		9/26/2017

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1834	NPS	9/1/2017	Supervisory Public Affairs Specialist (Chief Spokesperson/Chief of Public Affairs)	14	Above 12	DC	DC	Position will be vacant on September 3rd		The incumbent serves as the NPS spokesperson to the media on all major, national issues and leads the implementation of public communications activities on high priority national issues for the National Park Service.	The National Park Service will not be able to effectively communicate with the media and the public on high profile, national issues with a clear and consistent voice. In addition to responsibilities for engaging with media, the incumbent supports on-the-ground park staff by providing guidance on national issues for use when parks receive media inquiries and facilitates collaboration between parks and the Department of the Interior's communications department on breaking national news issues.	Yes		9/26/2017
1689	OSM	9/1/2017	Chief - Technical Service Branch (TSB)	GS-14	Above 12	Alton, IL	Other	9/18/2016	Yes	The Chief of the TSB reports to the Chief of the Program Support Division (PSD) in the MCR. Provides leadership, direction and supervision of subordinates; conducts technical assistance to OSM Field Offices within the region in performance of oversight and occasionally outside the region; and provides technical assistance and program guidance directly to state programs at the request of State officials. Serves as a technical expert advisor to the Regional Director on SMCRA related issues and on National issues as well.	TSB Staff will be substantially under supervised and lead. Added supervisory burden will detract from other essential management, planning and leadership functions necessary for MCR operations.	Yes		9/26/2017
1688	OSM	9/1/2017	Field Office Director	GS-14/15	Above 12	Birmingham, AL	Other	4/30/2017	Yes	The position reports to the Mid-Continent Regional Director; manages the OSMRE Birmingham Field Office; provides leadership, and supervision of subordinates; conducts oversight; and provides technical and programmatic guidance and assistance to State officials.	The Field Office Staff will be unsupervised and three SMCRA states will not have consistent supervisory level representation to coordinate implementation of SMCRA.	Yes		9/26/2017
1690	OSM	9/1/2017	Program (Budget) Analyst	GS-13	Above 12	Alton, IL	Other	8/5/2016	No	Serves as the Staff Assistant to the Regional Director, responsible for analytical support on matters concerning: administrative duties, budget preparation and implementation, workforce planning, position tracking, conference planning, and other administrative functions that effect the region. Also performs confidential assignments and serves as liaison on personnel issues with headquarters.	The MCR will continue to distribute the various functions of this position to other staff who will not have the time to develop needed expertise to ensure appropriate accountability of the MCR's budget and human resources .	Yes		9/26/2017
1849	OST	9/15/2017	Associate Chief Information Security Officer	15	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	The ACISO position will provide full-time and dedicated support to OST's information management and technology (IMT) leadership and management, cybersecurity, and engaging in DOI's overarching IMT goals and priorities.	OST does not have a dedicated resource to address NIST 800-53 security controls, cyber security, policies, audits and address DOI A&A requirements, POAMs and cloud FEDRAMP initiatives. This places the OST under a continued security risk.	HOLD	OCIO Review	9/26/2017
1850	OST	9/15/2017	Associate Privacy Officer	14	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	The APO positions will provide full-time and dedicated support to OST's information management and technology (IMT) leadership and management and privacy, while also supporting and engaging in DOI's overarching IMT goals and priorities.	OST does not have a dedicated resources to address Privacy Act requirements in accordance with FITARA and pursuant to Departmental policy.	HOLD	OCIO Review	9/26/2017
1847	OST	9/15/2017	Deputy Associate Chief Information Officer	15	Above 12	Albuquerque, NM	Other	8/1/2016	Yes	Deputy ACIO provides management, supervisory and programmatic oversight and support at the Albuquerque location.	Without this position, OST OIR is at risk of not meeting strategic goals and supporting OST Trust Management responsibilities and functions. This further impacts the Department's mandate to support the Federal Information Technology Reform Act (FITARA).	HOLD	OCIO Review	9/26/2017

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1856	OST	9/15/2017	Deputy Ethics Counselor	14	Above 12	Albuquerque, NM	Other	1/16/2016	No	Deputy Ethics Counselors within each bureau oversee the day-to-day implementation of their bureau ethics program by administering the financial disclosure system, conducting ethics training, and providing ethics counseling and advice to bureau employees.	Secretarial Order 3288, dated August 31, 2009, states in part: Bureau Heads will:  (1) In consultation with the DAEO, employ a full-time Deputy Ethics Counselor properly classified at the GS-14 level or higher who shall report to the Bureau Head or other appropriate senior executive.  (2) Provide the Deputy Ethics Counselors with adequate support staff as well as financial and technical resources to implement the ethics program. To ensure adequate support, a bureau, regional, or area personnel officer or other qualified employee may be assigned to serve as an "Associate Ethics Counselor" or "Assistant Ethics Counselor," with delegated responsibility to perform the operational duties of the Ethics Counselor at the field or headquarters level. Bureau Heads also must ensure that all employees have access to ethics resources, guidelines, training, and appropriately trained ethics officials.	Yes		9/26/2017
1848	OST	9/15/2017	Director, Federal Information Resources (FIR)	15	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	Director, FIR will oversee the OIR Policies and Planning responsibilities to ensure directives and processes comply with OMB A-130, FITARA mandates, NIST requirements, as well DOI policies and directives directed by the Chief Information Officer, Office of the Secretary, and Policy, Management and Budget.	Without this position, OST OIR is at risk of failing to meet strategic goals and supporting OST Trust Management responsibilities and functions. This will further impact operational readiness in support of various CIO mission objectives specifically related to A-130, FITARA, NIST, OMB, PRA, CUI, FOIA and Records.	HOLD	OCIO Review	9/26/2017
1852	OST	9/15/2017	Information Technology Specialist (SYS ADM) PD 16-031	13	Above 12	Albuquerque, NM	Other	8/9/2016	No	OST's and DOI focus on cybersecurity, and the requirements of supporting a highly mobile and geographically diverse workforce has significantly increased the workload of OST's System Administration Team. This is impacting the team's ability to implement new security controls and make control changes to requests in a timely manner, putting OST's overall cybersecurity posture at risk.	OST does not have resources to support these initiatives that would provide efficiencies and potential savings in costs associated with existing infrastructure.	HOLD	OCIO Review	9/26/2017
1854	OST	9/15/2017	Liaison Specialist (Acquisition) - 2 positions	12/13	Above 12	Albuquerque, NM	Other	12/12/2016	No	These two positions were created and classified in 12/2016 to streamline and reduce OST's acquisition processing costs. The Liaison Specialist will review all purchase requests (PR) over the micro-purchase limit to ensure all required documentation, UPC/BOC and FBMS coding, and statements of work (SOW) or objective (SOO), are correct and fully detailed for contracting specialists/officers to process the PR/Contract. These two positions were also created to assist OST programs conduct market research, writing SOW/SOO, and developing and putting together their complicated PR packets, which in hopefully two years will enable programs to reduce two to four of their management and/or program analyst positions. Submitting detailed, specific, and complete packets will reduce the work to be completed by the Interior Business Center (IBC) enabling OST to reduce the cost of the RSA between IBC and OST.	Leaving these two Liaison Specialist positions vacant will require the programs' inexperienced management and program analysts to continue learning and performing the duties with limited assistance. They will begin learning from scratch how to research, use FBMS, write SOW/SOO, and develop PR packets with little to no acquisition or contracting experience. We are barely getting by with some help from inexperienced employees detailed into the positions. Once their detail ends, we start all over again, training inexperienced employees detailed into the positions to assist in reviewing and processing PR Packets. To improve our PR packets being entered into FBMS and going to IBC, we need to fill these vital positions which will streamline and reduce OST's acquisition costs.	Yes		9/26/2017
1855	OST	9/15/2017	Management and Program Analyst	15	Above 12	Albuquerque, NM	Other	1/6/2017	No	This position is on Program Management's organizational chart, it was advertised, and an applicant was selected on January 24, 2017. Due to the hiring freeze no job offer was made. This position: (1) develops/leads high impact, national projects that result in process efficiencies and cost reductions; (2) provides authoritative guidance on project management, COR responsibilities, and administrative processes/responsibilities (i.e. HR, budget, procurement, FBMS processes, etc.); and (3) analyzes operations in order to implement on-going improvements to core functions.	If this position is not filled, it will result in adverse impacts to Program Management's operations as there will be no position devoted to: (1) the analysis and improvement of operational processes; (2) provide authoritative detailed guidance and oversight on project management, procurement, HR, budget, and overall administration; (3) provide detail oriented oversight to ensure compliance with regulations, Department policy, and other requirements; and (4) most important, to ensure and lead improvement projects that result in cost reductions and improved program performance.	Yes		9/26/2017

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1853	OST	9/15/2017	Supervisory Information Technology Specialist (CUSTSPT) PD 17-0019	11/12	12	Albuquerque, NM	Other	11/1/2016	Yes	Support IT infrastructure re-alignment activities to meet Departmental and OMB mandates for data center consolidations as well as performing OIR infrastructure duties and responsibilities.	OST does not have resources to support these initiatives that would provide efficiencies and potential savings in costs associated with existing infrastructure.	HOLD	OCIO Review	9/26/2017
1851	OST	9/15/2017	Supervisory Information Technology Specialist (SYSADM) PD 17-0021	14	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	Support IT infrastructure re-alignment activities to meet Departmental and OMB mandates for data center consolidations as well as performing OIR infrastructure duties and responsibilities.	OST does not have resources to support these initiatives that would provide efficiencies and potential savings in costs associated with existing infrastructure.	HOLD	OCIO review	9/26/2017
1846	OST	9/15/2017	Trust Accounts Administrator	9/11/12	12	Rapid City, SD	Other	4/1/2017	No	The Trust Accounts Administrator (TAA) FTE provides technical assistance, training, and oversight to Field Operations (FO) personnel and processes. This is the key position in the Great Plains region for providing technical assistance to FO and is responsible for pre & post quality assurance for all trust fund transactions that impacts the function and objectives covered under Risk Management and the quality services provided for the Great Plains Tribes and Individual Indian beneficiaries.	The Trust Accounts Administrator (TAA) FTE position is one of the primary key positions in the delivery of service to tribes and beneficiaries in the Great Plains Region. The vacancy at this time impacts the timely processing of collections and disbursements for Tribes and Individual Indians regarding Per Capita, Leasing, Probate, Land Sales, and Conveyances. The TAA position provides guidance to the field in Quality Assurance (QA) and Risk Management, which impacts pre and post QA in managing mass processing; and with the current vacancy, it is hindering timely submissions. The TAA is the primary FTE who provides oversight and support of Indian Affairs Initiatives (Cobell, Land Buy Back, Mdewakanton and Wahpookota Lineal Descendant distributions) and the key component in providing technical assistance to field operation in routine and complex trust fund processing for the Region.	Yes		9/26/2017
1867	SOL	9/15/2017	Assistant Regional Solicitor, Rocky Mountain Region	GS-15	Above 12	Denver	Denver	Since January 2016 - The position will be filled through internal recruitment.		The Assistant Regional Solicitor position within the Rocky Mountain Region has supervisory duties over a team of attorneys and support staff handling matters pertaining to Federal and Indian Royalties. The Assistant Regional Solicitor serves as the primary legal advisory to the Office of Natural Resources Revenue (ONRR), which is operationally located in Denver and has nationwide responsibility for collecting and disbursing royalties, penalties, rentals, and other monies due and owing under Federal and Indian oil and gas and coal leases and other Federal renewable and non-renewable energy and mineral leases. This includes coordinating with Justice on a large docket of affirmative, defensive and false claims litigation. It also includes the direct supervision staff attorneys who are first chair attorneys in a wide variety of royalty-related administrative lawsuits. The Assistant Regional Solicitor regularly has direct interaction with the ONRR Director and ONRR senior leadership.	There is a direct and significant mission impact associated with not filling the Assistant Regional Solicitor position. ONRR handles transactions amounting to billions of dollars every year. And the Assistant Regional Solicitor oversees advice and litigation where millions of dollars are at stake. Without a permanent supervisor, the Regional Solicitor must directly supervise a large number of staff attorneys, significantly diminishing his available time to address other Administration priorities.	Yes		9/26/2017

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1866	SOL	9/15/2017	Assistant Solicitor, Division of General Law	GS-15	Above 12	Denver	Denver			New - The position will be filled through the voluntary reassignment of a current SOL GS-15 supervisory attorney.	The Assistant Solicitor for the Torts Practice Branch (TBP) within the Division of General Law has supervisory duties over TBP attorneys located in the Headquarters, regional and field offices of SOL. At present, more than 50 different attorneys located in 10 different SOL divisions and regions work on tort defensive tort litigation brought against the Secretary and the Department and other tort related matters. The realignment of eight FTEs into the new branch allows SOL to take a coordinated approach to managing the Department's tort liability portfolio. The realignment also frees the remaining SOL attorneys to focus their attention on other Administration priorities. This change allows SOL to provide proactive risk-management counsel in a more consistent, informed, and strategic manner. Such counsel is expected to help reduce the number of overall tort claims received by the Department and its bureaus annually, while helping to ensure that the bureaus are best prepared to address newly-filed claims. This change, however, cannot be accomplished without the designation of a supervisory attorney with extensive experience in tort-related matters. The Assistant Solicitor will have responsibility for case and matter management, improving consistency and the sharing of institutional knowledge and practice-based resources.	The appointment of an Assistant Solicitor from within the ranks of the Office of the Solicitor is an essential step in the successful implementation of the recently-created Torts Practice Branch. These cases presently are supervised by various managers located in Headquarters and in offices throughout the United States, resulting in an inconsistent approach and limited coordination and sharing of institutional knowledge. By designating a single dedicated and experienced supervisor for the Department's tort litigation, overall work-product will improve and cases will be more efficiently handled. These efficiencies will allow more time for increased client counseling, which will lead to fewer tort claims being filed against the Secretary and the Department in the future. Over time, this will result in a significant cost savings to the Department.	Yes	
1865	SOL	9/15/2017	Designated Agency Ethics Official (DAEO) & Director, Ethics Office	ES	Above 12	DC	DC			This position will be vacated by Melinda Lofin upon her retirement on September 30, 2017.	The incumbent manages the Department's nationwide ethics program with responsibility for providing legal advice to the Secretary and all other Department leadership on a broad spectrum of ethics issues. The incumbent develops and disseminates departmental policies and guidance on ethics issues, and serves as the DOI liaison with the Office of Government Ethics. The DAEO is the authority responsible for implementation and legal support within DOI of the Ethics in Government Act of 1978 and all other statutes, Executive Orders, and regulations applicable to ethics, conflicts of interest, and financial disclosure matters. As Director of the Ethics Office, the incumbent is responsible for managing a staff of attorneys and ethics specialists, who assist the DAEO in ensuring that the Department's Bureaus are properly administering their ethics programs; performs various duties related to the clearance process of nominees to PAS positions, including reviewing financial documents, consulting with the nominees, and recommending appropriate recusals or authorizations to allow nominees to perform their duties without conflicts of interest; ensuring that the public and confidential financial disclosure reporting requirements are met; providing new employee ethics training and annual training for all filers of financial disclosures; and maintaining a system for counseling employees on all ethics matters.	The DAEO is critical to the operations of the Department by exercising the authority of the Secretary with respect to the management of the ethics program in accordance with the Ethics in Government Act of 1978 and all applicable regulations. The DAEO is part of the Office of the Solicitor's leadership team, which shares in the planning, direction, and management of the Office and leads a staff of lawyers, ethics specialists, and others in the performance and management of the Department's ethics program.	Hold	ERB - Review.

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1932	USGS	9/15/2017	Admin Officer	13	Above 12	Helena, MT	Other	0 Months	Yes	This position is the Administrative Officer of the Wyoming-Montana Water Science Center (WY-MT WSC) and oversees all the business operations of the Center and supervises the 6 or more administrative staff. This position is a key member of the Center's Senior Staff as an administrative expert and advisor on management policy, human resources, employee relations, and financial management. This position plays a key role in development of the Centers annual staffing and financial plans. This position also conducts complex analyses of financial, organizational, and administrative aspects of the Center and recommends solutions to address identified weaknesses in current operations.	The WY-MT WSC is a new, merged Center that has only been one cost Center since 2015. Until the merger, two Administrative Officers oversaw the work now being accomplished by this one position. While there have been efficiencies gained through the merger, and one of these positions has been eliminated, keeping at least one Administrative Officer long-term is critical to ensuring this Center can successfully meet our business obligations to the Bureau and our reimbursable customers. This position is key to ensuring that field staff receive the administrative support needed to conduct their activities such as streamgaging during extreme hydrologic events like floods and drought. Administrative support overseen and organized by this position is critical to field operations includes equipment purchases, travel reimbursement, and payroll processing. This vacancy will be advertised to all sources.	Yes		9/26/2017
1797	USGS	9/1/2017	Administrative Officer	12/13 (FPL 13)	Above 12	Anchorage, AK	Other	8 months	Yes	The incumbent serves as the Administrative Officer for the Alaska Science Center (ASC). This position performs a wide range of administrative functional areas, including human resources and staffing cost data, space and facilities, procurement and contract administration, travel property management, interagency agreements, records management and related administrative support services. Responsibilities include to monitor, track, and reconcile obligations and expenditures throughout budget execution phases; formulating, coordinating, and administering project budgets; and providing guidance, monitoring, and revisions to project accounts. Supervises and guides employees in administrative and development of records, spreadsheets, and products to analyze and report financial budget, and human resources interactions.	Administrative Officers are essential members of Science Center Management and are needed for the USGS to perform its scientific mission and goals. Administrative functions that include budget formulation and execution, financial planning and accounting, human resources management, and use of Federal Budget Management System (FBMS) and the Federal Personnel Payroll System (FPPS) are all critical and essential for Centers to perform the scientific mission of USGS. If this position is not filled, the ASC would not have the required expertise and knowledge to maintain these complex administrative functions.	Yes		9/26/2017
1933	USGS	9/15/2017	Bioinformatics / Geneticist	12/13 (FPL 15)	Above 12	Madison, WI	Other	New position replacing Wildlife Biologist Researcher	Yes	Primary investigator and team lead of the National Wildlife Health Center's (NWHC) interdisciplinary studies of the genetics of wildlife disease-host systems. The specific research assignment merges expertise in the application of genetic and genomic methods on non-model organisms to wildlife disease problems with an operational understanding of the information technology needed to implement these methods. The scientist is responsible for formulating and implementing all aspects of his/her research projects and has primary responsibility for coordinating activities of biologists, diagnosticians, ecologists, and subject matter specialists in developing research questions. In addition, the incumbent is responsible for a wide range of analytical tasks that are both technical (requiring specialized computational methods and software to achieve) and synthetic (providing biological interpretations based on specialized knowledge of genetics).	The NWHC is a mission essential facility and conducts work to investigate, predict, and manage biological threats associated with wildlife. The ability to understand how diseases affect wildlife is crucial to this mission and requires an understanding of the role the host genome plays in disease development as well as the effects of disease on host physiology. These genomic-based assessments are used extensively in human and agricultural health but their application to wildlife diseases is severely limited by limited capability within the USGS. Failure to fill this position will result in significant loss of opportunity to meet these science and partners' needs and limits our ability to understand, predict, and manage biological threats. A thorough review was conducted, resulting in the conclusion that no current staff member with the necessary skills is available.	Yes		9/26/2017

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1799	USGS	9/1/2017	Biologist (Partnership Coordinator)	13	Above 12	Missoula, MT	Other	4 months	No	The position serves as the principal staff member in developing and implementing national and regional partnerships. This position analyzes issues and identifies obstacles to achieving scientific and ecological research goals, promotes strong collaborative linkages between internal and external partners and stakeholders. This position also serves as the Executive Secretary to the Federal Advisory Committee of the USGS National Climate Change Wildlife Science Center (NCCWSC). The position identifies and evaluates opportunities for collaboration based on sound knowledge of each partner's contributions, and develops strategies to take advantage of opportunities for cooperative ventures with programs, partner agencies, and stakeholders.	This position will be filled internally through Merit Promotion procedures. The responsibilities of this position were previously held by a Policy and Partnership Coordinator, GS-15, in Reston, Virginia (DC area). This Coordinator position is now vacant but will not be filled as currently described. Instead the Partnership Coordinator duties will be integrated between this requested Biologist Partnership Coordinator (GS-13) position in Missoula, Montana, and a current headquarters Program Analyst position in Reston, VA. A primary responsibility of this Biologist Partnership Coordinator position is to develop and implement national and regional partnerships, and promote strong collaborative linkages between internal and external partners and stakeholders. The impact if this position is not filled is that we will lose the capacity to assess and meet the needs of resource managers across the Nation, thus impacting our ability to meet the bureau's mission of providing science to inform land and water management. This position has direct coordination duties with Natural Resources Adaptation Science Centers (NRASC) across the Nation with regard to working with partners to conduct science within the national and regional centers. This includes executive secretary functions for the NCCWSC Federal Advisory Committee, and meeting with and developing partnerships between the NRASCs and other Federal, state, and industry partners. There is a critical need to continue the duties of the vacated position to ensure that the science we do will meet the needs of decision-makers.	Yes	
1921	USGS	9/15/2017	Chemist/ Hydrologist	13	Above 12	Denver, CO	Denver	3 years	Yes	The Chief, Laboratory Evaluation Project (LEP), Branch of Quality Systems (BQS) serves as a water-quality expert providing highly specific, technical assistance to Water Science Center and Water Mission Area (WMA) personnel involved in the planning, monitoring, and assessment of water-quality and environmental data arising from analytical laboratories. This individual also is expected to provide critical contributions, at the expert level, to the generation, development, and implementation of WMA policies and guidelines associated with the collection, monitoring, and performance assessment of the quality of chemical, sediment, and environmental data.	Position will be filled internally through Merit Promotion procedures. The position is a central core function within the BQS's LEP. The individual identified will be expected to provide expert-level technical assessments and interface with WMA personnel on the performance assessment of water quality data integral to the successful implementation of USGS programs and projects ranging in scope from international to local. The position is responsible for technical tracking, consulting, and information sharing regarding the external performance assessment of analytical laboratories and facilities. The LEP Project Chief provides a critical quality assurance function as described within USGS Fundamental Science Practices (FSP) and applied to analytical laboratories. A number of employees have served on a detail to cover this leadership position. However, the critical and necessary technical continuity and extensive knowledge base which is built over time has been lacking. A permanent project chief would be able to maintain this technical expertise and knowledge and ensure crucial quality assessment actions are taken to maintain the high quality of service to our user community.	Yes	

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1930	USGS	9/15/2017	Chief, Hydologic Instrumentation Facility	15	Above 12	Stennis Space Center, MS	Other	3 Months	Yes	The Chief, Hydrologic Instrumentation Facility (HIF), is responsible for managing the procurement, quality assurance, evaluation and development of hydrologic instrumentation that is used by the Water Mission Area (WMA) to collect the Nation's water data. Responsibilities include oversight of a warehouse sales and rental operation that provides instrumentation to the USGS and other Federal agencies across the country, verification of in-service instrumentation performance, and the evaluation and development of new hydrologic instrumentation. The HIF budget is largely dependent on reimbursable dollars. The position supervises 45 Government employees and 9 contract employees. The position requires knowledge of WMA water data collection procedures, WMA sensor accuracy requirements and equipment used by WMA field offices, instrumentation testing and quality assurance procedures, ability to manage an operation that largely depends on recovery of costs of conducting the HIF operations from the instrument sales, rental and servicing programs, and an interest in and knowledge of current and new sensors and equipment used to measure and transmit water data.	The HIF helps ensure that USGS Water Science Centers (WSC) obtain and use quality instruments to collect water data that meet the Nation's need for water information. The water data collection programs of the USGS are an essential function and mission of the USGS WMA. The water data collected by the USGS with HIF supplied instruments are used by Federal, state, local, and private entities across the country to inform their decisions concerning water and hydrology. The potentially costly risks associated with these decisions require high quality data to support those decisions. The HIF's mission to provide and support hydrologic instruments for water data collection directly supports this essential function of the USGS. The HIF ensures that WSCs have easy access to hydrologic instrumentation that meets USGS WMA standards for water data collection and identifies new equipment technologies and data telemetry methods that are appropriate to USGS WMA goal to meet the Nation's water data needs. The HIF also provides instrumentation resources during USGS response to national emergencies, facilitating the USGS's ability to replace and install instruments needed during extreme hydrologic events such as flooding and hurricane events that imperil property and lives. Not filling this position would impact the USGS's ability to efficiently meet its WMA mission goals.	Yes	
1806	USGS	9/1/2017	Division Chief	15	Above 12	Reston, VA	DC	5 months	Yes	The USGS National Geospatial Program (NG) serves as the Nation's lead civilian agency for the development, management, and dissemination of critical national geospatial topographic information including elevation, surface water, and topographic maps and services. As the NGP HQ Division Chief, the incumbent for this position provides leadership and contributes significantly to the decisions on program development, strategy, accomplishments, partnerships, business practices, and overall organizational functions of the NGP. The position routinely defines and interprets policies and programmatic guidance across the entire NGP organization. Key activities of the incumbent include facilitating and directing a significant portion of the management, planning, and coordination of these efforts across the program. These coordination activities extend to working with other USGS programs, DOI, OMB, and Congress. The incumbent routinely responds to Bureau and the Department data calls on workforce planning, finance, performance, safety, cyber security training and requirements, and equipment and facilities issues. The incumbent assures that work assignments for the office are logical, complete, on time, and include all necessary coordination. The incumbent ensures operational leadership with the Director, representing the USGS at conferences, committees, meetings, and symposiums on program scope and trends.	The NGP is the Federal domestic national mapping program with OMB-designated leadership in terrestrial elevation and inland hydrography. As one of the largest programs in the USGS with responsibility for the highly visible 3D Elevation Program (3DEP), the Alaska Mapping and Map Modernization Program, the US Topo program, and the National Hydrography Dataset (NHD), the NGP needs consistent leadership and operational management for long-term planning and direction to run the program efficiently to meet bureau and program mission objectives. With close proximity to USGS, DOI, OMB and Congress, this position can engage and respond quickly on issues and information requests. Failure to fill this position would potentially result in operational and business process delays, slower and inconsistent responses, and gaps in required authorizations, approvals, engagement, coordination, and reviews. This position is unique within the NGP in that it supports cross-mission area activities, and also directly supports the NGP Director, thus ensuring the NGP has the best possible policies, procedures, and workforce in place to enable the organization to perform at full capacity for sustained mission delivery.	Yes	

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1803	USGS	9/1/2017	Geologist / Oceanographer	12 (FPL 13)	Above 12	St. Petersburg, FL	Other	5 months	Yes	This position provides oversight of vessel operations, data processing, equipment development and maintenance, machine shop, and warehouse. Serves as an advisor in marine surveying and sampling field activities and in this capacity provides technical advice to the Deputy Center Director on equipment and staff to increase the responsiveness of technical support and maintain cost effectiveness. Plans and manages the budget. Oversees facilities of the St. Petersburg Coastal and Marine Science Center, which includes three separate office and laboratory buildings, and coordinates work with maintenance staff.	This position will be filled internally under Merit Promotion procedures. The St. Petersburg Coastal and Marine Science Center (SPCMSC) has recently lost a senior-level GS-13 Marine Operations and Facilities Chief. The Marine Operations Chief position is critical to the daily and long-range science operations of the Center. Due to the critical need for this position, a series of 120-day Details are being assigned until a permanent selection can be made. The loss of this key position adversely impacts our ability to accomplish necessary field activities and support functions for the Center and beyond. This request is intended to replace the vacated marine operations management position. We anticipate current employees at the center will be strong candidates for the position. Many SPCMSC projects require substantial marine based field efforts. Loss of capability to effectively organize and supervise the conduct of marine field work will impact project funding. Failure to maintain overall coordination and management of our marine operations staff and resources will preclude our ability to conduct these projects.	Yes		9/26/2017
1794	USGS	9/1/2017	Hydrologist	11 (FPL 12)	12	Salt Lake City, UT	Other	3 months	No	Geochemist for Utah Water Science Center. Supports water quality science in the state and region, particularly the Colorado River and Great Basin. Also advises state and regional cooperators and other government agencies	This one position will replace two geochemists who have retired. Work is currently being performed by a Term. There is a permanent need to support long-term science performed in the Utah WSC.	Yes		9/26/2017
1811	USGS	9/1/2017	International Data Coordinator	7/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	No	This position is 1 of 3 International Data Coordinators being requested for the National Minerals Information Center (NMIC), International Data Coordination Unit. International Data Coordinators are associated with global data analysis and quality control of data. Responsibilities include applying and monitoring publication standards and statistical standards and building data tables for the Volume III Mineral Yearbooks.	The International Data Coordination Unit supports the global functions of the NMIC. The NMIC produces timely, reliable, fact-based mineral information that forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Ensuring a conflict-free supply chain of key minerals is essential to national security and our Nation's economy. This position is critical for ensuring the timely and reliable delivery of analyzed and quality controlled data that meets bureau, DOI and stakeholder objectives.	Yes		9/26/2017
1812	USGS	9/1/2017	International Data Coordinator	7/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	No	This position is 2 of 3 International Data Coordinators being requested for the National Minerals Information Center (NMIC), International Data Coordination Unit. International Data Coordinators are associated with global data analysis and quality control of data. Responsibilities include applying and monitoring publication standards and statistical standards and building data tables for the Volume III Mineral Yearbooks.	The International Data Coordination Unit supports the global functions of the NMIC. The NMIC produces timely, reliable, fact-based mineral information that forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Ensuring a conflict-free supply chain of key minerals is essential to national security and our Nation's economy. This position is critical for ensuring the timely and reliable delivery of analyzed and quality controlled data that meets bureau, DOI and stakeholder objectives.	Yes		9/26/2017
1813	USGS	9/1/2017	International Data Coordinator	7/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	No	This position is 3 of 3 International Data Coordinators being requested for the National Minerals Information Center (NMIC), International Data Coordination Unit. International Data Coordinators are associated with global data analysis and quality control of data. Responsibilities include applying and monitoring publication standards and statistical standards and building data tables for the Volume III Mineral Yearbooks.	The International Data Coordination Unit supports the global functions of the NMIC. The NMIC produces timely, reliable, fact-based mineral information that forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Ensuring a conflict-free supply chain of key minerals is essential to national security and our Nation's economy. This position is critical for ensuring the timely and reliable delivery of analyzed and quality controlled data that meets bureau, DOI and stakeholder objectives.	Yes		9/26/2017

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1928	USGS	9/15/2017	IT Spec (Cloud Developer)	13	Above 12	Middleton, WI	Other	0 Months	No	This position will be responsible for applying analytical processes to planning, design, and implementation of new and improved systems for managing Development and Operations. Using sophisticated scripting and templating tools, will design solutions that deliver infrastructure as code in a reliable and repeatable fashion. Optimizes IT workflows that cover the entire Software and System life cycles increasing the ability of fewer operations staff to manage more IT resources.	Position will be filled internally through Merit Promotion procedures. IT has been revolutionized with virtualization, commercial cloud offerings, Infrastructure, Software and Platforms as a service. To effectively apply these changes to achieve mission goals and organizational agility, cross functional experts are required who can design and develop the next generation of IT solutions using modern agile DevOps practices. This expertise also needs to be transferred to other staff through formal and informal mentoring and training as well as evangelism for new practices and procedures. Without this expertise and leadership, the mission will languish in its ability to take advantage of revolutionary IT services. WMA is responsible for managing a wide range of IT resources across on-premise and off-premise data centers. Staff in traditional IT roles such as System Administrator and Database Administrator support these resources. The recognition of a need to manage resources more effectively and efficiently through the application of automation and DevOps cross functional principles aligns well with the ongoing WMA responsibility for IT resources distributed on-premise and in the cloud. A tighter integration with the organization's software development efforts through the use of DevOps increases the agility and speed with which the mission can deliver software value to meet mission needs. WMA has made a commitment to modernizing IT and has deployed the mission critical streamgange time series monitoring system to the cloud. A lead DevOps engineer is needed to keep that system healthy, plan, and implement resources to support further modernization of the National Water Information System.	HOLD	OCIO - Review.
1548	USGS	8/15/2017	IT Specialist	11/12	12	Middleton, WI	Other	0 Months	No	The System Administrator (SA) will assist in a complex and time-intensive hardware refresh of Water Shared Infrastructure (WSI) hardware at EROS data center; assist with the move of WSI operations from Computer Rm 3 to Computer Rm 1 at EROS data center; prepare for and assist with an upcoming software refresh of technologies including Java; assist with day-to-day activities including patching and upgrading, provisioning servers, network troubleshooting, working with software developers and project leads to plan new systems. The position may also help with system administration activities within the Water Mission Area (WMA) portion of the OEI CHS cloud IaaS environment.	The position will be advertised under two separate vacancy announcements (1-Merit Promotion, open to current USGS employees and 2-Delegated Examining, open to all qualified U.S. Citizens). A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to support WSI within the WMA, and possibly cloud-based infrastructure or shared services between the environments (such as a configuration managements server). Current timelines are critical in filling this position, given infrastructure end-of-life, core technology upgrades like CENTOS 7 and Java. This position will help administer the WSI, government data center hardware which supports WMA information delivery systems like the Water Quality Portal (WQP), National Water Census (NWC) data portal, BioData, and National Ground Water Monitoring Network (NGWMN) data portal. The WSI is also starting a substantial hardware refresh, including moving computer rooms in the data center. Without the assistance of this position to research, plan, install, configure, integrate new hardware, sequence, and execute the server room move, it will take more time to complete, running the risk of the older hardware coming out of support/warranty which jeopardizes WMA data delivery applications.	Yes	

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1549	USGS	8/15/2017	IT Specialist	13	Above 12	Middleton/WI, Columbia/SC, Minneapolis/MN, Seattle/WA	Other	0 Months	No	The Cloud Infrastructure Product Owner position will provide critical leadership and management in developing the Water Mission Area (WMA) portion of the CHS IaaS environment, developing robust operations and infrastructure support for WMA enterprise applications and systems. This position is responsible for (1) management, coordination, and oversight of the WMA cloud infrastructure, (2) leading a team of IT professionals who directly support the infrastructure and operational activities, and (3) securing the cloud infrastructure and operations, including defining access control, prioritizing patching and upgrading, and responding to security alerts and events. The incumbent will be a nexus for coordination between Software Development, Security, WMA Science Leads, and Water Science Center (WSC) and other USGS staff regarding use of the WMA portion of Cloud IaaS, as well as for collaboration to meet enterprise needs which may arise in WSCs or in coordination with other Mission Areas (i.e., Core Science Systems or Office of Enterprise Information (OEI)). The incumbent will also partner with WMA government Infrastructure Product Owner and OEI staff experienced in cloud infrastructure to advise WMA efforts on which infrastructure environments are options for their systems.	The position will be advertised internal to USGS employees. This is 1 position to be filled at either Middleton, WI, Columbia, SC, Minneapolis, MN or Seattle, WA. A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to lead the DevOps delivery team to look broadly at the IT requirements over the entire WMA and to develop a strategic IT plan on how best to meet the mission/bureau goals using advances in technology. Current timelines are critical given strong interest in moving more WMA applications into the WMA portion of the Cloud Hosting Solutions (CHS) Infrastructure-as-a-Service (IaaS) environment now that the National Water Information System (NWIS) Time Series (TS) is deployed there. This position will manage the implementation, maturation and evolution of operations and infrastructure with a cloud IaaS environment which supports WMA information delivery systems like the NWIS-TS mission critical application delivering streamflow data to the public and partners. The incumbent will serve in a pivotal role coordinating with multiple teams including Office of Enterprise Information (OEI) CHS which provides the contract vehicle, some managed services, and baseline architecture of the IaaS environment; WMA DevOps Team which performs tactical development and operation activities for WMA systems; WMA stakeholders driving functionality needs of systems in the cloud IaaS. Beyond support of enterprise WMA systems, the incumbent will play a critical role in WMA Enterprise Technology Office (ETO) being an "authorized sponsor" capable of onboarding additional WMA and Water Science Center (WSC) systems into the CHS IaaS environment. The incumbent will define the long-term strategy as well as the tactical goals for a team of development and operations staff to manage both ongoing operational tasks and more complex projects like implementation of an authorized sponsor	Yes		9/26/2017
1800	USGS	9/1/2017	IT Specialist	09 (FPL 12)	12	TBD: Middleton, WI/Sacramento CA	Other	0 months	No	This position is responsible for vulnerability lifecycle management and other security-related responsibilities for the Water Mission Area (WMA) Security System and Subsystems. The incumbent will work closely with the WMA Information System Security Officer (ISSO), WMA Security System Managers and Security Subsystem Managers (SSMs), system administrators and development staff in order to proactively manage system security posture to maintain availability of systems and secure the USGS WMA infrastructure from unauthorized access. The incumbent will also manage vulnerabilities of WMA Systems/Subsystems including pre-emptive scanning for threats to technologies used in WMA IT systems, managing vulnerabilities described by eVMS with technical staff, and providing the WMA ISSO and WMA management with updated vulnerability status across the Systems/Subsystems.	Not filling this position would risk IT vulnerabilities throughout the WMA (e.g., the National Water Information System, Water Quality Portal, National Groundwater Monitoring Network, National Water Census Data Portal and others). Not filling this position would jeopardize these WMA systems, making them prone to security issues and falling out of compliance with required security activities, and risk shutdown. IT systems are required to manage vulnerabilities in specific timeframes in order to maintain secure IT infrastructure and information integrity and reliability. The incumbent will be responsible for management of vulnerabilities of WMA Systems and Subsystems in conjunction with WMA technical staff. Establishing this position will centralize vulnerability mitigation in one position versus having the responsibility distributed across numerous Systems/Subsystems. The incumbent will become an expert in the eVMS vulnerability software and will be able to support technical System/Subsystem staff across the WMA. Existing technical staff are not able to cover the responsibilities of this position given their current responsibilities. A permanent position is the most appropriate choice for this function given constant and timely attention needed for IT vulnerabilities.	HOLD	OCIO - Review.	9/26/2017

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1801	USGS	9/1/2017	IT Specialist	12 (FPL 13)	Above 12	TBD: Middleton, WI/Sacramento CA	Other	8 months	No	This position serves as the Subsystem Security Manager for multiple WMA Subsystems. Partnership with the management, system administration and development staff of those systems is critical to addressing security-related aspects to be able to maintain availability of those systems and securing the USGS WMA infrastructure from unauthorized access. The incumbent will be responsible for managing vulnerabilities, annual contingency testing, annual self assessments, managing POA&Ms, maintaining up-to-date information in Cyber Security Assessment and Management (CSAM), and maintain networks of personnel to elevate security posture of the Subsystems and enable response to Security Issue/Incidents if needed.	This position is responsible for securing the subsystems including managing vulnerabilities, annual contingency testing, annual self assessments, and managing POA&Ms. Absent these duties, the security posture of the NWIS Legacy, NWIS Telemetry, OWI Cloud (NWIS TimeSeries) and WSI Subsystems would become prone to security issues, fall out of compliance with required security activities, and risk shutdown. IT systems are required to be managed through a Security System/Subsystem. Absent a designated Subsystem Manager, the responsibilities will fall to other staff who are already fully tasked or not trained for the position responsibilities. A permanent position is the most appropriate choice for this function.	HOLD	OCIO - Review.	9/26/2017
1804	USGS	9/1/2017	National Water Quality Coordinator	14	Above 12	TBD (outside of DC/Denver)	Other	0 months	No	Manages the operations and collection of data and information as part of the USGS National Water Quality Network (NWQN), which includes long-term water-quality monitoring networks operated by Water Mission Area's (WMA) Hydrologic Networks Branch in the Observing Systems Division (OSD). The NWQN is the principal source of nationally consistent, long-term information used for status and trends assessments and modeling of water-quality and of information used by other State and federal agencies and the Congress to determine the current conditions of water-quality of our Nation's major rivers, streams, and aquifers. The incumbent serves as the coordinator for all NWQN activities of the USGS OSD Hydrologic Networks Branch, including design and management of several national monitoring networks. The network coordinator serves as a nationally recognized authority on the USGS water-quality monitoring and serves as a technical consultant to high level managers and officials within the USGS and to other U.S. government organizations.	This position will be filled internally through Merit Promotion procedures. If the position is not filled, Water Mission Area (WMA) essential functions would not be achieved and there would be a number of adverse impacts, including delaying the ability of managers in critically impacted areas, such as the Gulf of Mexico and Chesapeake Bay, to assess progress toward nutrient reduction goals. This position is responsible for ensuring that NWQN operations support the needs of critical stakeholders such as the U.S. Environmental Protection Agency, Department of Agriculture, and the U.S. Army Corps of Engineers. The NWQN coordinator position is needed to ensure continued, consistent data collection used for reporting on water-quality conditions in U.S. rivers, streams, and aquifers, which is critical to a core function and mission delivery of the WMA National Water Quality Program. Without this position, allocation of approximately \$12M to support data collection by personnel in 32 Water Science Centers (WSCs) and analysis of collected water samples by the National Water Quality Laboratory in Denver, Colorado would be interrupted, causing delays in sampling and analysis and in some cases, loss of data and resulting gaps in long-term water-quality records.	Yes		9/26/2017
1798	USGS	9/1/2017	Physical Scientist	11/12 (FPL 12)		Jackson, MS	Other	0 months	No	This position will provide leadership and technical oversight for all large river National Water Quality Assessment (NAWQA) Program sampling projects within the five states (Alabama, Arkansas, Louisiana, Mississippi, and Tennessee) of the Lower Mississippi-Gulf Water Science Center (LMGWSC). The incumbent will work with supervisors and scientific staff to (1) schedule field work, (2) oversee staff and equipment assignments, (3) provide training, (4) ensure adherence to relevant protocols, and (5) review field forms and data returned from the lab. Center management anticipates a gain in efficiencies with manpower and equipment and a general improvement in safety and quality assurance.	The position is needed to back-fill recent and anticipated attrition and will be filled with existing staff as a merit promotion. In the past 2.5 years, LMGWSC has seen retirement of two GS-12 hydrologists specializing in surface-water quality. A GS-13 hydrologist with the same specialization plans to retire at the end of the calendar year. Filling the position of senior Physical Scientist coordinating the NAWQA large river surface-water sampling programs will provide critical leadership to complex field, lab, and analytical efforts central to USGS mission delivery in the Lower Mississippi River and Gulf of Mexico basins. The incumbent will provide the leadership necessary to ensure data-quality and consistent and uniform safety standards related to surface-water sampling.	Yes		9/26/2017

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1802	USGS	9/1/2017	Program Analyst	11 (FPL 12)	12	Middleton, WI	Other	0 months	No	This position will be responsible for day-to-day budget operations, procurement management (numerous IT procurements), managing service task orders (8-12 per year, 2 different vehicles), and other administrative duties including onboarding/ offboarding staff and contractors and managing property. The Program Analyst position will provide necessary support for administrative functions within the Water Mission Area (WMA) Enterprise Technology Office (ETO) and Project Management Office (PMO) for a current staff of 43 with no other dedicated administrative staff assistance.	This position is critical to supporting the functions and staff of the Water Mission Area (WMA) Enterprise Technology Office (ETO) and Project Management Office (PMO). The Program Analyst responsibilities will provide services and support needed enabling ETO to provide enterprise technology resources for WMA mission critical and other systems and for the PMO to facilitate project management for WMA activities. If the position is not filled, management of budget planning and execution, procurement management, management of Task Orders for services contracts against multiple vehicles, and other administrative duties including property, data calls, would be incomplete, deadlines would be missed, and administrative workflow functions would slow. Responsibilities include assistance with budgets planning and tracking, providing expertise and assistance to complete ETO system administration, software development, etc. These administrative duties were previously provided on a part-time basis from current staff, however, with current planned WMA retirements these responsibilities will no longer be able to be covered.	Yes	
1929	USGS	9/15/2017	Research Geographer	13 (FPL 15)	Above 12	Woods Hole, MA	Other	0 Months	No	The primary function of this position is to conduct research, collect, process, analyze, present, and archive geographic, geological, ecological and oceanographic data for national-and-regional scale coastal environmental assessments and mapping investigations.	Position will be filled under Sch. A authority. Position is necessary for the Woods Hole Coastal and Marine Science Center (WHCMSC) to meet its mission to map and understand coastal change at regional and national scales. This includes assessment of extreme storm impacts to coastal barriers and characterization of coastal conditions and vulnerability. Understanding and predicting coastal hazards is crucial to meeting the needs of society. The is uniquely situated in terms of both mandate and scientific capability to provide this information. The research is carried out under the USGS Natural Hazards Mission Area, with links to other USGS Mission Areas and Programs, as well as cooperative agreements with other Federal agencies, organizations, and institutions. This position fulfills the WHCMSC workforce plan by hiring an experienced research scientist who can provide interdisciplinary expertise and grow into a leadership role. The requested personnel action is critical in meeting USGS mission needs. Without this new position, DOI bureaus and state/local agencies will experience delays in access to reliable information on the extent of coastal change hazards and the implications for coastal management. Absent this information, it will not be possible to quantify vulnerability of resources, or assess the requirements, costs, and effectiveness of proposed actions to manage coastal beaches, dunes, islands, marshes and estuaries to enhance resilience to future storms and to meet resource goals.	Yes	

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1927	USGS	9/15/2017	Research Geophysicist	GS-13/14 (FPL GS-15)	Above 12	Menlo Park or Pasadena, CA	Other	To be vacant on Jan 1, 2018	No	The purpose of this position is to lead, prioritize, and coordinate scientific research and development related to earthquake early warning, including activities underway in the USGS and among our external university partners, in direct support of the principal objectives of the ShakeAlert Earthquake Early Warning (EEW) project. The person hired into this position will also plan, originate, and conduct peer-reviewed scientific research of direct relevance to EEW, including earthquake source characterization, wave propagation modeling, strong ground motion estimation, and earthquake probability forecasting.	This position is critical to the success of the ShakeAlert Earthquake Early Warning (EEW) project. Federal, state, and local government officials, emergency responders, utility providers, private businesses, and the public have rising expectations of the speed with which EEW can be rolled out and fully implemented. The proposed hiring action is to replace a USGS scientist who currently fills this position but who will no longer be serving in this capacity starting January 1, 2018. This position is needed to ensure continuity of operations and meet stakeholder expectations. Existing USGS staff are unable to absorb the full workload of this position while also ensuring that we meet other obligations of the USGS Earthquake Hazards Program. There are no existing personnel able to fill this position. Timetables for development, testing, and certification of the EEW prototype system, its initial limited public rollout, and its full deployment in California, Oregon, and Washington are very aggressive, and it is essential that this position be filled as soon as possible to position the USGS and its partners for success on this highly visible and impactful product. This vacancy will be advertised to all sources.	Yes		9/26/2017
1924	USGS	9/15/2017	Secretary	10	Below 12	Reston, VA	DC	1 Month	No	This is a critical position in the Office of the Associate Director (AD) for Ecosystems. Responsibilities include prioritization and coordination of responses to inquiries; analyzing issues and making decisions regarding scheduling and arranging meetings for the AD; preparing informational packages for the AD; managing all aspects of AD travel and timekeeping; assisting the AD in a variety of confidential matters by gathering, analyzing and disseminating data and information for AD to use to resolve issues within her span of control.	Position will be filled within DOI through Merit Promotion Procedures. Failure to fill this critical staff assistant position for the AD for Ecosystems could adversely affect the AD's ability to effectively and efficiently execute Mission Area program and bureau activities.	Yes		9/26/2017
1805	USGS	9/1/2017	Social Scientist	12	12	Fort Collins, CO	Denver	0 months	No	This Social Scientist position is necessary to ensure the consistency and quality of the data necessary to achieve the mandated mission of the National Land Imaging (NLI) Program. The NLI Program is responsible for implementing the Land Remote Sensing Policy Act of 1992 and ensuring the Nation's need for civil-operational land imaging is met. The NLI Program and the Social and Economic Analysis (SEA) Branch at the USGS Fort Collins Science Center have been collaborating for several years to produce social science and economic data, in the form of Landsat global user surveys and application-specific case studies, to help achieve these mission essential functions in concert with user needs. Social science and economic data continues to provide a key way to better understand who users are, what they need and what changes would result in the biggest benefits to DOI customers, the American public, and our global partners. With planning underway for future Landsat missions and heightened expectations for continuous land change monitoring and data access, the need for current social science and economic data has only increased. This position will all support the ability of the NLI to represent USGS/DOI needs in the technology development activities of NASA, other agencies, and international partners that are of interest to DOI science and land management responsibilities. A permanent GS12 social scientist (series 0101) is necessary to ensure the consistency and quality of the data necessary to achieve the mandated mission of the NLI Program.	The alternatives would be to disrupt current projects, scale back the programs, and/or turn down requests from within USGS and DOI partners; which were not considered as practical alternatives. Specifically, the alternative would be to not fulfill contractual obligations for existing projects and to decline future economic and social science work requests from USGS headquarters in Reston, partner agencies (e.g. Army Corp of Engineers, BLM, NPS, BOEM, etc.) the Department of the Interior Office of Policy Analysis, and the Secretary of the Interior's office.	Yes		9/26/2017

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1925	USGS	9/15/2017	Space & Facilities Management Specialist	12	12	Denver, CO	Denver	11 months	No	This position serves as a consultant and advisor to senior leadership, supervisors, GSA facility management, and other staff. The incumbent will administer and manage all aspects of various construction/alteration projects related to the USGS mission in non-owned USGS facilities including: coordination and control of project planning, preventative maintenance of agency-owned equipment, programming, budgeting, technical evaluations, contractor management and job site inspections.	This position will be filled internally from the USGS. It is critical that this position be located in Denver, Colorado, at the Denver Federal Center (DFC), as it is the sole project management position and is responsible for management of 30 separate GSA Occupancy Agreements on the DFC. Responsibilities include the tracking, distribution, assignment, acquisition and/or release of space across the entire 850,000 SF USGS footprint with over 800 employees. This position supports over 20 science centers, processes and manages their overtime utilities for laboratory and critical infrastructure such as the National Water Quality Laboratory; and is responsible for science center Preventative Maintenance operations for laboratory and computer room agency-owned equipment. This position is especially critical with the increased need to find opportunities to reduce space, as it is key to the planning, development, design, and implementation of the space and cost reduction projects. The USGS has released over 300 thousand square feet of space over the last five years with several more planned projects to reduce space on the DFC. This position is critical to coordinating and working directly with environmental staff in the decommissioning of laboratory space on the DFC, a requirement of GSA prior to accepting the space back into its inventory. The inability to backfill this position in Denver would directly affect existing and ongoing projects and systems support, resulting in project delays and increased costs. Because this is the only remaining USGS facility position at the DFC, not filling this position would have a significant negative impact on the ability of USGS Science Centers to carry out their mission essential activities.	Yes	
1809	USGS	9/1/2017	Statistical Assistant	5 (FPL 7)	Below 12	Reston, VA	DC	8 months	No	This is 1 of 2 Statistical Assistant positions being requested for the National Mineral Information Center (NMIC), Minerals Information Support Systems Section, Data Collection Unit. The Data Collection Unit is a critical component of the NMIC's data collection process. The Unit is responsible for the collection of commodity data on minerals worldwide from industry and a variety of other sources, statistical processing of data, and dissemination of domestic and international commodity information. The Statistical Assistant position provides data processing for the monthly, quarterly, and annual reporting cycles for several mineral commodities. Responsibilities include maintaining a respondent control file and central mailing system; auditing and editing reported data for accuracy and consistency; researching and contacting non-responding companies; managing updates to, and entering data into, a database system. The collecting and compiling of minerals data is critical to the mineral commodity specialists in formulating studies, reports, and publications that are used to meet the Bureau's minerals information mission. Statistical Assistants support the work of mineral commodity specialists who in turn support the mission of the USGS and DOI to research and assess information that will improve the understanding of mineral resource occurrence, distribution, quality, and supply. The USGS has a team of approximately 20 Statistical Assistants who review data from 35,000 survey forms covering 85 commodities from 9,000 respondents on an annual basis.	The timely, reliable, fact-based mineral information collected by the NMIC forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Examples include: 1) U.S. Department of Defense – provide up-to-date mineral commodity data to the Defense Logistics Agency (DLA) to support its mission to manage the U.S. National Defense Stockpile and advise the U.S. Congress of changes in material requirements; 2) Central Intelligence Agency – to adapt the Mineral Criticality Screening methodology to address U.S. net import reliance for mineral commodities; and 3) Department of Homeland Security (DHS) – direct support for the development of 23 Strategic Mineral Profiles to be published jointly by DHS and USGS which highlights the salient features of essential, critical, and strategic materials for the security of the U.S. homeland. These cumulative efforts provide critical information on the production and supply of minerals essential to national security. Insufficient support staff to gather data and perform quality control of that data jeopardizes the timely, reliable delivery of the objectives of all of these important USGS stakeholders.	Yes	

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1810	USGS	9/1/2017	Statistical Assistant	5 (FPL 7)	Below 12	Reston, VA	DC	0 months	No	This is 2 of 2 Statistical Assistant positions being requested for the National Mineral Information Center (NMIC), Minerals Information Support Systems Section, Data Collection Unit. The Data Collection Unit is a critical component of the NMIC's data collection process. The Unit is responsible for the collection of commodity data on minerals worldwide from industry and a variety of other sources, statistical processing of data, and dissemination of domestic and international commodity information. The Statistical Assistant position provides data processing for the monthly, quarterly, and annual reporting cycles for several mineral commodities. Responsibilities include maintaining a respondent control file and central mailing system; auditing and editing reported data for accuracy and consistency; researching and contacting non-responding companies; managing updates to, and entering data into, a database system. The collecting and compiling of minerals data is critical to the mineral commodity specialists in formulating studies, reports, and publications that are used to meet the Bureau's minerals information mission. Statistical Assistants support the work of mineral commodity specialists who in turn support the mission of the USGS and DOI to research and assess information that will improve the understanding of mineral resource occurrence, distribution, quality, and supply. The USGS has a team of approximately 20 Statistical Assistants who review data from 35,000 survey forms covering 85 commodities from 9,000 respondents on an annual basis.	The timely, reliable, fact-based mineral information collected by the NMIC forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Examples include: 1) U.S. Department of Defense – provide up-to-date mineral commodity data to the Defense Logistics Agency (DLA) to support its mission to manage the U.S. National Defense Stockpile and advise the U.S. Congress of changes in material requirements; 2) Central Intelligence Agency – to adapt the Mineral Criticality Screening methodology to address U.S. net import reliance for mineral commodities; and 3) Department of Homeland Security (DHS) – direct support for the development of 23 Strategic Mineral Profiles to be published jointly by DHS and USGS which highlights the salient features of essential, critical, and strategic materials for the security of the U.S. homeland. These cumulative efforts provide critical information on the production and supply of minerals essential to national security. Insufficient support staff to gather data and perform quality control of that data jeopardizes the timely, reliable delivery of the objectives of all of these important USGS stakeholders.	Yes	
1922	USGS	9/15/2017	Supervisory Chemist	13	Above 12	Denver, CO	Denver	0 Months	Yes	1 of 2 positions. This is a supervisory position within the Analytical Services (AS) production analytical unit in the National Water Quality Laboratory (NWQL). This position is responsible for overseeing the quality of reported data and overseeing the work of 10 or more analytical chemists, physical science technicians, and student trainees in the assigned area. The primary duties of this position include supervising Federal employees and overseeing the work of contract support personnel; scheduling and prioritization of resources to process and report trace analytical results in either the Nutrients or Metals sections of the NWQL; providing technical support to internal and external customers; overseeing the quality of assigned analyses and adherence to quality assurance policies; preparing and defending budgets for the assigned units; and maintaining the safety culture at the NWQL. These positions are absolutely critical in maintaining the high quality analyses at the NWQL and analytical support to our stakeholders.	1 of 2 positions. Based on a review of the staffing and functions performed by the Metals and Nutrients Sections within the AS/NWQL, and considering current and projected workloads for the analysis of contaminants in water, tissues, and sediment, the determination was made to fill two vacant GS-1320-13 supervisory chemist positions. The Metals and Nutrients Sections supervisory chemist positions provide analytical expertise, provide oversight of all operations of these sections of the laboratory, manage personnel and budgets, and work with other sections of the laboratory, and other USGS offices, to provide analytical support to advance the mission of the USGS. The Metals and Nutrients Section supervisors provide critical data for the National Water Quality Assessment Program (NAWQA), the Toxics Hydrology Program, and Cooperative Projects in the Water Mission Area of the USGS by overseeing AS production analytical units for the analysis of trace elements, nutrients, and carbon in environmental water samples. The NWQL reduced its AS supervisory staff from 6 FTE to 4 in the last 5 years. These two vacancies are two of the 4 remaining positions. Filling these positions is critical to the successful management of the NWQL and is critical in meeting sample turn times and overseeing the quality of trace element and nutrient data produced for USGS projects. These positions provide supervisory oversight and analytical expertise for the analysis of trace element, metal, nutrient, and carbon contaminants in diverse and challenging environmental sample matrices. This supervisory oversight is essential to maintain quality control, quality assurance, and timely delivery of consistent, high quality data. Failing to fill these positions would create a void in the capabilities of the NWQL's fee-for-service operations, jeopardizing the ability to meet quality objectives, holding times, method development requirements and data turn-around times to internal	Yes	

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9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1923	USGS	9/15/2017	Supervisory Chemist	13	Above 12	Denver, CO	Denver	0 Months	Yes	2 of 2 positions. This is a supervisory position within the Analytical Services (AS) production analytical unit in the National Water Quality Laboratory (NWQL). This position is responsible for overseeing the quality of reported data and overseeing the work of 10 or more analytical chemists, physical science technicians, and student trainees in the assigned area. The primary duties of this position include supervising Federal employees and overseeing the work of contract support personnel; scheduling and prioritization of resources to process and report trace analytical results in either the Nutrients or Metals sections of the NWQL; providing technical support to internal and external customers; overseeing the quality of assigned analyses and adherence to quality assurance policies; preparing and defending budgets for the assigned units; and maintaining the safety culture at the NWQL. These positions are absolutely critical in maintaining the high quality analyses at the NWQL and analytical support to our stakeholders.	2 of 2 positions. Based on a review of the staffing and functions performed by the Metals and Nutrients Sections within the AS/NWQL, and considering current and projected workloads for the analysis of contaminants in water, tissues, and sediment, the determination was made to fill two vacant GS-1320-13 supervisory chemist positions. The Metals and Nutrients Sections supervisory chemist positions provide analytical expertise, provide oversight of all operations of these sections of the laboratory, manage personnel and budgets, and work with other sections of the laboratory, and other USGS offices, to provide analytical support to advance the mission of the USGS. The Metals and Nutrients Section supervisors provide critical data for the National Water Quality Assessment Program (NAWQA), the Toxics Hydrology Program, and Cooperative Projects in the Water Mission Area of the USGS by overseeing AS production analytical units for the analysis of trace elements, nutrients, and carbon in environmental water samples. The NWQL reduced its AS supervisory staff from 6 FTE to 4 in the last 5 years. These two vacancies are two of the 4 remaining positions. Filling these positions is critical to the successful management of the NWQL and is critical in meeting sample turn times and overseeing the quality of trace element and nutrient data produced for USGS projects. These positions provide supervisory oversight and analytical expertise for the analysis of trace element, metal, nutrient, and carbon contaminants in diverse and challenging environmental sample matrices. This supervisory oversight is essential to maintain quality control, quality assurance, and timely delivery of consistent, high quality data. Failing to fill these positions would create a void in the capabilities of the NWQL's fee-for-service operations, jeopardizing the ability to meet quality objectives, holding times, method development requirements and data turn-around times to internal	Yes		9/26/2017
1795	USGS	9/1/2017	Supervisory Hydrologic Technician	11 (FPL 12)	12	Lubbock, TX	Other	4 years	Yes	Supervisory Hydrologic Technician oversees growing field operations and personnel in Lubbock (North Texas Program Office). Serves as local Data Chief ensuring the quality and accuracy of collected hydrologic data.	Growing operations in Lubbock now require a full-time supervisor/Data chief to oversee 60 long-term streamgages, extensive water quality and groundwater modeling. Program expected to grow further in the near future.	Yes		9/26/2017
1796	USGS	9/1/2017	Supervisory Physical Scientist	13	Above 12	Flagstaff, AZ	Other	4 years	Yes	The incumbent provides leadership for and supervises the Production Group of the USGS Astrogeology Science Center. The Production Group uses data collected by interplanetary probes, satellites, and rovers to create high-precision topographic maps of planetary surfaces for NASA. These maps are critical for a variety of multi-billion dollar NASA enterprises, such as determining where to land rovers or target the collection of new data.	The duties of this position have been distributed among lower-graded individuals for the past four years. This has been cumbersome on all involved and several of their assigned duties have been disrupted. In addition, it is increasingly difficult to meet contract timelines. The workload has increased over the years making it imperative that the position be filled. The work of the Astrogeology Production Group requires close coordination and supervision to maintain the continued high quality of extremely detailed work product for NASA. Failure to fill this position will make it extremely difficult to ensure these standards without a significant slowing of workflow. This would seriously degrade Astrogeology's ability to fulfill current contracts with NASA and jeopardize future contracts as well. NASA would likely have to look to foreign contractors to find this expertise and, without NASA's continued support, USGS and the Nation would quickly lose this unique capability.	Yes		9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1934	USGS	9/15/2017	Supv Hydrologist	GS-1315-13	Above 12	Portland, OR	Other	New	Yes	This position is essential and necessary to meet mission-critical functions that the Oregon Water Science Center (WSC) provides for geomorphologic science in Oregon. The position is supervisor to the geomorphology team and provides important leadership for geomorphology studies for USGS stakeholders and partners who are decision-makers at Federal, Tribal, State and local agencies across Oregon. Key duties include a) building and maintaining relationships with other Federal agencies (Reclamation, U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service), State agencies (Oregon Water Resources Department), Tribes (Cow Creek, Siletz), and local governments (City of Lake Oswego, Soil and Water Conservation Districts) to accomplish USGS' water mission in Oregon State, b) development of cooperative projects, c) mentorship of junior staff, and d) supervision of team of 8 employees.	This position will be advertised internally to USGS employees. Should a candidate be found in the Oregon WSC, the incumbent's position will not be backfilled. Without the position filled, the USGS may not meet its hydrology-related mission in Oregon. Geomorphology studies in Oregon focus on understanding sediment transport, stream channel erosion and deposition, flood inundation, and how these process affect instream gravel mining resources and aquatic habitats. The science that this position oversees is necessary for Federal, Tribal, State, and local resource managers to ensure that the best available science is used in resource decisions. Without this position, many resource managers will not have the science to make informed water resource decisions. For example, the geomorphology supervisor oversees studies to understand sediment transport and the gravel budget of coast streams which provide aggregate for construction of important infrastructure, the role of stream channel characteristics on aquatic habitats to support restoration activities required by Federal and State agencies, how to manage sediment in waterways where high sediment deposition affect critical navigation, and the vulnerability of landscapes to landslides and the stability of landslides for recovery and cleanup after events. These studies and the USGS role in these and future studies will be in jeopardy without an experienced geomorphology supervisor.	Yes		9/26/2017
1935	USGS	9/15/2017	Supv Hydrologist	GS-1315-13	Above 12	Portland, OR	Other	New	Yes	This position is essential and necessary to meet mission-critical functions that Oregon Water Science Center (WSC) provides for groundwater science in Oregon. The position is a supervisor of the groundwater team in the Center and provides important leadership for groundwater studies for USGS partners and stakeholders who are decision-makers at Federal, Tribal, State and local agencies across Oregon. Key duties include a) building and maintaining relationships with other Federal agencies (Reclamation, Bureau of Land Management (BLM), U.S. Fish and Wildlife Service), State agencies (Oregon Water Resources Department, Oregon Health Department), Tribes (Umatilla, Klamath), and local governments (City of Portland, Soil and Water Conservation Districts) to accomplish USGS' water mission in Oregon State, b) development of cooperative projects, c) mentorship of junior staff, and d) supervision of team of 7 employees.	This position will be advertised internally to USGS employees. Should a candidate be found at the Oregon WSC, the incumbent's position will not be backfilled. Without the position filled, the USGS may not meet its hydrology-related mission in Oregon. Now more than ever, groundwater plays a critical role in meeting Oregon's water needs. The science that this position oversees is necessary for Federal, Tribal, State, and local resource managers to insure that the best available science is used in resource decisions. Without this position, many resource managers will not have the science to make informed water resource decisions. For example, the groundwater team leader oversees studies to understand vulnerability of springs on BLM land which are critical to sage grouse, the availability of groundwater on the Umatilla Indian Reservation which the Tribes will use to settle their water right claim, and the groundwater conditions in Harney County (home to the Malheur Wildlife Refuge) where the State of Oregon requires science to manage declining groundwater levels. These studies and USGS role in these and future studies will be in jeopardy without an experienced groundwater supervisor.	Yes		9/26/2017
1807	USGS	9/1/2017	Supv. Chemist / Hydrologist	14	Above 12	Lakewood, CO	Denver	6 months	Yes	This position is responsible for setting National Water Quality Lab (NWQL) policy and for oversight of its quality assurance practices. Incumbent ensures that these practices are being followed so that the high quality and consistency of NWQL analytical procedures and results are maintained. Primary responsibilities include working with NWQL personnel and NWQL customers such as USGS Water Science Centers across the country; updating and resolving problems with information required in the NWQL Quality Management System (QMS); and oversight of the NWQL's adherence to the bureau's policies on Scientific Integrity, Ethics, and Fundamental Science Practices. The position also provides the Lab Chief and other management team members technical advice and strategic planning for the NWQL. This position is a management position with responsibilities that also include Contracting Officers Representative oversight.	This position is necessary to meet the ongoing quality assurance needs at the NWQL. Not filling this position will mean that the bureau will lose key leadership in one of the most important, critical, areas in the NWQL. The USGS will utilize acting chiefs on detail until this position is filled. However, because the primary responsibilities of the position are to provide quality assurance oversight of all NWQL activities, provide technical and strategic advice to the Lab Chief, and be a conduit to outside Quality Assurance organizations, not filling this position would create a void in the capabilities of the NWQL's operations, and jeopardize the quality of work provided by the USGS.	Yes		9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1547	USGS	8/15/2017	Supv. IT Spec	14	Above 12	Middleton, WI	Other	0 Months	Yes	The Infrastructure Product Owner position will provide critical leadership and management in modernizing and providing robust operations and infrastructure support for Water Mission Area (WMA) enterprise applications and systems. This position is responsible for the management, coordination, and oversight of the WMA infrastructure, and for leading a team of IT professionals who directly support that infrastructure. The incumbent will also be responsible for securing the infrastructure and operations including defining access control, prioritizing patching and upgrading, and responding to security alerts and events. The incumbent will be a nexus for coordination between Software Development, Security, WMA Science Leads, and Water Science Center (WSC) and other USGS staff regarding use of WMA infrastructure as well as collaboration to meet enterprise needs which may arise in WSCs or in coordination with other USGS Mission Areas (i.e., Core Science Systems or Office of Enterprise Information (OEI)). The incumbent will also partner with WMA and OEI staff experienced in Cloud infrastructure to advise WMA efforts on which infrastructure environments are options for their systems.	The position will be filled internal to the USGS. A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to lead the Operations and Infrastructure team to look broadly at the IT requirements over the entire WMA and to develop a strategic IT plan on how best to meet the mission/bureau goals using advances in technology. Current timelines are critical to filling this position, given infrastructure end-of-life, core technology upgrades like CENTOS 7 and Java. The WMA Strategic Science Plan (USGS Circular 1383-G) includes "Strategy built around observing, understanding, predicting and delivering water science for the next decade by building new capabilities, tools and delivery systems to meet the Nation's water resource needs." Success in meeting these WMA goals means providing robust, modern, secure infrastructure on which to support information delivery systems. The primary responsibility of this position is to provide that infrastructure including an immediate need for modernization. There is a critical need to fill the position to provide immediate planning for hardware, software refreshes and upgrades, move of computer rooms, and ongoing support for WMA enterprise applications.	Yes	
1814	USGS	9/1/2017	Supv. IT Specialist	13	Above 12	Patuxent, MD	DC	8 years	Yes	This position is the supervisory information technology (IT) administrator for the USGS Patuxent Wildlife Research Center (PWRC). Management, sharing, planning, coordination, execution, and evaluation of PWRC IT resources are essential to the success of PWRC science programs. Work directed/coordinated by the incumbent services more than 200 PWRC employees, including its field stations and USGS activities at the national level. The incumbent directs and manages the PWRC IT program and enterprise architecture, including overseeing Center IT reviews and strategic planning; preparation and implementation of the Center's IT budget; identifying and addressing IT workforce planning and management issues, such as recruitment, retention, and training; and daily functioning and implementation of changes. The incumbent ensures that the PWRC enterprise structural framework is current and meets the PWRC scientific needs; serves as the Center's Computer Security Officer and is responsible for the design, acquisition, modification, evaluation, and use of software intended to ensure that automated systems are secure from unauthorized use, viral infection, and other problems that would compromise information, confidentiality or privacy of data, or other aspects of overall system security; develops computer security policy, guidelines, and procedures for systems typically requiring differing and often conflicting security controls; and establishes risk-management procedures and ensures that risk-management techniques are applied to all new or modified computer applications. The incumbent is also a member of the Bureau's IT security team that develops policies that impact programs of a national or international scope. The incumbent also oversees the PWRC Building Security System; coordinates building security system parameters such as building closures; monitors system activity; ensures regular backups; and coordinates technical support for the	This is a resubmission of 1082. This is a management position that has been vacant for 8 years with increasing negative impacts to mission-critical national data programs, as well as IT security and IT workforce planning. The Center's IT planning, including preventative maintenance and keeping up with rapidly changing security technology is lagging. The Acting Center Director and staff are no longer able to effectively triage basic support and security needs (i.e., through attrition, the IT team has been reduced to 2.5 FTEs). Filling this management position will re-establish the IT component and IT security into management and planning at the PWRC.	HOLD	OCIO - Review.

Date

9/26/2017

9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1931	USGS	9/15/2017	Supv. IT Specialist	14	Above 12	TBD (Outside of DC/Denver)	Other	0 Months	Yes	The Branch Chief position will provide critical technical leadership and management in implementing software development lifecycle best practices and techniques using agile methodologies. This position is responsible for the management, coordination, and oversight of software development for Water Mission Area (WMA) applications and systems, and for leading a team of IT professionals who perform software development.	Software development methodologies used within the Water Mission Area (WMA), coordinate the use of development best practices across divisions, collaborates with the field and partners to develop approaches to meeting data storage, analysis, integration, access needs of USGS and collaborators on shared government infrastructure and within a cloud environment, provide senior IT Lead project management services for national-level projects such as National Water Information System (NWIS) Modernization in addition to other Lead responsibilities. The impact on the mission if the position is not filled is that best practices, policy and guidance to WMA software developers, and senior technical leadership would be unavailable to support WMA information system delivery efforts resulting in a portfolio of stove-piped systems with divergent development pedigrees requiring more attention overall to manage and maintain. The position is initially funded through FY17 appropriated Water Program funding prior to onboarding 10/1/17 (as part of the planned FY18 reorganization of WMA) into the newly established Office of Chief Operating Officer (OCOO), Enterprise Technology Branch (ETO), Engineering Branch. There is a critical need to fill the position to provide oversight and guidance to a cohesive and efficient information system development process for WMA. WMA Strategic Goals and Objectives for 2018-2022 include "Goal A. Ensure the Nation has the necessary water science, data and information to support human well-being". The WMA Strategic Science Plan (USGS Circular 1383-G) includes "Strategy built around observing, understanding, predicting and delivering water science for the next decade by building new capabilities, tools and delivery systems to meet the Nation's water resource needs". Success in meeting these goals means development of systems capable of providing	HOLD	OCIO - Review.
1808	USGS	9/1/2017	Supv. Statistical Assistant	8/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	Yes	The National Mineral Information Center (NMIC), Minerals Information Support Systems Section, Data Collection Unit, is a critical component of the NMIC's data collection process. This Unit is responsible for the collection of commodity data on minerals worldwide from industry and a variety of other sources, statistical processing of data, and dissemination of domestic and international commodity information. The Supervisory Statistical Assistant is responsible for overseeing the collection and statistical processing of metals and minerals data. As a supervisor of 8-10 employees, this position monitors and reviews projects, products, and internal work processes, and maintains quality control. Because of the complexity of the data collection process, the incumbent must maintain databases and metrics on the Unit's products and services for assessment of work quality, quantity, and timeliness.	The timely, reliable, fact-based mineral information collected by the NMIC forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Examples include: 1) U.S. Department of Defense – provide up-to-date mineral commodity data to the Defense Logistics Agency (DLA) to support its mission to manage the U.S. National Defense Stockpile and advise the U.S. Congress of changes in material requirements; 2) Central Intelligence Agency – to adapt the Mineral Criticality Screening methodology to address U.S. net import reliance for mineral commodities; and 3) Department of Homeland Security (DHS) – direct support for the development of 23 Strategic Mineral Profiles to be published jointly by DHS and USGS which highlights the salient features of essential, critical, and strategic materials for the security of the U.S. homeland. These cumulative efforts provide critical information on the production and supply of minerals essential to national security. Insufficient supervisory and support staff to gather data and perform quality control of the data jeopardizes the timely, reliable delivery of the objectives of all of these important USGS stakeholders. This supervisory position is critical to ensure the continuity of the workflow. This position will be filled internally through Merit Promotion procedures.	Yes	

Date

9/26/2017

9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1926	USGS	9/15/2017	Technical Writer-Editor	11 (FPL 12)	12	Tacoma, WA	Other	0 Months	No	Incumbent edits USGS-series reports and scientific journal articles, reports for partners in Federal, state, and local governments and academia, and selected outreach products aimed at the general public. These information products cover a wide range of natural-science-related topics. Working with the visual information specialist, advises scientists on appropriate publication series and medium for presenting the results of their scientific work; on preparing text electronically; and on format, style, and accepted standards. Explains USGS publication policies. Stays informed on current policy, general trends, and technological advances in order to make appropriate decisions and recommendations for timely and cost-effective publishing. Acts as liaison between authors and other staff on the production of conventionally and electronically prepared layouts and illustrations, on acquiring appropriate material, and on printing. Works with other staff to establish scheduling, production methods, and quality of individual jobs. Performs or directs the marking of manuscripts with style and format instructions for production and layout; reviews design and layout.	This position will be filled internally through Merit Promotion procedures. The USGS Science Publishing Network (SPN) has lost several senior technical editors through retirements and continues to have too few editors with experience in both complex technical editing and publishing project management to meet customer needs. Project management includes overseeing the team (editor, illustrator, layout, web) and performing critical QA/QC tasks at key points in the publication process. This can impact timely delivery of scientific reports to partners and cooperators. Having an additional senior technical editor with project management capabilities will assist in the USGS's continuing effort to uphold excellent customer service and customer satisfaction, to improve the timeliness of publication delivery, and to support its mission "to provide timely, relevant, and usable information." There is not another senior technical editor available to handle project management for the Science Centers.	Yes	

Date

9/26/2017

**From:** Pletcher, Mary  
**To:** [Tom Melius](#)  
**Cc:** [Sheehan, Gregory](#); [Todd Willens](#); [David Bernhardt](#)  
**Subject:** reassignment preference form  
**Date:** Friday, October 06, 2017 1:21:20 PM  
**Attachments:** [Melius Preference Form.docx](#)

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Tom,

Following up on the conversation that you had with Greg earlier this week and with me earlier today, the Executive Resources Board is considering reassigning you from your current position to the Assistant Director - International Affairs with the U.S. Fish and Wildlife Service located in Washington, DC. The attached form provides an opportunity for you to express your preferences with respect to the reassignment under consideration.

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of members. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. Throughout your tenure at the U.S. Fish and Wildlife Service, you have served in a variety of leadership positions. You have served as Regional Director of both the Midwest and Alaska Regions. As Regional Director, you have served as a U.S. Commissioner on the Great Lakes Fishery Commission working with United States and Canadian counterparts. Prior to serving as Regional Director in Alaska, you served as Assistant Director External Affairs where you oversaw the national programs for Public Affairs, Congressional and Legislative Affairs and the Office of the Native American Liaison. You also served as the Assistant Director for Migratory Birds and State Programs where you oversaw policy development and led programs on conservation and management of migratory birds, implementation of the North American Waterfowl Management Plan and wetlands programs, Federal Duck Stamps, federal grant programs and conservation partnerships. The Assistant Director for International Affairs is responsible for coordinating domestic and international efforts to protect, restore and enhance the world's diverse wildlife and their habitats with a focus on species of international concern. Your extensive knowledge of Service programs and on-the-ground operations gained as Regional Director in two different regions and strong experience working with domestic and international partners to advance Service priorities would make you well qualified to serve as Assistant Director for International Affairs.

Please return the completed preference form electronically to me

at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov) by **close of business on October 13, 2017.**

If you have any questions, please let me know. I can be reached at (202) 208-4505.

Best,

Mary

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

To: Mary Pletcher

From: Thomas Melius

I prefer to:

\_\_\_\_\_ Accept this reassignmet

\_\_\_\_\_ Stay in my position and not to accept this reassignment for the following reasons:

\_\_\_\_\_ Be reassigned to a different position. I would prefer to be assigned to the following position(s):

\_\_\_\_\_ Reject this reassignment. I expect to retire or resign from the Federal service.

I acknowledge that this form constitutes my expression of my preferences and does not constitute a final decision.

Please transmit this form via email to Mary Pletcher.

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Subject:** Melius - Proposed Senior Executive Service Reassignment  
**Date:** Friday, October 06, 2017 12:48:06 PM  
**Attachments:** [Melius Preference Form.docx](#)

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Dear Thomas Meluis:

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of members. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. The Executive Resources Board has proposed your reassignment from your current position to Assistant Director - International Affairs, with the U.S. Fish and Wildlife Service, located in Washington, DC.

The attached form provides an opportunity for you to express your preferences with respect to the proposed reassignment. Please return the completed form electronically to me at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov) by **close of business on October 12, 2017**.

If you have any questions, please let me know. I can be reached at (202) 208-4505.

Best,

Mary

To: Mary Pletcher

From: Thomas Melius

I prefer to:

\_\_\_\_\_ Accept this reassignmet

\_\_\_\_\_ Stay in my position and not to accept this reassignment for the following reasons:

\_\_\_\_\_ Be reassigned to a different position. I would prefer to be assigned to the following position(s):

\_\_\_\_\_ Reject this reassignment. I expect to retire or resign from the Federal service.

I acknowledge that this form constitutes my expression of my preferences and does not constitute a final decision.

Please transmit this form via email to Mary Pletcher.

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Date:** Friday, October 06, 2017 11:35:44 AM  
**Attachments:** [2016 SES Desk Guide.pdf](#)

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## **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

# OPM SENIOR EXECUTIVE SERVICE DESK GUIDE

This document is for HR use only and is  
not to be posted on the internet

# 2016

## Preface

This desk guide is a reference tool for senior executives and agency executive resources managers and staff, who have the responsibility of managing and developing their senior executives. The desk guide provides guidance on statutory and regulatory provisions that encompass the Senior Executive Service, as well as the senior leaders, scientific and professional personnel.

This desk guide is to be used as a ready-reference for agency executive resources personnel and is not a policy-making guide. It is a document intended to accommodate regulatory updates and policy changes regarding the SES. The desk guide is protected under the Freedom of Information Act deliberative process privilege and is not releasable to the public. Should you have any questions about the material in the desk guide, please contact Executive Resources and Performance Management (ERPM) at the address below.

Where the terms “must” or “shall/will” or “should/would” are used, the provisions reflect statutory or regulatory requirements or interpretations, or they are processing instructions.

Send SES policy-related questions, correspondence, and requests to ERPM at the following address, unless otherwise indicated in the desk guide:

Executive Resources and Performance Management  
U. S. Office of Personnel Management  
1900 E Street NW, Room 7412  
Washington, DC 20415  
(202) 606-8046; Fax (202) 606-4264 (Email: [sespolicy@opm.gov](mailto:sespolicy@opm.gov))

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## **INTRODUCTION**

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 [Pub. L. 95-454, October 13, 1978] and became effective on July 13, 1979. The CSRA envisioned a Senior Executive Service whose members shared values, a broad perspective of Government, and solid executive skills. Members of a “corporate SES” respected and embraced the dynamics of American democracy - an approach to governance that provided a continuing vehicle for change.

The CSRA’s stated purpose was to “ensure that the executive management of the Government of the United States is responsive to the needs, policies, and goals of the nation and otherwise is of the highest quality.” To achieve this purpose, CSRA gave greater authority to agencies to manage their executive resources and stated the SES was to be administered to—

- attract and retain highly competent executives;
- assign executives where they will be most effective in accomplishing the agency’s mission and where best use will be made of their talents;
- provide for the systematic development of managers and executives;
- hold executives accountable for individual and organizational performance;
- reward the outstanding performers and remove the poor performers; and
- provide an executive personnel system free of prohibited personnel practices and arbitrary actions.

### **SES Coverage**

The SES covers positions in the executive branch that are classified above GS-15 or are in level IV or V of the Executive Schedule, or equivalent positions, which are not required to be filled by Presidential appointment with Senate confirmation, and are responsible for executive, managerial, supervisory, and/or policy functions characteristic of the SES. (See 5 U.S.C. 3132(a)(2) and discussion on page 1-14, Other Factors.) Under CSRA, the SES was set up as a “third” service, completely separate from the competitive and excepted services.

### **Statutory Inclusions in the SES**

Occasionally, laws will establish positions in the SES. Agencies should review their positions to ensure they are in compliance with the law. In 2013, the Small Business Act was amended to address placement of the Director of Small and Disadvantaged Business Utilization position into the SES if specific conditions were met (See 15 U.S.C. 644(k)(2)).

## Statutory Exclusions from the SES

The following agencies and agency components are excluded from the SES by law [5 U.S.C. 3132(a)(1)]:

- legislative and judicial branch agencies;
- independent Government corporations;
- Federal Election Commission;
- Federal Aviation Administration;
- Central Intelligence Agency;
- Defense Intelligence Agency;
- National Geospatial-Intelligence Agency;
- National Security Agency;
- Department of Defense intelligence activities the civilian employees of which are subject to section 1606 of title 10;
- Federal Bureau of Investigation;
- Drug Enforcement Administration; and
- as determined by the President, an Executive agency or unit thereof whose principal function is the conduct of foreign intelligence or counterintelligence activities; certain financial management regulatory agencies, including the Comptroller of the Currency and Office of Thrift Supervision in the Department of the Treasury, Farm Credit Administration, Federal Housing Finance Agency, and the National Credit Union Administration;
- the Securities and Exchange Commission;
- the Commodity Futures Trading Commission; and
- the Transportation Security Administration.

The following positions are excluded from the SES by law [5 U.S.C. 3132(a)(2)]:

- positions to which appointment is by the President with Senate confirmation;
- Foreign Service positions;
- Administrative Law Judge positions; and
- agency boards of contract appeals positions.

Public Law 112-166, the Presidential Appointment Efficiency and Streamlining Act of 2011, also prevented certain positions that met the definition of an SES position in 5 U.S.C. 3132(a)(2) from being placed in the SES. Section 2 of the Act eliminated the requirement for Senate confirmation of specified presidentially-appointed positions in federal agencies and departments.

Many of these positions were in level IV or level V of the Executive Schedule and were responsible for executive functions. In the absence of Senate confirmation, straightforward application of 5 U.S.C. 3132(a)(2) would require such a position to be established as an SES position if it is in an agency covered by the Senior Executive Service. Since that result was not intended for these positions, Congress included paragraph 2(hh) to specify notwithstanding 5 U.S.C. 3132(a)(2), removal of Senate confirmation would not require them to be placed in the SES or affect their compensation. Agencies therefore should keep track of those level IV and level V (or equivalent) positions identified in section 2 of the Act for which Senate confirmation is no longer required to assure they are not inadvertently placed in the SES. Please note that exclusion of a position from the SES under section 2(hh) of the Act applies only to the positions specified in section 2.

### **Presidential Exclusions from the SES**

By law, the President may exclude agencies and/or positions from the SES and such is the case for the following positions: staff positions at the National Security Council as well as temporarily appointed U.S. Attorneys and paid supervisory Assistant U.S. Attorneys at the Department of Justice. For further information on SES exclusions see 5 U.S.C. 3132(c) thru (f).

### **Agency Responsibilities**

Most SES operational responsibilities are assigned by law to the agencies, with particular emphasis given to the key roles of the Executive Resources Board (ERB) and the Performance Review Board (PRB). Agencies may hire, develop, assign work to, manage performance of, pay, and remove their executives. Agencies are accountable for managing their SES resources in compliance with law and regulation. Agencies are also accountable for keeping SES and equivalent executive records current in the Executive and Schedule C System (ESCS). To promote the sense of a unified and unique SES, agencies are encouraged to take steps to provide SES members timely information about SES matters such as administration and agency initiatives, publicizing awards for accomplishment and performance of SES members, and providing formal swearing in and orientation programs for new appointees.

Some agencies may have executive authorities or other positions above GS-15, such as SL (senior-level) and ST (scientific and professional), for specially qualified scientific and professional personnel primarily engaged in research and development, the Senior Foreign Service, or a military or other uniformed service. Heads of such agencies should, as much as possible, integrate all special authorities and systems into a comprehensive approach for meeting their executive resources needs.

### **OPM Responsibilities**

OPM oversees the development, selection, and management of Federal executives and is responsible for overall management of Federal executive personnel programs. Key responsibilities include—

- developing Governmentwide executive resources policies and regulations;
- approving agency SES and SL/ST performance management systems, and certifying, them

with OMB concurrence;

- providing guidance and technical assistance to agencies on executive resources topics, including executive development;
- developing legislative initiatives related to executive personnel systems;
- allocating position and appointment authorities;
- administering Qualifications Review Boards (QRBs) and the Presidential Rank Awards program;
- reviewing and approving agencies' SES candidate development program (SESCDP) policies;
- managing the executive information management system, i.e., Executive and Schedule C System (ESCS);
- communicating with senior executives, the Federal human resources community, and other stakeholders on executive resources matters; and ensuring compliance with laws and regulations pertaining to executive personnel systems.

**Executive Resources Forums.** OPM periodically hosts Executive Resources Forums and convenes Work Groups, to provide updates, address common concerns, and obtain field perspectives on continuing and future executive resource issues and initiatives.

**SES Insignia.** The SES insignia or emblem represents a keystone -- the center stone that holds all the stones of an arch in place. This represents the critical role of the SES as a central coordinating point between Government's political leadership, which sets the political agenda, and the line workers who implement it. Members of the SES translate that political agenda into reality. The upright lines in the center of the keystone represent a column in which individual SES members are united into a single leadership corps. There is no particular symbolism to the number of lines, which has varied over the years with different iterations of the logo. The SES insignia cannot be modified and may only be used for official Government business.

## Senior Executives

Senior executives share the responsibilities for executive resources management. They have the challenge and responsibility to transform the Nation's laws and administration policies into effective service to the public. This demands leadership, professional integrity, and commitment to the highest ideals of public service. Federal executives must develop a sense of ownership and pride in a set of common goals, values, and attitudes that extend beyond individual aspirations and transcend their commitment to a specific agency mission.

## Merit System Principles and Prohibited Personnel Practices

Merit principles. The Senior Executive Service is to be administered in a manner consistent with the merit system principles prescribed at 5 U.S.C. 2301.

Prohibited personnel practices. Under 5 U.S.C. 2302(a)(2)(B), any position in the SES occupied

by a career appointee is considered a “covered position” for the purpose of prohibited personnel practices.

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## **CHAPTER 1: EXECUTIVE RESOURCES MANAGEMENT**

In addition to (or instead of) Senior Executive Service positions, some agencies have authority for other kinds of positions above GS-15, such as Executive Schedule (EX) positions, SL (senior-level) positions, ST (scientific and professional) positions, or positions in other executive services, such as the Defense Intelligence Senior Executive Service, Senior Foreign Service, or a military or other uniformed service.

Executive resources management is making the most effective and efficient use of the employees at the top levels of the agency to ensure the success of public programs. The SES is designed to give greater authority to agencies to manage their executive resources and hold executives accountable for individual and organizational performance. Although OPM is responsible for leadership and oversight of the SES and other personnel systems Governmentwide, each agency head makes the decisions that directly impact agency staff and program results: to hire, develop, assign work, evaluate performance, and compensate the agency's executives. The agency head also decides how best to use the executive spaces OPM allocates to the agency. How well each agency manages its executive resources determines the ability to accomplish its mission and to improve Government, both through the quality of the executives it attracts and retains and the teamwork that good management creates.

Effective executive resources management integrates decisions about executive position management, staffing, training and development, performance management, and compensation. Efficient performance of these functions involves partnership between OPM, agency heads, Executive Resources Boards (ERBs), and senior executives.

### **EXECUTIVE RESOURCES BOARDS**

Agencies are required by 5 U.S.C. 3393(b) to establish one or more ERBs to conduct the merit staffing process for career entry into the SES. To be most effective, however, the ERB should have a much broader charter. Ideally, the ERB would have general oversight of the management of the agency's executive resources and function as an advisor to the agency head in executive personnel planning, utilization of executive resources, executive development, and evaluation of executive personnel programs. Some level of ERB involvement in setting pay policy is also desirable. The ERB established for the SES may also be used to oversee other agency personnel programs for positions above GS-15, such as the senior-level (SL) and scientific and professional (ST) pay system. ERB's also are required to oversee agency SES Candidate Development Programs (5 CFR 412.302(a)) and continuing development of executives (5 CFR 412.401(a)(4)).

#### ***Membership***

ERB members are appointed by the agency head and must be employees (see 5 U.S.C. 2105) of the agency or commissioned officers in the uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service, or National Oceanic and Atmospheric Administration) serving on active duty in the agency. ERB membership should include, to the extent practicable, a mix of Presidential and SES appointees, career and noncareer appointees, civilian personnel (including senior-level (SL) employees) and commissioned officers, headquarters and field representatives, and representation of women and minorities. It is particularly helpful to include such a mix for the sake of continuity. Since an ERB is required for certain purposes and must consist of agency employees, the head of a very small agency may need to appoint one or more GS

employees.

The top-level ERB is generally chaired by a key policy official (such as the deputy agency head). Subordinate ERBs are typically chaired by the head or deputy head of the organization. Most ERB members are top-line management officials with responsibility for a significant portion of the agency's or organization's budget and a significant number of its SES positions. The human resources director usually serves as a member of the ERB or in a staff capacity, such as Executive Secretary.

ERB functions and responsibilities are an ongoing and integral part of agency management and decision-making. Therefore, it is not appropriate for experts or consultants to serve as ERB members. The nature of the work of these positions, as defined in 5 CFR part 304, precludes experts and consultants from performing the operational work of the agency. Additionally, an individual who is on an interagency detail cannot serve as an ERB member (voting or non-voting) in the agency to which the individual is detailed.

### ***Responsibilities***

**Merit staffing.** ERBs are required by 5 U.S.C. 3393(b) to conduct the merit staffing process for career appointments in the SES, including reviewing the executive qualifications of candidates for career appointment and making written recommendations to the appointing authority. [See Chapter 2 for information on the merit staffing process.] As required by 5 CFR 412.302, ERBs are also responsible for ensuring agency SES candidate development programs follow merit staffing provisions.

**Individual development.** ERB's are required by 5 CFR 412.302(a) to oversee an agency's SES Candidate Development Program (SESCDP). ERBs are also required by 5 CFR 412.302(c)(1) to approve development plans for each candidate participating in the agency's SES candidate development program. The ERBs are also responsible for annual review and revision (as appropriate) of Executive Development Plans for current executives (5CFR412.401(a)(4)). [See Chapter 7 for information on executive and candidate development.] Additionally, ERBs are required by 5 CFR 362.405 to evaluate and certify, as appropriate, each Presidential Management Fellow or Senior Fellow under its jurisdiction.

**Other.** Agency heads may delegate additional functions and authorities, or the entire spectrum of executive resources management to the ERBs. Assigning the full range of executive resources management responsibilities to the ERB has several advantages:

- Key executives participate in the development and management of SES policy and systems, ensuring that needs and conditions in all parts of the agency are considered.
- It ensures executives and managers understand and support the policies and systems established.
- The various executive personnel functions are integrated and the SES system is used to further the agency mission.

## EXECUTIVE RESOURCES PLANNING AND EVALUATION

Agencies are required to carefully consider how to make the best use of their resources, including those at the executive and management levels, to ensure public programs produce high-quality, cost-effective results for the American people.

### *Planning*

The executive planning process should begin with a strategic analysis of current and future executive resource needs:

- identify current and anticipated vacancies;
- analyze the organization to eliminate unnecessary management layers;
- review each vacant and occupied position in terms of agency mission, strategic plans and budget projections, and identify positions that should be abolished or restructured to reflect new priorities and goals;
- analyze positions to determine if individual positions are classifiable above the GS-15 level and if they should be SES, SL, or ST positions; and
- prioritize supportable SES/SL/ST positions.

In addition, such a comprehensive analysis of current and future executive personnel needs would provide an informed basis for an agency's biennial allocations request to OPM (see upcoming section on allocating spaces).

### *Evaluation*

Agencies should monitor SES resource management on a continuous basis to ensure that SES positions are used to respond most effectively to changing conditions. Periodic evaluations, especially those in advance of the biennial allocation request to OPM, should take the following into account:

- the extent to which the organization has successfully accomplished its mission objectives;
- changes in program priorities and emphasis, as reflected in budget or legislative developments, the vacancy attrition rate, or other indicators;
- the number of vacant SES positions in the organization, and the length of time they have been vacant; and
- changes in the duties and responsibilities of individual SES positions that could affect the extent to which the positions continue to satisfy SES criteria.

It is good management to reassess and reprioritize SES positions in light of the agency's current program requirements, either on an ad hoc basis (as they become vacant), or as part of a comprehensive review. This could determine any changes in the duties and responsibilities of the positions since they were established or last reviewed. The analysis would form the basis for a decision to refill an SES position or to use the space elsewhere, either because the position no longer warrants SES designation, or because a greater need exists in another area. The agency approach to SES position review should provide a systematic basis to either reaffirm or adjust the distribution of SES resources so as to be most responsive to the agency's current requirements.

## ALLOCATING SPACES

OPM allocates spaces to the head of the agency on a biennial cycle as specified in law. Flexibility is built into the allocation process to allow for necessary adjustments; however the extent of such adjustments is limited. Generally, agencies are expected to manage their executive resource needs within the levels set during the biennial allocation process. This includes reprogramming existing resources to meet the agency's highest priority requirements, as well as maintaining sufficient flexibility to meet unanticipated needs. When it is not possible to accommodate needs in a timely manner, OPM will work with the agency to identify acceptable alternatives, such as the use of a temporary allocation(s).

It is in an agency's best interest to minimize the number of spaces deployed to support established, vacant SES positions. Accordingly, agencies should consider approaches whereby an SES space within the agency's allocation could be "floated" from one vacant position to another, and be officially assigned to a position at the time a staffing action is completed. Recruitment action to fill the remaining position(s) could continue and before a selection is made, a space could be transferred from a more recent vacancy, for which the recruiting process has not progressed as far. In this way, a space need not remain unused for the entire duration of a position's vacancy. The number of positions established may exceed the number of spaces allocated, as long as the number of positions filled does not exceed the space allocation.

### ***Biennial Allocation***

Under 5 U.S.C. 3133, agencies are required during each even-numbered calendar year to examine their SES position needs and submit a written request to OPM for a specific number of SES position allocations for the 2 succeeding fiscal years (e.g., a request in December 2016, which is in Fiscal Year 2017, would be for the FY 2018/2019 biennial cycle). Although not required to do so by law, OPM also invites agencies to use this opportunity to assess Senior-level (SL) or Scientific and Professional (ST) requirements and request allocation adjustments, if needed. OPM issues a memo calling for agencies to submit detailed justification of their allocation requests. This justification may be required from all agencies or from a subset of agencies, e.g., only those requesting an increase. The initial call memo to agencies will include a template that must be completed and submitted as record to OPM to [SERS@opm.gov](mailto:SERS@opm.gov) by the required deadline of the notice.

Upward adjustments Governmentwide may not exceed 5 percent of the total number of SES positions initially authorized for the fiscal year.

**Agency Justifications for Requested Increases.** OPM's call letters for agency justifications to support their biennial requests will require an agency to submit a comprehensive, agency-wide assessment of its executive resources needs, covering existing (established) positions as well as projected positions for which any additional resources are sought. While specific requirements may vary from cycle to cycle, the following generally summarizes the information required.

Agency submissions must identify the specific positions (by title and organizational location). Position Descriptions (PD), with the certified OF8 form, are encouraged but not required. However, they may assist in OPM's review process by providing additional information.

Biennial packages will be submitted to the OMB MAX system where a model for Biennial has been developed.

- Describe the particular circumstances giving rise to the need (e.g., legislative mandate or presidential directive; new agency mission or expanded agency program; succession planning requirements; issues raised by OMB).
- Identify source of funding or other resources to support the new/expanded initiative(s) if resources are being reprogrammed within the agency, identify those functions from which resources are being diverted.
- Specify the results/outcome expected from each additional position. For example, an increase in casework does not necessarily dictate a need for additional executive slots; if an additional position is requested, what result will it bring to the management of the program? How will it impact the administration's mission/goals?

Agency submissions must prioritize *all* current (i.e., established) and proposed positions, whether vacant or encumbered, in terms of their relative contributions to the agency's mission requirements.

[**Note:** that the number of positions prioritized may exceed an agency's current allocation, since agencies may establish and recruit for positions in excess of their allocation; however, an agency's number of filled positions cannot exceed the number allocated.]

- Priorities must be identified in terms of agency-wide goals and objectives. While an executive may believe that a particular position (e.g., a deputy or assistant) is critical to his or her specific program area, the position may not rank as high in relation to the agency's mission.
- Positions in the lowest priority category will be those which present opportunities for reprogramming of executive resources – i.e., positions that may be filled at a lower level or abolished, as turnover occurs, or positions from which the current incumbent may be reassigned if an appropriate opportunity is identified. Provide an analysis (including estimated time frames) of how the agency can best meet its highest priority needs by redirecting resources from lower priority areas.

OPM may consider other information in addition to that provided by the agency. Other factors may include:

- Changes in functions or programs;
- Overall agency funding levels or personnel ceilings;
- Number of vacancies and length of time positions remain vacant;
- Extent to which individual positions do not appear to meet SES criteria;
- Designation of SES position (i.e., Career Reserved or General);
- Consultation with OMB

**OPM Action.** After completing its review of agency justifications and consulting with the Office of Management and Budget (OMB) as required by law, OPM issues each agency its position allocation for the upcoming 2 years. It may include SES, SL and/or ST positions as determined by the review. This is the biennial allocation.

### ***Out-of-Cycle Allocations***

After OPM issues the biennial allocation, 5 U.S.C. 3133(d) authorizes OPM to adjust an agency's allocation up or down at any time during the biennial cycle. This may be done based upon an agency's written request or at OPM's initiative. By law, upward adjustments Governmentwide may not exceed 5 percent of the total number of SES positions initially authorized for the fiscal year. Downward adjustments may become necessary for such reasons as unanticipated changes in budgets or programs, or a reduction-in-force affecting SES members. Requests are submitted to OPM at [SERS@opm.gov](mailto:SERS@opm.gov).

Please include the following information in your request for an Out-of-Cycle Allocation:

- Identify why the request is submitted outside the regular biennial cycle. Requests submitted outside the regular biennial cycle should be rare. If the number of filled positions is less than the number of allocated spaces, explain why the available allocated spaces cannot be used (e.g., selections under QRB review; anticipate filling positions within 30 days).
- Identify specific positions and provide position descriptions for each.
- Describe the particular circumstances giving rise to the need (e.g., legislative mandate or presidential directive; new agency mission or expanded agency program; succession planning requirements; or issues raised by OMB).
- Specify the results expected from each additional position. For example, an increase in quantity of work does not necessarily dictate a need for additional executive slots; if an additional position is requested, what result will it bring to the management of the program? How will it impact the administration's goals?
- For each type of allocation requested (i.e., SES, SL, or ST), specify the priority of all established and proposed positions, whether vacant or encumbered, in terms of their relative contributions to the agency's mission requirements.
- Provide an organizational chart(s) and annotate the location of each requested position on the chart(s).

Agencies may not simply exchange one type of allocation for another without OPM approval.

**Example:** An agency has an available SL allocation but does not have an available SES allocation and the agency needs to fill an SES position. The agency may not exchange the SL allocation for an SES allocation and fill the SES position. The agency must submit a written request to OPM to have its allocations adjusted.

### ***Temporary Allocations***

OPM may grant a temporary space to support an agency sending an executive or senior professional on a short term assignment, e.g., an interagency detail, during which the individual will occupy an agency space even though he or she is not available for agency work. The temporary space “compensates” an agency for the fact that the executive continues to encumber an agency space while on detail. Examples of short term assignments include certain intra-agency details, executive development assignments, IPA assignments, short term transfers that involve a reemployment right (e.g., to an international organization), and short term reassignments, if the position to which the individual would be reassigned cannot be established within the agency’s current allocation. Requests for a temporary space should be submitted in writing to OPM’s Senior Executive Services and Performance Management.

Please include the following information in your request for a temporary space to support new or continuing development of an SES, SL or ST employee:

1. Identify who will be going on the assignment. Provide the individual's name, position, organizational component, location, and current appointment type.
2. Describe the assignment (developmental, IPA, short term). Identify the position to which the individual will be assigned; the type of assignment, (e.g., detail, transfer, reassignment), including any applicable statutory or regulatory authority, such as the Intergovernmental Personnel Act or Detail or Transfer to International Organizations; the agency, organizational component and location; and the planned duration of the assignment.
3. Identify the challenges or development opportunities that the assignment will provide that the individual has not had in previous positions.
4. Describe the agency's future plans for the individual, presuming the anticipated benefits of the developmental assignments are fully realized. What position(s) will this assignment prepare the individual to assume?

### ***SES Allocations to Support Phased Retirement***

Agencies should monitor SES resource management on a continuous basis to ensure that SES positions are used to respond most effectively to changing agency conditions. As discussed on page 1-6 under Allocating Spaces, an SES allocation is required to establish and fill an SES position as long as the position is occupied; a space is not required for a vacant SES position. When an SES position becomes vacant, the allocation may be “floated” and used to establish and fill a different SES position, or it may be returned to a “pool” of unused agency SES allocations and redeployed as needed to support future SES staffing actions, including reassignment of an executive entering phased retirement to an appropriate SES position.

Generally, agencies are expected to manage within their existing executive allocations to support phased retirement. When this is no longer possible, an agency may request an additional temporary SES allocation to support an executive's phased retirement. SES allocations approved for this purpose will revert to OPM when the phased retirement ends.

Requests for such temporary allocations should be signed by the agency head (or designee in the agency head's absence) and must include and address the following factors:

- The agency's current Phased Retirement Plan and Policy (including identification and implementation of time-limited or open-ended plans);
- Analysis of space utilization, including numbers of SES allocations committed to encumbered SES positions, pending SES appointments, advertised SES positions, pending SES recruitments, and any other circumstance deemed to prevent committing an unused allocation for a phased retirement;
- Expected duration of the senior executive's phased retirement;
- Participating individual's name, current position, organizational component, location, and current appointment type;
- Proposed title, organizational component, location and position description of the position the individual will occupy during phased retirement;
- The Phased Employment/Phased Retirement Status Elections Form (SF3116) signed by all parties.

### ***SES Career Reserved Minimum***

5 U.S.C. 3133(e)(1) required OPM to establish a minimum number of SES Career Reserved positions that must be maintained Governmentwide at all times. OPM may revise this number from time to time, but may not set it lower than the number of positions placed in the SES in July 1979 that were authorized to be filled through competitive civil service examination as of October 12, 1978 (the day before enactment of CSRA), i.e., 3571, except as provided in statute.

To ensure the Governmentwide figure is maintained, OPM establishes a minimum number ("floor") of Career Reserved positions for each agency. An agency must maintain a number of established CR positions that equals or exceeds its CR floor at all times (agency CR numbers can be obtained from ESCS). For this purpose, an established CR position counts whether it is vacant or filled. An agency may cancel CR positions and establish new ones without OPM approval, as long as the agency's numerical floor is maintained. However, changes in the designation of an established position (e.g., from career reserved to general) require prior approval from OPM. [5 CFR 214.403] See *Changing Position Designations*, under *SES Position Designations and Appointment Authorities*, later in this chapter. Changes in the floor must also be approved by OPM [5 CFR 214.402(e)].

### ***SL and ST Allocations***

The biennial allocation cycle is also used to allocate SL and ST spaces.

## ESTABLISHING SES POSITIONS

**STATUTE: 5 U.S.C. 3132(a)(2)**

**REGULATIONS: 5 CFR 214.202**

Each agency determines, within the allocation authorized by OPM, which of its positions will be in the SES. These positions must meet both the SES functional and grade level criteria prescribed in 5 U.S.C. 3132(a)(2) and must be within the allocation authorized by OPM. The agency does not need a new allocation from OPM as long as there is an existing space. A position must be formally cancelled in ESCS (either permanently or temporarily) when a space allocation is withdrawn from the position for use elsewhere. [See *Allocating Spaces* earlier in this chapter.] Agencies are required to report changes affecting positions (establishment, abolishment) or appointees (incumbency, vacancy) by updating incumbent or position records in ESCS.

[**Note:** The prescribed titles outlined in position classification standards are not binding on positions that have been placed in the SES. Each agency has flexibility to apply its own policies and practices in titling SES positions.]

### *SES Criteria*

Grade level criteria. The position must be classifiable above GS-15 or equivalent, based on the level of duties, responsibilities, and qualifications required by the job.

Functional criteria. A position meets the SES functional criteria if its incumbent engages in any of the following activities:

- directs the work of an organizational unit;
- is held accountable for the success of one or more specific programs or projects;
- monitors progress toward organizational goals and periodically evaluates and makes appropriate adjustments to such goals;
- supervises the work of employees (other than personal assistants); or
- otherwise exercises important policy-making, policy-determining, or other executive functions.

### *Applying the SES Criteria*

The SES is intended to be a corps of executives, not technical experts. As stated in 5 U.S.C. 3131, “It is the purpose of this subchapter to establish a Senior Executive Service to ensure that the executive management of the Government of the United States is responsive to the needs, policies, and goals of the Nation and otherwise is of the highest quality.” The following guidelines interpret the section 3132(a)(2) criteria in the context of the SES as an executive corps.

Determining if a position meets the criteria for placement in the SES should not be a mechanical process. Rather, the agency needs to evaluate the position as a whole and determines if it functions as part of the management team, or as an independent advisor or technical expert. This evaluation should consider the position’s duties, responsibilities, and qualifications. In borderline cases, particular attention should be given to the position’s qualifications and the impact these qualifications have on the position’s duties and responsibilities.

For example, a staff assistant position should be placed in the SES if executive qualifications are critical to successful performance of the position's duties and responsibilities.

Directing the work of an organizational unit includes the responsibility to—

- assess policy, program, and project feasibility;
- determine program goals and develop implementation plans;
- design an organizational structure to promote effective work accomplishment; and
- set effectiveness, efficiency, productivity, and management/internal control standards.

At the SES level, ***accountability for the success of a program or project*** encompasses responsibility for the full range of factors that affect program and project accomplishment. This includes:

- obtain the resources necessary to accomplish the program or project and assume responsibility for their effective use; and
- deal with key officials from within and/or outside the agency to gain understanding and support for the program or project.

Responsibility for ***monitoring progress toward organizational goals and making appropriate adjustments to such goals*** is an extension of an individual's responsibility for directing the work of an organization. It includes:

- monitoring work status through formal and informal means to evaluate progress toward objectives;
- assessing overall effectiveness, efficiency, and productivity of the organization; and
- identifying, diagnosing, and consulting on problem areas related to implementation and goal achievement and making decisions on alternative courses of action.

A position should be credited with ***supervising the work of employees*** if it requires accomplishing work through combined technical and administrative direction of employees other than personal assistants. For example, a position that meets the lowest level of Factor 3 in the *General Schedule Supervisory Guide* based on supervision of non-contractor personnel should receive this credit.

A position with ***policy-making or policy-determining functions*** would be expected to include responsibility for:

- reviewing staff recommendations of policies developed to affect the organization's mission;
- considering political, social, economic, technical, and administrative factors with potential impact on the recommended policies; and
- approving the policies or formally recommending action to the approving official.

**As long as a position satisfies both the grade level and functional criteria, it must be established in the SES.**

### ***Analyzing Positions***

Before establishing a position in the SES, agencies should make a systematic and documented analysis of the position to determine that it meets both the functional and grade level criteria for SES. The following analytical methods are suggested:

**Comparison with existing SES positions.** A key element in the analysis normally entails comparing the proposed position against one or more positions, within or outside the organization that satisfies both the functional and executive criteria for inclusion in the SES. The positions used should be comparable to the subject position in terms of function, role (e.g., compare managers to managers and staff advisers to staff advisers), and rationale for SES designation (e.g., don't compare positions where technical considerations are paramount with positions where size and complexity of the organization supervised are paramount). Agencies should analyze the similarities to and differences from the subject position in terms of factors such as:

- organizational characteristics, including the level in the agency where the position is located, and the size and complexity of the organization (including subordinate organizational units);
- functional and program responsibilities, including geographic scope (e.g., local, regional, national, or international), budget size, and impact on accomplishment of the agency's and organization's mission;
- degree and scope of executive, managerial, and/or supervisory authorities and responsibilities;
- level and purpose of contacts (Contacts should be essential for successful performance of the work, be a recurring requirement of the position, and have a demonstrable impact on the difficulty and responsibility of the position.); and
- nature of the staff, e.g., staff size (including staff in subordinate organizational units) and grade levels of individuals reporting directly to the position.

**Comparison with classification standards and guides.** This method can be used where a standard or guide provides valid comparison criteria.

Guides include the *General Schedule Supervisory Guide* and the *Research Grade Evaluation Guide*. Note that even if a position appears to exceed the level in a GS-15 classification standard, that in itself does not necessarily mean the position is classifiable above GS-15 and should be placed in the SES, since standards generally provide a minimum threshold for classification at a particular grade level. A comparison with existing SES positions may still be needed.

**Documentation.** To document the analysis, agencies should prepare a position description and an evaluation statement. These documents should be retained at least for the life of the position.

The **position description** should set forth the duties and responsibilities of the position in sufficient detail to support the evaluation statement, the qualifications standard, and the performance standards.

The ***evaluation statement*** should support the position's placement in the SES in terms of both the SES functional and grade level criteria. Evaluation statements will vary in length and detail; for example, the statement for a position that supervises a number of SES subordinates can be brief and straightforward. On the other hand, positions near the borderline in terms of function or grade level will require more critical and detailed analysis. The statement should avoid generalizations and be as specific as possible. Agencies should keep the following factors in mind when preparing the statement:

- If an existing position (e.g., GS-15) is being placed in the SES, the agency should identify specific growth factors (e.g., budget, programs).
- If a new position is being established, the source of the duties should be identified. If the position places an additional layer of supervision or management over other SES positions, or takes duties from other SES positions, the affected positions should be reviewed to determine if they still support the SES designation.
- If the position is being established at a lower organizational level than where SES positions previously existed, the statement should explain why this is being done and what the effect is on other positions at that level (e.g., whether this is a precedent for other SES designations).
- If the position is being placed in the SES based primarily on the impact of the proposed incumbent, this should be indicated so that when the incumbent leaves, the position can be reviewed to determine whether it still supports an SES designation.

### ***Distinguishing Between SES, SL, and ST Positions***

A position that is classifiable above the GS-15 level, but does not meet the SES functional criteria, may be appropriately established as a senior level (SL) position under 5 U.S.C. 5108 or a scientific and professional (ST) position under 5 U.S.C. 3104, depending on the nature of the work, provided the agency has the appropriate SL or ST position allocation from OPM. [See Chapter 12 for additional information about SL and ST positions.] Additional discussion of research and development functions is contained in Appendix 2 of the *Introduction to the Position Classification Standards*.

### ***Classification Appeals***

There is no classification appeal right to OPM for an employee who asserts the position he or she occupies should be in the SES. In 5 U.S.C. 5112, a classification appeal applies in determining if a position is in its appropriate class and grade. The SES is excluded from coverage by that section since the SES is gradeless and separate from the General Schedule.

***Other Factors***

In an agency identified in 5 U.S.C. 3132(a)(1) as covered by the Senior Executive Service (SES), positions that meet the criteria of 5 U.S.C. 3132(a)(2) are placed in the SES. The examples below assume that the agency is subject to SES provisions and the applicable law(s) does not contain language that explicitly removes the position(s) from coverage by SES provisions.

- Occasionally, laws will establish positions in the Executive Schedule but fail to specify an appointment authority for them. If the positions meet the functional and grade level criteria of 5 U.S.C. 3132(a)(2), they are placed in the SES and are subject to SES provisions, including the agency head's authority to set and adjust pay within the SES rate range.
- If a law establishes an Executive Schedule position in level IV or level V that performs SES functions but does not require appointment by the President with Senate confirmation, then the position meets the criteria of 5 U.S.C. 3132(a)(2). It therefore is placed in the SES even if the law identifies an appointing authority, e.g. the President or an agency head.
- Note also that positions listed in 5 U.S.C. 5315 (Executive Schedule level IV) and 5316 (Executive Schedule level V) that do not require Senate confirmation and meet the SES criteria are placed in the SES. Similarly, if a statute gives an agency an independent appointing authority that could otherwise be used for positions classified or paid above GS-15, the authority does not apply to positions meeting the criteria of 5 U.S.C. 3132(a)(2).

## SES POSITION DESIGNATIONS AND APPOINTMENT AUTHORITIES

**STATUTE: 5 U.S.C. 3132(b)**

**REGULATIONS: 5 CFR Part 214, Subpart D**

Agency heads are authorized to establish SES positions within the numerical space authorizations and appointment authorities allocated by OPM and to set the qualifications standards for these positions.

### *SES Position Designations*

SES positions are designated as either **General** or **Career Reserved**. A General position may be filled by a career, noncareer, or limited appointee, assuming any applicable criteria are met, e.g., criteria for an SES limited term or limited emergency appointment. However, a Career Reserved position must be filled by a career appointee.

[**Note:** There are no “noncareer or career positions” in the SES.]

**Criteria for Career Reserved Positions.** A position shall be designated Career Reserved if it must be filled by a career appointee to ensure the impartiality, or the public’s confidence in the impartiality of the Government [See U.S.C. 3132(b)].

Agencies must follow the criteria established by 5 CFR 214.402 to determine if a position is to be designated as Career Reserved. Such positions include those having duties which involve day-to-day operations, without responsibility for or substantial involvement in the determination, or public advocacy of the major controversial policies of the administration or agency, in these occupational disciplines:

- adjudication and appeals;
- audit and inspection;
- civil or criminal law enforcement and compliance;
- contract administration and procurement;
- grants administration;
- investigation and security matters; and
- tax liability, including the assessment or collection of taxes and the preparation or review of interpretative opinions.

Career Reserved positions also include:

- scientific or other highly technical or professional positions where the duties and responsibilities of the position are such that they must be filled by career appointees to ensure impartially;
- other positions requiring impartiality, or the public’s confidence in impartiality, as determined by the agency in light of its mission; and
- positions that are specifically required by law to be Career Reserved or to be filled by a career appointee.

**Changing Position Designations.** Agency heads are authorized to establish SES positions within the agency allocation and to designate them as either Career Reserved or General, subject to the above criteria and to the requirement to maintain a career reserved floor. However, once the designation has been made, it may not be changed without written approval from OPM [5 CFR 214.403]. Requests for a designation change should be sent to Senior Executive Services and Performance Management. The request should be submitted by the agency head or the Executive Resources Board, or a designee at the human resources director level or above, and should describe the circumstances that warrant a change in the designation.

### ***Supervisory Relationships***

**SES positions.** Agencies have asked questions regarding the supervisory relationships for SES positions.

- Can appointees in Career Reserved positions supervise noncareer appointees in General positions? The statute and regulations are silent on this point. The duties and requirements of the position should determine the position's designation, in accordance with the above criteria. While there is no prohibition on a noncareer appointee reporting to a career appointee in a career reserved position, it is not likely that such a situation would occur given the criteria for career reserved positions. However, should there be a need to fill a subordinate position with a noncareer appointee, the agency is advised to review the career reserved position to verify that the supervisory position meets the criteria and is properly designated as career reserved. There is also no prohibition on a noncareer appointee reporting to a career appointee in a general position.
- Can an SES member report to a GS15 or equivalent employee? While the statute and regulations do not address this directly, agencies have a statutory obligation to place each GS position in its appropriate grade placing only positions meeting the SES definition in the SES. Since 5 U.S.C. 3132(a)(2) requires an SES position to be classified above GS-15, placement of a GS-15 position above an SES position logically violates either the agency's obligation to appropriately classify its GS positions or to appropriately designate a position as SES, or both. While short term detail of a GS-15 employee to an SES position that supervises other SES positions may be permitted under extraordinary circumstances, placement of an SES position under the supervision of a GS-15 or equivalent position is not an appropriate continuing organizational or supervisory relationship.

**Schedule C positions.** The supervisor of a Schedule C appointee may only be a Presidential appointee, an incumbent of an SES General position, or another Schedule C appointee. The supervisor may not be an incumbent of an SES Career Reserved position.

### ***SES Appointment Authorities***

There are four types of SES appointment authorities: career, noncareer, limited term, and limited emergency. Agency heads are authorized to make all types of SES appointments under procedures established by OPM and within the agency's numerical allocation of appointment authorities. [See Chapter 2, General Staffing and Career Appointments, and Chapter 3, Other Staffing Actions, for information about these four types of appointments.]

## ALLOCATING APPOINTMENT AUTHORITIES

**STATUTE: 5 U.S.C. 3134 and 3394(b)**

**REGULATIONS: 5 CFR 317.601**

### *Noncareer Appointment Authority*

In addition to allocating spaces, OPM also allocates specific appointment authorities to agencies. (Noncareer appointment allocations for all components of the Department of Defense are made to the Secretary of Defense.) Adjustments in the number of SES appointment authorities are limited by law.

Under 5 U.S.C. 3134(b), the total number of SES noncareer authorities may not exceed 10 percent of the Governmentwide SES position allocation. Further, under 5 U.S.C. 3134(d), the number of SES positions in any agency filled by noncareer appointees may not exceed the greater of 25 percent of the agency's SES allocation, or the number of positions filled on October 13, 1978 by noncareer executive assignment, or appointment to level IV or V of the Executive Schedule not requiring Senate confirmation. This limitation does not apply to agencies having fewer than four SES space allocations.

[**Note:** Some agencies may have a specific statutory limitation in their own legislation on the number or percentage of noncareer SES appointments that may be made in the agency. The White House may also impose a limit for any agency.]

Under 5 CFR 317.601(b), each use of a noncareer appointment authority must be approved individually by the Office of Personnel Management, and the authority reverts to the Office upon departure of the incumbent, unless otherwise provided by the Office. In this way, OPM continuously resets the number of noncareer appointment authorities in each agency, ensures that the 10 percent Governmentwide limit is not exceeded, and meets OPM's statutory obligation to determine annually the number of noncareer allocations for each agency.

An agency initiates a request for a noncareer appointment authority by entering it into the Executive and Schedule C System (ESCS). Each request must be for a named individual to fill a specific SES General position. If the individual is currently a noncareer SES within the agency, the request is made for an SES noncareer reassignment. Otherwise, it is for a new SES noncareer appointment. The agency then uses ESCS to generate an OPM form 1652 for documentation of agency approvals. If ESCS is temporarily unavailable and the need is urgent, the agency should contact OPM (SERS) for guidance. After completing OPM form 1652, the agency forwards the form to SERS@opm.gov. To facilitate timely OPM approval, the agency should work with the Presidential Personnel Office to fulfill any preliminary vetting requirements for the prospective appointee before forwarding to OPM. OPM documents approval by faxing OPM form 1652 back to the agency, signed by the OPM approving official. An agency may only appoint the individual to the position authorized by OPM and may not do so until any previous incumbent has left. There is no provision for overlap or dual incumbency of a position.

SES noncareer appointment authorities are made on a case-by-case basis and are valid only for the individual and position for which approved.

***Limited Appointment Authority***

5 U.S.C. 3134(e) restricts the combined number of limited term and limited emergency appointees Governmentwide to five percent of the total number of SES spaces allocated to all agencies.

Under 5 CFR 317.601(c), each agency is provided a pool of limited appointment authorities equal to three percent of its SES space allocation, with a minimum of one authority. These authorities may be used without prior OPM approval to appoint an individual who meets the stated criteria. The pool authorities may not be used to appoint a retired SES member.

OPM approval of a limited appointment authority does not imply authorization of an additional SES position allocation. Limited term and limited emergency appointments count against the agency's SES position allocation. An additional SES position allocation must be requested if the agency does not have an available allocation to use to appoint approved limited term or limited emergency appointees.

Agency requests for limited term and limited emergency appointment authorities are considered on an ad hoc basis upon submission of a written justification that outlines the circumstances warranting use of the authority. Agency requests for a limited term appointment are created in ESCS. Agencies must request a specific authorization from OPM for the use of each authority outside the agency's pool, unless the agency has an agreement with OPM that authorizes the agency to make a certain number of limited appointments on its own under specified circumstances (e.g., 2-year rotating assignments to bring in individuals from universities to a scientific organization within the agency). Generally, agencies are expected to exhaust their pool authorities, provided the proposed appointees meet the requirement for holding career or career-type appointments outside the SES, before requesting OPM approval of a limited term or limited emergency appointment authority.

***Other Appointment Authorities***

Some agencies have specific statutory authorities that cover positions classified above GS-15, or paid above step 10 of GS-15, and that were not repealed by CSRA. These authorities may still be used for a position, if the position does not meet the criteria for inclusion in the SES or the ST authority in 5 U.S.C. 3104.

**OPM REVIEW AND OVERSIGHT**

OPM evaluates SES programs and operations to improve and enhance management of the Government's executive resources; to determine the quality and effectiveness of SES programs, procedures, and processes; and to determine if actions are being taken in compliance with civil service laws, rules, regulations, and delegated authorities and are consistent with merit system principles.

### ***General Oversight***

OPM exercises general oversight of SES operations in accordance with these civil service laws and rules:

**5 U.S.C. 1103(a)(5):** execute, administer, and enforce civil service laws, rules, and regulations and other OPM activities; (Specific authority for OPM to regulate on SES matters is in 5 U.S.C. 3136, 3397, 3596, 4315, 5385, and 7543.) and

**5 U.S.C. 1104(b)(2):** establish and maintain an oversight program which assures that activities delegated to or by OPM comply with merit system principles and OPM standards.

#### **5 CFR Rule V, section 5.2:**

- evaluate the effectiveness of agency personnel policies, programs, and operations, including merit selection and employee development; agency compliance with and enforcement of applicable laws, rules, regulations, and OPM directives, and agency personnel management evaluation systems;
- investigate, or direct an agency to investigate and report on apparent violations of applicable laws, rules, regulations, or directives requiring corrective action found during an evaluation; and
- require agencies to report personnel information relating to positions and employees in the SES through the ESCS.

### ***Monitoring Specific SES Activities***

OPM is required to monitor a number of specific SES activities and actions to determine if they meet the requirements of law and to take such corrective action as may be necessary. For example, the following regulations require OPM to:

**5 U.S.C. 3132(b)(2):** periodically review General positions to determine if they should be designated as Career Reserved.

**5 U.S.C. 3396(b):** monitor the implementation of programs for the systematic development of candidates for the SES and for the continuing development of senior executives.

**5 U.S.C. 4312(c):** review each agency's SES performance appraisal system and take such corrective action as may be required if the system does not meet the requirements of law or regulation.

**5 U.S.C. 5307(d):** certify SES and SL/ST performance appraisal systems with OMB's concurrence when, as shown by meeting certification criteria in accordance with 5 CFR 430 subpart D, the system as designed and applied makes meaningful distinctions based on relative performance.

**5 CFR 214.202:** review agency determinations of which positions to place in the SES, to ensure adherence with law and regulations. This authority extends to SL and ST positions, or equivalent positions subject to OPM jurisdiction, to ensure that all executive positions are placed in the proper pay system. If OPM concludes that a position established in the SES does not satisfy SES criteria, or that a position established outside the SES does meet those criteria, OPM will notify the agency.

OPM may require corrective action, including:

- directing an SES position be removed from the SES and be established in the competitive or excepted service, as appropriate; and
- directing a non-SES position classified above GS-15, or the equivalent, found to satisfy SES criteria be placed in the SES.

The actions described above would not necessarily affect the SES appointment status and tenure of an incumbent, although they could require the incumbent's reassignment from the position in question. Any of these actions could be accompanied by an adjustment in the SES space and appointment authorities allocated to the agency.

**5 CFR 317.1001:** require an agency to take appropriate corrective action if OPM finds that it has taken an SES staffing action contrary to law or regulation.

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## **CHAPTER 2: GENERAL STAFFING AND CAREER APPOINTMENTS**

**STATUTE: 5 U.S.C. 3391- 3395**

**REGULATIONS: 5 CFR Part 317, Subparts E and F**

**THE GUIDE TO PROCESSING PERSONNEL ACTIONS: Chapter 13 - Senior Executive Service (SES) and Chapter 14 - Promotions, Changes to Lower Grade, Level or Band, Reassignments, Position Changes, and Details**

The SES offers agency managers considerable flexibility in filling executive vacancies while still providing fair access to executive jobs based on merit. The SES positions may be filled through competitive or noncompetitive appointment. Examples of noncompetitive appointment are: reassignment or transfer of a current SES appointee; reinstatement of a former SES career appointee; and the appointment of a graduate of an OPM-certified SES Candidate Development Program (CDP). CDP graduates may be noncompetitively appointed if they were selected through civil service-wide competition for the CDP. (Under former regulations, there was a rarely used alternative of limiting a CDP to applicants within a single agency. A graduate of such a CDP must compete for his or her initial career SES appointment, as stated on the Qualifications Review Board certification issued to the graduate.)

### **AGENCY RESPONSIBILITIES**

**Written procedures.** Each agency is responsible for establishing written procedures to implement the provisions of 5 CFR part 317, Employment in the Senior Executive Service. The merit staffing procedures established to implement 5 CFR 317.501 (recruitment and selection for initial career SES appointment) should make clear to all parties, including selecting officials and applicants, how SES positions are filled competitively.

**Executive Resources Boards (ERB).** Agency heads are required to establish one or more ERBs to conduct the merit staffing process for initial career appointments, as stated in 5 CFR 317.501. This includes reviewing the executive qualifications of eligible candidates, making written recommendations to the appointing authority regarding these candidates, and identifying the best qualified candidates from which the selection is to be made. As discussed in chapter 1, however, an ERB should have a much broader charter to be most effective.

### **OPM RESPONSIBILITIES**

**Staffing requirements.** OPM establishes basic staffing requirements and may review an agency's SES staffing process at any time to determine whether legal and regulatory requirements are being followed. OPM will direct corrective action when necessary to assure compliance with law and regulation.

**Qualification Review Boards (QRB).** OPM establishes interagency QRBs to certify the executive qualifications of candidates for initial career SES appointment. [More information about QRBs later in this chapter.]

**Five years continuous service.** OPM monitors the requirement in 5 U.S.C. 3392(b) that as a minimum, at least 70 percent of SES members Governmentwide must have 5 or more years of current continuous service in the civil service immediately preceding their initial SES appointment. There is no quota set in law or regulation for individual agencies.

## MOBILITY

Among other objectives, 5 U.S.C. 3131, states that the Senior Executive Service is to be administered so as to, “enable the head of an agency to reassign senior executives to best accomplish the agency mission,” and to, “provide for the initial and continuing systematic development of highly competent senior executives.” The SES system provides flexible assignment rules to accomplish these fundamental and complimentary objectives.

The Senior Executive Service is a national asset. Mobility involves using a full range of assignment authorities to leverage the skills of executives for greater mission accomplishment and to prepare them for higher levels of service, whether within the agency, or elsewhere in Government or society. Our nation is best served when agencies and executives work together strategically to field the strongest and most agile executive corps possible.

Mobility encompasses both temporary and permanent job assignments involving change from previous assignment patterns, (e.g., to different business lines, disciplines, program areas, components, regions, headquarters, or other divergent environments). Means can include details, short or long term reassignments and transfers, use of the Intergovernmental Personnel Act authority, sabbaticals, formal training and other creative ways to expose executives to challenges or otherwise expand their capacity to serve. Assignments could be to other agencies, state and local governments, and institutions of higher education, non-profit organizations, private sector companies or international organizations.

Mobility can be an important element in succession planning. Its benefits are best realized when agency leadership deliberately assesses the ability and potential of agency executives against current and future leadership requirements and actively builds its executive corps to address those requirements. Potential benefits include:

- Broadening and strengthening executive core qualifications of all executives;
- Bringing greater creativity and broader perspectives to bear on agency problems;
- Developing broader networks that help carry out agency missions, particularly in times of heightened national security;
- Promoting career development and expanded opportunities for executives;
- Selling potential leaders on desirability and potential of a career in the SES;
- Providing the agency leaders who are able to handle greater challenges;

- Enabling agile agency response to critical staffing requirements and new demands; and
- Developing bench strength for the agency's future.

Ultimately, SES rules require an executive to move when agency needs require it. Even where advance written notice and consultation are mandated, the bottom line is that an executive who declines a directed reassignment may be removed through adverse action procedures. Still, in most agencies, signing up for the SES is not the same as signing up for mobility. Certain allowances described elsewhere in this guide recognize this distinction, e.g., if a mobility agreement is accepted at the beginning of the SES member's service he or she is not eligible for discontinued service retirement if he or she later declines a position outside the commuting area. However, if the mobility agreement is added after the SES member is in the position and he or she declines the position outside the commuting area, he or she would be eligible for discontinued service retirement. A separation is not qualifying for discontinued service retirement if, after the mobility agreement is added, the SES member accepts one reassignment outside of the commuting area and the SES member subsequently declines geographic reassignment.

Agencies should carefully evaluate whether a mobility program, whether broad or targeted, may strengthen their executive corps. Such programs should prove their worth by engaging the voluntary participation of an agency's executives. Mobility may be equally useful in developing other senior professionals, e.g., senior-level (SL) or scientific and professional (ST) employees. An agency may also request temporary increases to its executive resources allocations to support mobility assignments.

Mobility can also be voluntary; SES members can seek opportunities and new positions on their own, at any time for personal development. OPM encourages SES members to continually broaden their perspectives (see [www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1696](http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1696) for a November 7, 2008, memorandum on "Guidelines for Broadening the Senior Executive Service").

## CONDITIONS OF EMPLOYMENT

**Citizenship.** The SES contains no citizenship requirement, but some agencies may have separate controlling legislation requiring citizenship. In addition, a general appropriations act restriction, with some exceptions, prevents agencies from using appropriated funds to pay non-citizens if they work in the continental United States. Further, an agency may administratively restrict consideration for SES positions to citizens. This decision may be a matter of agency policy or a job determination. No special justification is required.

**Employment of Relatives.** 5 CFR part 310 and related requirements address the restrictions regarding the employment of relatives, and the exceptions which apply to the SES.

**Selective Service Registration.** SES appointees are subject to the statutory bar to appointment of persons who fail to register under the Selective Service law. [5 CFR part 300, Subpart G.]

**Verification of Employment Eligibility.** The Immigration Reform and Control Act of 1986 [99-603], requires SES appointees coming from outside the Federal service to verify they are eligible to work in the United States.

**Employment during Terminal Leave.** Members of a uniformed service (Army, Navy, Marines, Air Force, etc.) on terminal leave pending separation may be appointed to and receive pay from another Government position, including an SES position.

## EMPLOYMENT RESTRICTIONS

**Dual Incumbency.** Agencies cannot employ two individuals in the same position at the same time (“dual incumbency”). Nevertheless, there are options available to agencies to provide continuity in key positions and to meet other transitional needs. When an incumbent’s intention to leave has been documented, an agency may establish a different position to employ a designated successor for a brief period of time pending the incumbent’s departure. For example, when an office director is leaving, a temporary special assistant position could be established for a short period to facilitate orientation of the incoming director to the office’s operations. OPM may authorize the use of SES limited appointment authorities for short periods of time for temporary executive positions established under such circumstances. If the successor is eligible for career appointment (e.g., is a career appointee or was selected through SES merit staffing and has been QRB certified), he or she can be appointed as office director and the departing executive can be assigned to the temporary position to facilitate transition. This does not require OPM involvement since a career executive can serve in a temporary position without a change in type of appointment.

**Experts/consultants.** Under 5 U.S.C. 3109(c), positions in the SES cannot be filled by expert or consultant appointment. Therefore, it is not appropriate to assign such individuals to the policy-making or executive work which characterizes the SES.

**Independent regulatory commissions.** Under 5 U.S.C. 3392(d), the appointment of an individual to any SES position in an independent regulatory commission “shall not be subject, directly or indirectly, to review or approval by any officer or entity within the Executive Office of the President.”

**Private sector temporary employees.** Under 5 CFR 300.502, private sector temporary employees cannot be used to perform SES work.

## TYPES OF SES APPOINTMENTS

**STATUTE: 5 U.S.C. 3132(a), 3393, 3394**

**REGULATIONS: 5 CFR Part 214 and 317 Subpart F**

There are four types of SES appointments: career, noncareer, limited term, and limited emergency. Agency heads are authorized to make all types of SES appointments under regulations and procedures established by OPM and within the agency's numerical space allocation.

### *Career appointments*

Career appointments are made without time limitations and provide certain job protections and benefits not conferred by the other types of SES appointments. Career appointments may be made to either Career Reserved or General positions [SES Positions and Appointment Authorities, in Chapter 1]. Tenure and benefits are the same no matter the type of position to which appointed. Initial career appointments must meet the competitive SES merit staffing provisions in 5 U.S.C. 3393, at the time of selection for the SES or for an SES candidate development program. The individual's executive qualifications must be certified by an OPM-administered QRB before appointment.

Career appointments may also be made under noncompetitive procedures to reassign or transfer a current career SES appointee or reinstate a former career SES appointee who completed an SES probationary period. These actions do not require QRB approval.

### *Noncareer Appointments*

Noncareer appointments are made without time limitation, but the appointee serves at the pleasure of the appointing authority. The agency must have a noncareer appointment authority from OPM [Chapter 1]. The appointment can be made only to a General position in accordance with the staffing procedures for noncareer and limited appointments discussed in Chapter 3.

### *Limited Term and Limited Emergency Appointments*

*What is a Limited Term or Limited Emergency Appointee?*

As defined under 5 U.S.C. 3132:

- (a)(5) - *limited term appointee* means an individual appointed under a nonrenewable appointment for a term of 3 years or less to a Senior Executive Service position the duties of which will expire at the end of such term.
- (a)(6) - *limited emergency appointee* means an individual appointed under a nonrenewable appointment, not to exceed 18 months, to a Senior Executive Service position established to meet a bona fide, unanticipated, urgent need.

Limited appointments are made only to General positions. The agency must have a limited appointment authority from OPM or use an authority from its limited appointment pool (three percent of the agency SES allocation). Appointments must be made in accordance with the staffing procedures for noncareer and limited appointments discussed in Chapter 3.

An agency may use SES limited term and limited emergency appointment authorities to:

- Set pay at SES rates.
- Remove the appointee from the SES position at will.

## QUALIFICATIONS REQUIREMENTS

**STATUTE: 5 U.S.C. 3392(a), 3393**

**REGULATIONS: 5 CFR Part 317, Subpart D**

### *Qualifications Standards*

The agency head or a designee (e.g., the ERB) is responsible for establishing qualifications standards for each SES position in the agency. A qualifications standard must be established for a position before any appointment is made to that position. If a position is being filled competitively, the standard must be approved before the position is announced. If the duties and responsibilities of a position are substantially altered, the standard should be reviewed to determine if a new one is needed.

Qualifications standards may be established for individual SES positions or for groups of similar positions. Standards should be set at a high enough quality level so that those who meet the standards are well qualified, not just minimally qualified, to perform the job.

**Developing Standards.** Under 5 U.S.C. 3392, qualifications standards for Career Reserved positions must be developed in accordance with OPM requirements. Standards for General positions must be developed in consultation with OPM. Qualifications standards requirements for Career Reserved positions are listed below; and may also be used in developing standards for General positions in lieu of consultation with OPM.

The standard must be in writing and must identify the breadth and depth of the professional/technical and executive/managerial knowledge, skills, and abilities, or other qualifications (e.g., certification or licensure), that are essential and desirable for successful performance. Mandatory qualifications must be met for a candidate to be eligible for the position. Desirable qualifications are used to help rate and rank eligible candidates.

The standard must be specific enough to enable the user to identify qualified candidates and to enable the ERB to make qualitative distinctions among candidates for rating and ranking purposes when the position is being filled competitively.

Each qualifications criterion in the standard must be job related. However, the standard may not emphasize agency-related experience to the extent that it precludes well qualified candidates from outside the agency from appointment consideration.

Mandatory qualifications standards may not include any of the following:

- A minimum length of experience requirement beyond that authorized for similar positions in the General Schedule, e.g., generally 1 year of specialized experience at least equivalent to the GS-15 level [OPM's Operating Manual on Qualifications Standards for General Schedule Positions]. This means that the 1 year experience requirement at the GS 15 level is not required.
- A minimum education requirement beyond that authorized for similar positions in the General Schedule [OPM's Operating Manual on Qualifications Standards for General Schedule Positions].
- Any criterion prohibited by law or regulation.

[**Note:** Time in grade requirements does not apply to the SES, so applicants do not need to have spent a certain period of time at the GS-15 or equivalent level.]

**National Security Professional (NSP) Qualification for NSP SES.** OPM and the NSP Executive Steering Committee (ESC) encourage agencies to implement a qualification requirement for NSP-designated SES positions for demonstrated ability to lead inter-agency, inter-departmental, inter-governmental activities, or comparable cross-organizational activities. Agencies may exercise discretion and flexibility in defining and elaborating upon the qualification requirement based on their positions and mission demands. OPM and the ESC recommend a multi-agency or equivalent experience for selection into NSP SES positions. OPM and the ESC have defined the qualifying "inter-agency" experience as follows:

Individuals should have "inter-agency" experience related to national security serving in a leadership capacity (formal or otherwise) on a temporary or permanent assignment, on a multi-agency task force, in an inter-agency liaison capacity, and/or as a volunteer. The experience should meet the following criteria:

- extensive involvement (i.e., substantial time commitment or decision-making responsibility);
- tangible results or accomplishments; and
- separate experiences in at least two organizations or a single experience involving multiple organizations.

For additional information see

[www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1709](http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1709).

**Possession of Certification as a Mandatory Technical Qualification.** Unless authorized by statute, agencies may not use possession of certification (e.g., Program/Project Management Certification) as a mandatory technical qualification. Individuals who lack the certification yet possess the requisite experience and training to perform the duties of the position should be considered. However, agencies may require future acquisition of certification by specifying a timeframe for obtaining it (e.g., within eighteen months from the date of appointment to the position) in a mandatory technical qualification. In their policy document, agencies should specify the consequences for employees who do not acquire certification within the specified timeframe.

The following is an example of an acceptable technical qualification:

Program Management Certification. Applicants must possess or be eligible for Level III Program/Project Management (P/PM) certification in accordance with the Department of Homeland Security (DHS) Program Manager Certification Standards, the Defense Acquisition Workforce Improvement Act (DAWIA), or Federal Acquisition Certification for Program and Project Managers (FAC-P/PM). Applicants who currently possess or are eligible for Level II Program/Project Management (P/PM) certification and can achieve Level III certification according to DHS, DAWIA, or FAC-P/PM standards within eighteen months from the date of appointment to this position will also be considered. Please indicate in your application your level and source (DHS, DAWIA, FAC-P/PM) of certification or eligibility for certification.

**Retaining Qualifications Standards.** If a qualifications standard is changed or a position is cancelled, the standard shall be retained at least 2 years.

### ***Executive Core Qualifications***

“Executive Qualifications” is the term used in statute [5 U.S.C. 3393] to describe the qualifications required of all agency selectees for the SES and that must also be certified by a QRB for all initial career appointments to the SES. These qualifications are in addition to specific professional/technical qualifications that agencies establish for individual jobs. OPM has defined executive qualifications in terms of five meta-leadership competencies associated with SES-level jobs. These Executive Core Qualifications (ECQs) are Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions. Proficiency levels for the ECQs are available at [apps.opm.gov/ADT/ContentFiles/LeadershipCompProficiencyLevels.pdf](https://apps.opm.gov/ADT/ContentFiles/LeadershipCompProficiencyLevels.pdf). Definitions and illustrations for the levels are provided. Agencies might use them to anchor responses to structured interviews or to assess leadership competencies.

**ECQ 1: Leading Change**

**Definition:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

<b>Competencies</b>	
Creativity and Innovation	Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
External Awareness	Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
Flexibility	Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
Resilience	Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
Strategic Thinking	Formulates objectives and priorities, and implements plans consistent with the long-term business and competitive interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
Vision	Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

**ECQ 2: Leading People**

**Definition:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

<b>Competencies</b>	
Conflict Management	Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
Leveraging Diversity	Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
Developing Others	Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing developmental opportunities to learn through formal and informal methods.
Team Building	Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

**ECQ 3: Results Driven**

**Definition:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

<b>Competencies</b>	
Accountability	Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
Customer Service	Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
Decisiveness	Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
Entrepreneurship	Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
Problem Solving	Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
Technical Credibility	Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

**ECQ 4: Business Acumen**

**Definition:** This core qualification involves the ability to manage human, financial, and information resources strategically.

<b>Competencies</b>	
Financial Management	Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
Human Capital Management	Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector blended workforce and a variety of work situations.
Technology Management	Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

**ECQ 5: Building Coalitions**

Definition: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

<b>Competencies</b>	
Partnering	Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
Political Savvy	Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
Influencing/Negotiating	Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

**Fundamental Competencies**

Definition: These competencies are the foundation for success in each of the Executive Core Qualifications.

<b>Competencies</b>	
Interpersonal Skills	Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
Oral Communication	Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
Integrity/Honesty	Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
Written Communication	Writes in a clear, concise, organized, and convincing manner for the intended audience.
Continual Learning	Assesses and recognizes own strengths and weaknesses; pursues self-development.
Public Service Motivation	Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

## CAREER APPOINTMENTS

### STATUTE: 5 U.S.C. 3393

### REGULATIONS: 5 CFR Parts 317, Subpart E

Because the SES is separate from the competitive and excepted services, there is no provision for noncompetitive movement from these services into an SES career appointment; even if an employee's current position is placed in the SES. (The provisions of 5 CFR 315.602 covering movement from the Office of the President or Vice President or the White House staff do not apply to SES career appointments. Additionally, Executive Order 11103 addressing the noncompetitive eligibility of returning Peace Corps volunteers does not apply to SES positions.)

**Candidate Development Programs.** The merit staffing procedures in this section also apply to the recruitment and selection of individuals for an OPM-approved SES candidate development program. An individual who successfully completes the program and is certified by a QRB may be appointed to the SES without further competition. If a candidate graduated from an agency program that conducted an agency-wide competition only (under the previous 5 CFR 412 rule), then the candidate must compete for his/her first SES career appointment. However, in this case, if selected for an SES career appointment, the candidate does not need to be certified by the QRB again. (See *Area of Consideration* below.)

**Veteran's and Indian preference.** The CSRA excluded the SES from veteran's preference [U.S.C. 2108(3)1] however; it did not exclude the SES from Indian preference. Therefore, vacancy announcements where Indian preference is applicable should contain the statement: "Preference will be given to American Indians."

**Prohibited personnel practices.** Agency records for all competitive actions should clearly show that the actions are proper and legitimate. The actions should fully conform to the spirit and the letter of 5 U.S.C. 2302 on prohibited personnel practices, including the prohibition against political consideration, either favorable or unfavorable. For a list and description of prohibited practices, see [www.osc.gov](http://www.osc.gov). Further, in making career SES appointments, agencies should apply the same principles that are in Civil Service Rules 4.2 and 7.1 for filling vacancies in the competitive service, i.e., they should act solely on the basis of merit and fitness and without regard to political or religious affiliations, marital status, or race.

**Merit staffing reviews.** OPM may review proposed career appointments of current or former noncareer appointees, as well as other proposed career appointments, to ensure they comply with all merit staffing requirements.

**Merit staffing plan template.** Agencies may review the template in ESCS to assist with developing an SES Merit Staffing Plan.

**Merit staffing checklist.** Agencies may use the checklist in ESCS for reviewing the staffing action for an SES vacancy to be filled by career appointment that utilized one of the following SES selection methods: traditional Executive Core Qualifications (ECQs), Accomplishment record, or Resume-based.

## RECRUITMENT

### *Area of Consideration*

Under 5 U.S.C. 3393(a), the search for candidates must at a minimum, include “all groups of individuals within the civil service.” Agencies may also recruit from outside the civil service (i.e., all groups of qualified individuals).

The “civil service” consists of all persons who occupy positions in the executive (includes excepted service), judicial, and legislative branches, except positions in the uniformed services (the armed forces, the Commissioned Corps of the Public Health Service, and the Commissioned Corps of the National Oceanic and Atmospheric Administration). Included are experts and consultants who occupy appointive positions, and individuals in the Postal Service and the Postal Rate Commission. The District of Columbia Government is not part of the Federal civil service.

A person is considered to be in the civil service only if occupying a civil service position at the time of application. When competitive recruitment for an SES position is limited to the civil service, SES reinstatement eligibles outside the civil service and SESCDP graduates with noncompetitive eligibility may apply for noncompetitive consideration for that position.

### *Vacancy Announcements*

Agencies are required by law to announce the Senior Executive Service (SES) vacancies they intend to fill by initial career appointment to at least all Federal civil service employees. They must also notify the Department of Labor’s United States Employment Service offices of SES vacancies when recruitment for career appointment is extended outside the Federal service [5 U.S.C. 3327]. To meet these legal requirements, agencies are required to publish information about vacancies to be filled by initial career appointment in **USAJOBS** ([www.usajobs.gov](http://www.usajobs.gov)) [CFR 317.501(b)(2)].

Agencies are responsible for confirming that their individual SES vacancy announcements have been successfully entered into **USAJOBS**. If a vacancy to be filled by initial career SES appointment has not been published as required by 5 CFR 317.501(b), the consequences are serious and will affect recruitment actions. OPM cannot assume that the agency has met the statutory requirements cited in the preceding paragraph and the proposed selection cannot be forwarded to a Qualifications Review Board. Evidence that a vacancy announcement has been included in **USAJOBS** is provided by entering the OPM Control Number into ESCS when creating a QRB case record.

The SES vacancy announcements are available through **USAJOBS** but can also be available through the respective agency and its website. Vacancy information is disseminated through the Federal Jobs Database to America’s Job Bank and state employment offices.

**Entering data in USAJOBS.** Agencies enter SES vacancy information, including job entries and full text vacancy announcements, directly into **USAJOBS**. For complete instructions/tutorial, see <https://www.usajobs.gov/Support>.

**Closing date.** The closing date of a vacancy must allow for a minimum open period of 14 calendar days and must be consistent with closing dates of any agency supplemental announcements [5 CFR 317.501 (b)(2)]. Extension of the original closing date must also be entered into **USAJOBS**.

If there is a break between the closing date of the initial announcement and the beginning date of the new announcement, the new announcement must be open at least 14 calendar days from date of its entry into **USAJOBS**.

**Vacancy announcement content.** Agency announcements must include the following: 1) name of the issuing agency; 2) announcement number; 3) position title, series, pay plan; 4) duty location; 5) number of vacancies; 6) opening and closing dates and any other information concerning how receipt of application will be documented and considered; 7) Selection Method (Traditional ECQs, Resume-Based or Accomplishment Record); 8) brief description of duties; 9) area of consideration; 10) SES pay ranges; 11) ECQ and technical qualification requirements; 12) basis of rating; 13) what to file; 14) equal employment opportunity and reasonable accommodation statements; 15) contact person or contact point; 16) instructions on how to apply; and 17) other required information [see 5 CFR 330.104]. Note, however, that 5 CFR 330.104(13), (14) and (15) regarding veterans preference, the career transition assistance program (CTAP) and the interagency career transition assistance program (ICTAP) do not apply to an SES vacancy announcement.

**Multiple vacancies.** Although rare, agencies may advertise for more than one vacancy for the same SES position (e.g., Regional Director positions in different geographic locations).

**Multiple selections.** If an agency advertises a position and the vacancy announcement states one vacancy is to be filled, the agency may NOT make multiple selections from that vacancy announcement.

**Organization/location.** Agencies should ensure the information in department and/or agency fields in **USAJOBS** is appropriate. Agencies may not fill a position in an organization or location other than that advertised (e.g., The Department of Homeland Security may not fill a position in United States Immigration and Customs Enforcement if the announcement was for a position in United States Customs and Border Protection, a different organizational component, or fill a position in a duty location other than was specified in the announcement.)

### ***Nonprofit Employment Services and Commercial Recruiting Firms***

These services and firms may be used in addition to other recruitment sources in accordance with the provisions of 5 CFR part 300, Subpart D, when their use is likely to provide well-qualified candidates who would otherwise not be available, or when well-qualified candidates are in short supply. The service or firm must use the agency's qualifications standard and the position must also be included in OPM's **USAJOBS** under the SES vacancy listing, and be open to "all groups of qualified individuals."

Candidates applying directly to the agency and those identified by a service or firm must be given equal consideration and must complete the full SES merit staffing process, including Executive Resources Board referral to the appointing authority and QRB certification, before appointment.

### ***Recruiting for SES Candidate Development Programs***

The recruitment procedures described above also apply to entry into an SES CDP. All candidates are selected through SES merit staffing procedures. [See 5 CFR part 412 and Chapter 7 of the Desk Guide for information about CDPs.]

**Area of Consideration.** Recruitment for CDPs is from either all groups of qualified individuals within the civil service, or all groups of qualified individuals.

**Applicants who do not hold career or career-type appointments.** If a candidate is not serving on a career or career-type appointment, the candidate must be appointed using the Schedule B authority at 5 CFR 213.3202(j). Schedule B appointments must be made in the same manner as merit staffing requirements prescribed for the SES, except that each agency shall follow the principle of veterans preference as far as administratively feasible. Positions filled through this authority are excluded under 5 CFR 412.302(d)(1) from the appointment procedures of part 302, pertaining to employment in the excepted service. Appointment may not exceed or be extended beyond 3 years.

Assignments must be to a full-time non-SES position created for developmental purposes connected with the SES candidate development program. Candidates serving under Schedule B appointment may not be used to fill an agency's regular positions on a continuing basis. Agencies must create SESCO records in ESCS. See ESCS Handbook on the ESCS website.

## **OPM SUPPORT FOR QRB-CERTIFIED SESCO GRADUATES**

### **CDP-Opps Listserv**

The U.S. Office of Personnel Management (OPM) has launched a new Senior Executive Service (SES) Candidate Development Program (CDP) Opportunities listserv (*CDP-Opps*) ([CDPOpps@listserv.opm.gov](mailto:CDPOpps@listserv.opm.gov)), to help ALL agencies recruit for SES vacancies as well as to help place current Qualifications Review Board (QRB)-certified Candidate Development Program (CDP) graduates. The purpose of the listserv is to: (1) help agencies identify top talent for SES positions more quickly, and (2) increase the placement rate of QRB-certified CDP graduates. QRB-certified graduates who apply to vacancies and meet the position-specific technical qualifications can be immediately non-competitively appointed; allowing agencies to potentially identify top talent in a manner that will reduce time-to-hire from months to weeks.

QRB-certified SES CDP graduates who register for the *CDP-Opps* listserv will be alerted to SES vacancies submitted by Agency Offices of Executive Resources. While agencies will still regularly announce SES vacancies on USAJOBS, *CDP-Opps* participants will receive notifications through the listserv and have opportunity to apply and have their applications immediately reviewed, including before the USAJOBS announcement needs to be posted or before it closes.

Agency Executive Resources (ER) offices are encouraged to share SES vacancies with certified graduates via the *CDP-Opps* listserv simply by sending an e-mail to [CDPOpps@listserv.opm.gov](mailto:CDPOpps@listserv.opm.gov).

Each SES vacancy notification should include the following:

- Agency and Bureau
- Job Title
- Job Series
- Duty Location
- Travel
- Security Clearance
- Technical Qualifications Requirement
- Brief Description of Duties
- List of required application materials, for example:
  - Current Resume
  - Technical Qualifications Statements (if necessary)
  - OPM-issued SES Certificate
  - Any other required items
- Application Submission Deadline
- Agency ER Contact Information (where candidates send their resume and application)

**Offices of Executive Resources are encouraged to announce to CDP-Opps as soon as a vacancy opens, but if the vacancy announcement is already on USAJOBS, please send the following to the listserv:**

- Agency and Bureau
- Job Title
- USAJOBS link
- Agency ER Contact Information (where candidates send their resume and application for advance non-competitive consideration)

OPM will regularly evaluate the listserv in terms of usage, feedback, and requested improvements.

QRB-certified SES CDP graduates can register for the CDPOpps listserv by following these steps:

1. Click on the link: <http://listserv.opm.gov/wa.exe?A0=CDPOpps>
2. Click “Join or Leave CDPOpps” (*Only QRB-certified CDP graduates are eligible to enroll.*)
3. Enter your Name and Email Address and click “Join CDPOpps”

For more information on the CDP-Opps listserv, please send an email [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

## **MERIT STAFFING SELECTION METHODS**

### **STREAMLINED AGENCY INITIAL SES APPLICATION REQUIREMENTS**

Agencies are encouraged to identify opportunities to streamline their initial application requirements for SES positions. While there is no one-size-fits-all approach, agencies should seek to eliminate or minimize application requirements that may deter candidates from applying, while at the same time adopt hiring and QRB submission methods most effective for each agency's successful Senior Executive Service (SES) hiring and accomplishment of mission. Following are some options that agencies may consider.

- **Traditional Application Method:** This method directs applicants to submit a resume, a separate narrative (no more than 10 pages) addressing the ECQs, and, if applicable, a narrative addressing any mandatory technical qualifications. The ECQ statement must address all five ECQs and is limited to a maximum of ten pages. An advantage of this approach is that the ECQ narrative submitted by the selected individual may suffice with little or no additional information for the Qualifications Review Board submission.
- **Resume-Based Application Method:** This method provides an alternative to the traditional submission by applicants of a resume and a 10-page written ECQ narrative statement, helping applicants and agencies reduce the burden of lengthy written materials at the onset of the application process. Because this method may reduce the quantum of information an applicant is capable of submitting, it is often best-suited for the senior-most positions requiring highly-experienced executives whose accomplishments may be readily presented. Incumbents in such positions typically have one or more subordinate SES members reporting to them, and may report directly to the top Presidential or political leadership in the agency or agency component. The resume-based method may also be appropriate for low- to mid-level SES positions if the hiring agency may want to mitigate the likelihood of difficulties in achieving an adequate volume of applications, based on past experience in filling identical or similar positions. Additionally, this method may be appropriate for positions for which technical qualifications are particularly important – including legal, engineering or scientific positions that typically require advanced degrees in a highly specialized field – and where hiring agencies will want to obtain information on applicants' technical qualifications; in such instances, the resumes for such applicants will commonly highlight the applicant's technical prowess and achievements and alleviate the need to seek information through a written TQ statement. The vacancy announcement should direct applicants to submit only a resume with the initial application. Applicants must show possession of the ECQs and technical qualifications via the resume.
- **Accomplishment Record:** This application method involves a hybrid version of the traditional application method and the resume-based application method, where the applicant provides a streamlined written accomplishment record (not to exceed five pages) addressing certain ECQs or competencies (the hiring agency has the flexibility to leave the specific approach to the candidate's discretion or the agency sets specific competencies depending on the requirements of the position to be filled), and the agency supplements the Narrative with a shortened QRB Template.

The Accomplishment Record allows an agency to identify specific competencies underlying the ECQs deemed by the agency to be most critical in assessing candidates for the advertised position. Some human resources practitioners consider rating and ranking candidates against more narrowly defined competencies chosen for their relevance to the SES position to improve the validity of results.

Under 5 CFR 317.501(c)(1) an agency must provide that competition be fair and open and that all candidates compete and be rated and ranked on the same basis. An agency should therefore be careful to state the recruitment method in the vacancy announcement and require applicants to submit materials in accordance with the chosen method, as determined by the agency. NOTE: If the traditional application method is used, agencies should pay close attention to the restrictions they impose relating to ECQ narrative format. While it is usually understood and encouraged that each ECQ should be addressed in 2 pages, agencies should not exclusively disqualify (through indication in the vacancy announcements) those candidates that exceed the 2 pages per ECQ, if the entire narrative conforms to the 10 page limit. In addition, agencies should also not disqualify those candidates that provide more, or less, than 2 examples per ECQ. If these restrictions are annotated on the vacancy announcement, they must then be enforced by the agency and further, OPM. Draft language is provided below for the traditional application method as it pertains to addressing the ECQs:

Draft Language:

**EXECUTIVE CORE QUALIFICATIONS (ECQ):** The ECQs were designed to assess executive experience and potential not technical expertise. They measure whether an individual has the broad executive skills needed to succeed in a variety of SES positions. All applicants must submit a written narrative to address the ECQs. Your narrative must address each ECQ separately and should contain at least two examples per ECQ describing your experiences and accomplishments/results. The narrative should be clear, concise, and emphasize your level of responsibility, scope and complexity of programs managed, program accomplishments, policy initiatives undertaken and the results of your actions. Applicants should not enter "Refer to Resume" to describe your experiences. Applications directing the reviewer to search within the application or to see the resume are considered incomplete and may not receive further consideration. The narrative must **not exceed 10 pages**.

There are five ECQs:

- ECQ1 - Leading Change
- ECQ2 - Leading People
- ECQ3 - Results Driven
- ECQ4 - Business Acumen
- ECQ5 - Building Coalitions

*Failure to submit a narrative statement addressing each of the ECQs may cause your application to be deemed incomplete and not be considered. Additional information on the ECQs is available at <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/>.*

**Summary of Applicant Submission Documentation Requirements (by Method)**

Method	Applicant Submission Materials				Candidate Level of Effort
	Resume	ECQ Narrative (No more than 10 pages)	Technical Qualifications (TQ) Responses	Accomplishment Record (5 page narrative)	
Traditional	Yes	Yes	Yes	No	Significant
Resume-Based	Yes	No	*	No	Minimum
Accomplishment Record	Yes	No	*	Yes	Moderate to Significant

\* Agency may require candidates to clearly address TQs within their resume or submit separate responses to no more than two TQ requirements (Per OPM Guidance).

**USE OF TECHNICAL QUALIFICATIONS**

Agencies should carefully consider the extent to which technical qualifications are required for a given position. OPM strongly encourages agencies to conduct a rigorous analysis of qualification requirements and avoid duplicating qualification requirements that are already represented in the ECQs or which are not essential to the effective evaluation of candidate qualifications. In that analysis, agencies should consider eliminating requirements for applicants to submit written TQ statements, at least at the initial application stage, in cases where information about a candidate’s technical qualifications may be easily found in the resume or related application materials. Agency requirements for lengthy TQ narratives may potentially deter qualified candidates from applying. One possible approach is for agencies to modify the language within vacancy announcements to instruct applicants to clearly demonstrate their technical competencies through their resumes. Another possible approach is for agencies to limit TQ requirements to no more than one or two specific qualifications which are focused and critically-relevant to the specific position, rather than applying numerous general TQ requirements that may detrimentally limit the diversity and quality of the applicant pool – both by deterring talented leaders from applying and by excluding talented leaders from further consideration for failure to address technical qualifications that may not be absolutely essential to success in the position.

**MERIT STAFFING REQUIREMENTS (Rating and Selection)**

The procedures an agency uses for rating and ranking candidates and for making the subsequent selection for an SES position or SES candidate development program must meet the requirements of applicable law, rule, and regulation, including the Uniform Guidelines on Employee Selection Procedures.

As a minimum, under 5 CFR 317.501(c), an agency's procedures must provide the following:

- The ERB must consider the technical and executive qualifications of each eligible candidate. If only a small number of candidates are determined to be eligible and the agency wishes to proceed with the selection process, the ERB must still consider the qualifications of each eligible candidate. The ERB may delegate preliminary qualifications screening, rating, and ranking of candidates. An agency should follow its SES merit staffing plan when selecting preliminary rating panel members. Panel members should be recognized as subject matter experts or human resources specialists.
- All eligible candidates must be rated and ranked on the same basis. However, if a current SES career appointee or a reinstatement eligible applies in response to a merit staffing vacancy announcement, the agency has the option of including the individual in the competitive process (in which case the individual is rated and ranked in the same manner as other applicants) or considering the individual under noncompetitive appointment procedures (i.e., reassignment, transfer, or reinstatement).
- There must be adequate differentiation among candidates on the basis of the knowledge, skills, abilities, and other job related factors, as reflected by the position's qualifications standards to enable the relative ranking of candidates. Experience may be credited only to the closing date of the vacancy announcement to avoid inequities. Candidates need not be given numerical ratings, since veteran's preference and the "rule of three" do not apply to the SES. Instead, they may be grouped into broad categories (e.g. highly qualified/Top Group, qualified/Middle Group, not qualified/Bottom Group).
- The record must be adequately documented to show the basis for qualifications, rating, and ranking determinations. If the ERB delegates rating and ranking of applicants in a given case, the ERB retains responsibility for the result. Therefore the ERB must endorse the rating and ranking results as its own or document the basis for any adjustments made by the ERB before certifying the list of best qualified candidates to the appointing authority. The ERB must give the appointing authority written recommendations on all the eligible candidates and identify the best qualified candidates. To avoid additional paperwork, the board may provide rating sheets on the candidates instead of preparing separate written recommendations on each candidate. However, the ERB must still certify in writing the list of candidates provided to the appointing authority. The ERB certificate may be sent first to a supervisory official who will make a selection recommendation to the appointing authority. In these instances, the full certificate and the board recommendations on all the candidates should be forwarded to the appointing authority along with the name of the proposed appointee.
- The appointing authority must make the selection in accordance with agency prescribed procedures from among the candidates the ERB identified as best qualified. Selection must be based solely on the qualifications of the candidates, not on political or other non-job-related factors.
- The appointing authority must certify in writing that the proposed appointee meets the qualifications requirements of the position. The appointing authority, or the ERB, must also certify that appropriate merit staffing procedures were followed.

- The executive qualifications of the proposed appointee must be sent to OPM for QRB certification.

## **RECOMMENDED MERIT STAFFING PRACTICES**

OPM offers the following recommendations based on practices currently in use at some but not all agencies:

- Be sure to follow your agency's written ranking and rating procedures (Rating Plan).
- Be sure to give full weight to the Executive Core Qualifications (ECQs) along with the technical competencies required for the position. OPM's Qualifications Review Board certification of the candidate's ECQs is meant as a final check rather than a primary assessment of leadership qualifications. When using the traditional selection method (see Merit Staffing Selection Methods, 2-17), an agency may find it is unnecessary to enhance the narrative description of the candidate's possession of the ECQs beyond what was initially reviewed as part of the candidate assessment process.
- Be sure to consider the six "fundamental" competencies, which since October 2006 have been part of the ECQs and should be included in the candidate assessment process. These competencies underlie the five ECQs and should be addressed over the course of the ECQ narratives rather than in separate statements submitted by the candidate. As noted further in the next bullet, evidence of these essential underlying competencies can often be ascertained through means other than the candidate's narrative statements, such as interviews or reference checks.
- Try to use a variety of candidate assessment tools, rather than relying excessively on the assessment of candidate narratives against crediting plans. Interviews, especially structured interviews with standardized questions, should normally be an essential part of the assessment process. In some cases, formalized assessment centers may be an appropriate means to assess candidates. Reference checks are also useful, to verify information provided by the applicant and to assess competencies such as Integrity/Honesty.
- Use category rather than numeric ratings when rating ECQs, which are comprised of clusters of individual competencies and are therefore difficult to score with a degree of precision supporting numerical rating.
- Make sure rating panel members are trained. Rater training ensures all raters understand the rating process and ECQ definitions. It can range from short and simple to very detailed instructions.
- To increase efficiency, automate the selection process to the greatest extent possible. For example, some agencies provide candidate materials electronically to their ERBs in advance to expedite the assessment process.
- Notify applicants of their status at four points in a timely fashion: 1) application received, 2) application assessed for qualifications, 3) applicant referred for appointment consideration (or not) and, 4) applicant selected (or not).

## INQUIRIES, APPEALS, AND CORRECTIVE ACTION

### *Applicant Inquiries and Appeals*

Individuals are entitled to information about the nature of the procedures used in recruiting and selecting candidates for any position. Applicants are also entitled, upon request, to know if they were found qualified for the position and if they were referred to the selecting official for consideration for appointment. They may have access to qualifications questionnaires or reports of qualifications inquiries about themselves, except for information that would identify a confidential source.

Agencies may provide other procedures tailored to their needs, to handle complaints about the staffing process. An applicant has no right of appeal to OPM against actions taken by the ERB, QRB, or appointing official. Other avenues afforded by law or regulation (e.g., the Office of the Special Counsel or the Equal Employment Opportunity Commission) may be appropriate (e.g., prohibited personnel practice allegations). For additional information, see <https://osc.gov/>.

### *Corrective Actions*

If it is determined that an individual was not placed on a selection certificate of best qualified candidates because of a statutory, regulatory, or procedural violation, the agency may, as a corrective action, select the individual for a career appointment to another SES position without conducting a new merit staffing action. However, the individual must meet the technical and executive qualifications for the new position and must be approved by a QRB.

[**Note:** The corrective action authority permits, but does not require, the agency to select the individual noncompetitively.]

## DOCUMENTING MERIT STAFFING ACTIONS

Under 5 CFR 317.501(d), an agency must keep sufficient records to allow reconstruction of the merit staffing process for 2 years after an initial career appointment. (If no appointment results from a vacancy announcement, the records must be kept for 2 years from the closing date of the announcement.) At a minimum, the records should include:

- the OPM Control Number for the vacancy listing in the automated **USAJOBS** and copies of any separate agency announcements (The control number is assigned when entering a vacancy announcement);
- list of recruitment sources used (e.g., agency vacancy announcement distribution list, any newspaper or journal advertisements, any use of nonprofit employment services or commercial recruiting firms);
- copy of qualifications standard and position description;
- originals of all applications received by the agency;

- the rating and ranking procedures (rating plan), and names and organizational titles of rating panel members;
- written recommendations of the panel/ERB (signed and dated), including a list of the groupings of all applicants and the supporting rationale, or rating sheets;
- any references, or qualifications questionnaires or inquiries, obtained on the candidates;
- record of which, if any, candidates were interviewed;
- any recommendation by a selecting official to the appointing authority if the two are different individuals;
- the appointment action (signed and dated);
- appointing authority certification that the appointee meets the qualifications requirements of the position;
- appointing authority or ERB certification that appropriate merit staffing procedures were followed; and
- copies of any complaints about the staffing process and agency findings and response.

## **QUALIFICATIONS REVIEW BOARDS**

**STATUTE: 5 U.S.C. 3393(c)**

**REGULATIONS: 5 CFR 317.502**

The CSRA stresses that the SES is primarily an executive corps and requires all new career appointees be certified by a QRB. Through independent peer review, QRB members ensure that all new executives have a broad perspective of Government and solid executive skills. They focus attention on the fact that, in the SES, executive skill is paramount — not technical expertise.

### ***Membership***

OPM administers QRBS, which includes drawing on members of the SES to participate on the Boards and to advise on QRB policy. OPM works with agencies to solicit names of executives to serve on QRBS. Each board consists of SES members from three different agencies. A majority of each Board's members must be SES career appointees. Board members are not permitted to review their own agency's candidates, and if a member otherwise believes he or she cannot provide an impartial review, the member will be excused from the case.

### ***Functions***

The QRB certifies the executive qualifications of candidates for initial career SES appointments. QRB members judge the overall scope, quality, and depth of a candidate's executive qualifications and experience within the context of the five Executive Core Qualifications by fairly and objectively assessing all documents in the candidate's QRB case.

**Criterion A:** Demonstrated executive experience.

**Criterion B:** Successful participation in and graduation from, an OPM approved SES candidate development program.

**Criterion C:** Possession of special or unique qualities that indicate a likelihood of executive success. (Approval of these cases is based on the agency's entire submission, including the proposed Individual Development Plan (IDP), and imposes an obligation on the agency to carry out the proposed executive development activities). The IDP should be developed for the candidate to accomplish within a 12 month time frame (probationary period).

### **Operations**

An OPM staff member serves as a QRB Administrator for each Board. The QRB Administrator conducts a briefing about the hiring selection methods used by agencies, gives instructions on the certification process and board member roles, answers questions from QRB members, and provides any other guidance and staff support as appropriate.

The Board members independently review each set of documents (i.e., "case") pertaining to an individual who has been selected for initial career appointment (see Submitting Cases for QRB Certification later in this section). After review of each case, the administrator facilitates discussion to reach consensus. The final decision to approve or disapprove is by majority vote. Prior to a final decision, board members can elect to have candidates and agencies re-write those ECQs (no more than two) that are identified as falling short of demonstrating executive leadership.

**Approval.** The QRB must find demonstrated executive level experience in all five Executive Core Qualifications (ECQs) to recommend approval under Criterion A.

A QRB may approve a case, but recommend formal managerial training to supplement experience in one or more of the ECQs. If that occurs, the agency may make the appointment, but should develop an Individual Development Plan (IDP), in consultation with the employee, to assure that the individual receives the recommended training.

**Disapproval.** If a QRB case is disapproved, the agency may choose to have the case submitted to the next regularly scheduled QRB as is, or returned to the agency for improvements. Agencies are encouraged to resubmit a returned case within 60 working days of the initial QRB disapproval. In a resubmission, the QRB will still only consider experience obtained before the closing date of the announcement. Before resubmitting, the agency is advised to review the case to determine whether additional supporting material can be provided as to the candidate's executive qualifications.

An agency may resubmit a case initially rejected on the basis of Criterion A as a Criterion C case, if appropriate (i.e., the candidate has “special or unique qualities”). The Criterion C case must include an IDP, documentation of the candidate’s unique and special qualifications, and at least one reference letter from an appropriate person (agency’s discretion) at a higher level than the candidate, who supports the ECQs of the candidate. A new case must then be entered into ESCS for the subject position.

If a case is disapproved a second time, a new case on the candidate may not be submitted for the same position until the candidate acquires additional qualifying experience in those deficient areas noted by the QRB. Since qualifying experience is credited only to the closing date of an announcement, OPM generally requires the agency to hold a new merit staffing competition to credit the additional experience. The closing date of the new announcement will be at least 12 months later than that of the original announcement. There is no appeal for second time disapproval.

If a Criterion B case is disapproved, the agency has the option to resubmit the package, or it can ask the candidate to pursue additional development to address issues raised by the QRB. If a Criterion B case is disapproved two consecutive times, the agency must provide the candidate additional development before submitting the case again.

**Re-Write.** Not considered a full approval or disapproval, this option allows board members to give candidates and agencies an opportunity to re-address those ECQs that lack evidence of executive leadership. Upon notification of the re-write option, the agency has 14 calendar days to ensure the re-write is completed and returned to OPM. Re-writes are returned to the board members that conducted the initial review.

**Other.** The names of QRB members, their organizations, and the records of their individual actions are not subject to release.

## CERTIFICATIONS

There is no time limit on QRB certification — any existing time limit on a previously approved certification is removed. OPM’s QRB Administrator uses ESCS to validate the QRB certification. In addition, for Criterion B cases only, the individual candidate receives a printed certificate documenting his/her eligibility for either of the following:

“Career appointment to the Senior Executive Service without further competition in any agency to any position for which this individual is determined to be otherwise qualified.” [Graduates of OPM approved Candidate Development Programs (CDPs) for which the area of consideration was not restricted under the previous version of 5 CFR 412.104(a)(2)]; or

“Career appointment to the Senior Executive Service in any agency to any position for which this individual is determined to be otherwise qualified, after competition in accordance with 5 CFR 317.501.” [Graduates of OPM approved Candidate Development Programs (CDPs) where an exception to the recruitment area requirement under the previous version of 5 CFR 412 was granted; see Area of Consideration, under Recruiting for SES Candidate Development Programs, earlier in this chapter.]

**QRB Recommendations for Executive Development.** Agencies should advise appointees of any QRB recommendations for additional executive development, and this development should be included in their Executive Development Plans. OPM may ask agencies to provide written verification of progress toward implementing any such QRB recommendations within 18 months of appointment.

### ***Suspension of QRB Case Processing***

If an agency head leaves, announces an intention to leave, or if the President nominates a new agency head, OPM imposes a moratorium on review of QRB cases from that agency, effective on the earliest date of any of these three events, until a successor is appointed. OPM suspends QRB processing of Criterion A and Criterion C cases until a successor is appointed. Pending cases may be returned to the agency and the agency should not submit additional QRB cases during the moratorium, except for Criterion B cases, if applicable. OPM may also suspend or return pending cases during a Presidential transition period. This action is taken as a courtesy to the new agency head to afford him/her the greatest flexibility in making executive resources decisions. If a QRB case is returned to the agency, the case is marked “Return Without Action” in ESCS. The agency must create a new case record in ESCS before resubmitting the case to OPM.

If an agency has a case that it considers mission critical, the agency may submit the case and request an exception to the QRB moratorium. Requests for exception should be signed by the agency head or the official who is designated to act in the agency head’s absence. Agencies should address the following factors in their requests:

- the impact on the agency should the position not be filled during the moratorium;
- the likelihood the new agency head will have personal interest in the case;
- the organizational level of the position (include organization chart);
- the degree to which the candidate would be involved in policy matters;
- any special or unique qualifications of the candidate;
- candidate’s resume;
- whether the candidate is currently on a Schedule C or noncareer SES appointment;
- whether the candidate is currently performing the duties of the position via detail or “acting” designation and the length of time for the detail or “acting” designation (e.g., 30 days);
- how long it may be before the new agency head is appointed;
- how long the position has been vacant; and
- when the Agency Head has not yet departed, whether he or she has certified that the action is necessary to ensure continuity of critical agency operations.

If OPM declines the request for an exception, the agency must withdraw the case.

**Resumption of QRB Case Processing.** After an agency head has been sworn in, agencies may request OPM to resume the processing of QRB cases. The elements for a message requesting the resumption of case processing are provided below.

The message must be sent from the senior Executive Resources Office official, or a higher level official. The Executive Resources office must receive verification that the identified cases are to be processed from either the agency head or a senior-level official in a position to represent the agency head, such as the Deputy Secretary, Chief of Staff, or ERB Chairperson. The message should be sent to the OPM Senior Executive Services and Performance Management.

**Requesting OPM to resume processing of agency QRB cases.** The message should specifically indicate the new agency head's intention to resume processing of its QRB cases. Additionally, the information should include the title and name of the new agency head and the date he/she was sworn in. If QRB cases are being submitted in conjunction with the request to remove the moratorium, the letter should list those specific cases. An agency need not wait until it has a QRB case to submit to request the moratorium be ended; however, it is required that the agency head be sworn in and approve the request. OPM will respond via email regarding the agency's request.

There may be times when OPM initiates a message to the agency asking if it would like to have the QRB moratorium removed. This is subject to specific authorization by the new agency head to resume processing of agency QRB cases. When this is obtained, the individuals identified above under **Resumption of QRB Case Processing** may respond by email to convey the new agency head's decision.

## **SUBMITTING CASES FOR QRB CERTIFICATION**

### **QRB SUBMISSION METHODS**

OPM requires a hiring agency to submit to the QRB the following basic materials: the specific vacancy announcement for the SES position for which the agency is hiring ([Criterion A and C](#)); the resume of the candidate selected by the agency for initial appointment to the SES; and evidence the agency has applied merit staffing procedures through certification by the agency's appointing official that documents the selection of, and decision to submit, the candidate for QRB certification.

Additionally, OPM requires the hiring agency to submit evidence that demonstrates the candidate's proficiency in the ECQs. OPM accepts agencies' evidence/demonstration of ECQs by using one of three submission methods: (1) traditional written ECQ narrative; (2) QRB Template; and (3) Accomplishment Record.

### *1. Traditional ECQ Narrative*

This traditional method involves the submission of a written narrative statement (limited to no more than 10 pages) in which the candidate provides information about the results achieved that reflect the candidate's proficiency in each of the ECQs through a demonstration of a majority of the competencies. Agencies have the flexibility to use a resume-based application intake method, and require only the final selectee to complete the ECQ narrative for QRB submission. This submission method provides the most comprehensive and detailed evidence-supporting information for QRB review, but may also be the most burdensome and time-consuming for the candidate.

### *2. QRB Template*

In lieu of an ECQ narrative, an agency may elect to submit a QRB Template. This is a submission method that allows the agency to populate a standard Template provided by OPM with substantive information highlighting a candidate's demonstrated ECQs, obtained by the agency from interviews and any other materials required by the agency during the agency's merit staffing process. The template is meant to be completed by the ER Staff in conjunction with the ERB and interview panels and the selecting official. This submission method may be the least burdensome for the candidate because it eliminates the requirement for the candidate to prepare an ECQ narrative and requires the agency to obtain and describe the candidate's information; however, it is very appropriate for the agency to consult with and involve the candidate in the completion of the template. The signing appointing authority or ERB Chairman is responsible for its content and affirmations. On average, a completed template seven to eight pages in length should be sufficient to provide the best evidence for all ECQs.

### *3. Accomplishment Record*

This QRB submission method is a hybrid version of the ECQ narrative and QRB Template methods that includes the candidate's written accomplishment record (not to exceed five pages) addressing certain ECQs or competencies (which the hiring agency determined), and the agency supplements the accomplishment record with a shortened QRB Template. This method typically occupies a middle ground with regard to the comprehensiveness of information provided to the QRB – between the ECQ Narrative method and the QRB Template method – and also balances the preparation of materials between the agency and the candidate.

This submission method is best suited to executive positions below the highest level. Unlike more highly-experienced executives, candidates for these positions will generally benefit from the opportunity to address in greater detail specific executive competencies in their applications since their experience may not necessarily indicate clearly their ability to perform executive duties.

### Summary of QRB Submission Documentation Requirements (by Method)

Method	QRB Submission Requirements					Candidate Level of Effort
	USAJobs Vacancy Announcement	Resume	ECQ Narrative	QRB Template	Accomplishment Record	
Traditional ECQ Narrative (up to 10 pages)	Yes	Yes	Yes	No	No	Significant
QRB Template	Yes	Yes	*	Yes	No	Minimum
Accomplishment Record (5 page narrative)	Yes	Yes	*	Yes	Yes	Moderate to Significant

\* Agency may elect to submit ECQs in lieu of the QRB template (Resume-Based Method) or the QRB template and Accomplishment Record (for the Accomplishment Record Method).

#### ***General Requirements***

A case will be accepted only from an agency, as a result of the SES merit staffing process, successful completion (as certified by the agency) of an OPM approved SES candidate development program, and evidence of a case record created in ESCS. No individual may request his/her own certification. Furthermore, OPM will not submit for QRB review the conversion of a noncareer SES employee to a career SES appointment in the employee's own position or a successor to that position, since there is no bona fide vacancy [CFR 317.502(e)].

An ESCS record will show under which criterion (A, B, or C) a certification is requested.

The primary basis for submitting a case as Criterion A is "demonstrated executive experience" and relevant training and development activities may also be cited. Criterion C should not be used in lieu of Criterion A solely because an agency has difficulty proving "demonstrated executive experience." Therefore, for Criterion C, an agency must document "special or unique" qualifications in terms of the agency's program or mission, or some other directly related SES consideration.

Agencies must submit a Criterion A or C case not more than 90 working days from the closing date of the vacancy announcement. Cases that exceed this timeframe will be returned to the agency for a new merit staffing process. Submission of QRB cases by agencies covered by a QRB moratorium will be reviewed only if an exception to the QRB Moratorium processing has been approved, which is done on a case by case basis. As agencies become aware of the possibility of not meeting the 90 day deadline, they must request an extension for each case affected **prior** to the 90<sup>th</sup> day. OPM may grant a brief extension for good cause.

A Criterion B case should be submitted for SESCO participants within 12 months from the ending date of an OPM-approved SES candidate development program.

#### ***Electronic Submission and Documentation Requirements***

All QRB cases should be submitted electronically to: [SERS@opm.gov](mailto:SERS@opm.gov)

**SUBJECT line should read:** QRB Case – ESCS case # (e.g. DS1000001) – Criterion A (or B or C) – Case Type (e.g., Traditional, Resume or Accomplishment Method) – John A. Doe

**BODY of email should include the following statement:**

**Criterion A or C**

This certifies that Mr. John A. Doe was selected from among the best qualified candidates referred to the selecting official. The qualifications of Mr. Doe have been evaluated by the (**AGENCY**) Executive Resources Board against the qualifications standards for the position (**POSITION TITLE**), and he/she meets those qualifications. Further, this certifies merit staffing principles were followed.

**Criterion B**

This certifies that (**FULL NAME**) was selected from among the best qualified candidates referred to the selecting official. This also certifies that merit staffing principles were followed in making selections for the (**AGENCY**) Candidate Development Program.

The (**AGENCY**) Executive Resources Board has completed its review of (Mr./Ms. **NAME**) Candidate Development Program requirements and certifies that she/he has completed all formal program requirements and demonstrates readiness for certification of his/her Executive Core Qualifications.

**PROCEDURES for document submission are as follows:** A labeled cover sheet should be placed to separate each document listed below (in that order) and should be scanned as ONE document (These are the only documents forwarded to board members). Additional documents and extension approvals should be sent as a separate PDF attachment.

**CRITERION A**

**Traditional**

- Vacancy Announcement
- Resume
- 10 page ECQ Narrative

**QRB Template**

- Vacancy Announcement
- Resume
- QRB Template

**Accomplishment Record**

- Vacancy Announcement
- Resume
- 5 page Accomplishment Narrative
- QRB Template

**CRITERION B**

- Mentor Evaluation
- Resume
- 10 page ECQ Narrative **OR** QRB Template
- IDP (signed)

**NOTE:** Additional documents for Criterion B cases need not be submitted, however, you may be asked to provide those documents, if needed.

**CRITERION C**

- Vacancy Announcement
- Resume
- 10 page ECQ Narrative **OR** QRB Template
- Special & Unique Qualifications Memo (written description of the candidate's unique and special qualifications that make him/her a superior choice for the SES position for which selected)
- Reference Letter(s) (addressing each ECQ by someone familiar with the candidate's demonstrated executive level experience)
- IDP (organized by the five ECQs that show how the candidate will obtain executive level knowledge and experience under the weak ECQ(s))

**PROBATIONARY PERIOD**

**STATUTE: 5 U.S.C. 3393(d), 3592, 10 U.S.C. 1599e**

**REGULATIONS: 5 CFR 317.503**

An individual's initial SES career appointment becomes final only after the individual successfully completes a 1-year probationary period. This probationary period begins on the effective date of the personnel action initially appointing the individual to the SES as a career appointee and ends 1 calendar year later. For example, if an individual was appointed to the SES on June 1<sup>st</sup>, the probationary period ends on May 31<sup>st</sup> of the following year. However, a probationary appointee is considered to have completed probation at the end of his/her last tour of duty within the probationary period.

**Note:** Newly appointed SES members of the Department of Defense must serve a probationary period of two years. See 10 U.S.C. 1599e.

***Supervisory Responsibilities During the Probationary Period***

Follow through on agency initiated or QRB recommended training.

Observe the employee's performance and conduct.

Hold periodic, documented discussions of progress with the employee, clearly outlining the strengths and weaknesses of the employee in relation to the position's performance requirements.

Complete a probationary assessment of the individual's performance before the probationary period ends. If QRB certification was based upon special or unique qualifications (criterion C), document results of executive developmental activities undertaken based upon agency commitments or QRB recommendations related to that certification.

Certify that the appointee performed at the level of excellence expected of a senior executive during the probationary period or, if it becomes apparent after full and fair consideration that the employee's performance is not suitable for satisfactory executive work, initiate action to remove the employee from the SES. An employee's probationary period may not be extended beyond 1 year solely for the purpose of providing the employee an opportunity to improve performance. Note that an agency's failure to meet its regulatory obligation to timely certify a probationer's performance does not prevent the probationary period from ending. [See Chapter 8 for notice and timing requirements that must be met to affect removal under probationary procedures.]

### ***Crediting Service***

The following conditions apply to credit service towards completing the probationary period, as stated in 5 CFR 317.503(d):

- time on leave with pay while in an SES position is credited. Earned leave for which the employee is compensated by lump-sum payment on separation is not credited;
- time in a non-pay status (e.g., LWOP and furlough) while in an SES position is credited up to a total of 30 calendar days (or 22 workdays). After 30 calendar days, the probationary period is extended by adding time equal to that served in a non-pay status (For example, if the individual was absent for 50 calendar days, the probationary period is extended by 20 calendar days);
- time following transfer to an SES position in another agency is credited (i.e., the employee does not have to start a new probationary period). Credit is given for time served during a probation period prior to transfer; and
- time absent on military duty or due to compensable injury is credited upon restoration to the SES when no other break in SES service has occurred [CFR part 353].

### ***Moratorium on Removal During Probation***

The provisions of 5 U.S.C. 3592 that restricts the removal of individuals from the SES for 120 days after appointment of a new agency head or noncareer supervisor also apply to probationary removals. If an individual completes the probationary period while the restriction is in force, removal when the restriction ends must be affected under procedures that apply to post-probationers. [See Chapter 8 for information on removal during probation and additional information on the moratorium.] There is no provision for extending the probationary period.

### ***Reappointment to the SES When Probation is not Completed***

A career appointee who leaves the SES before completing the probationary period must undergo a new merit staffing competition to be reappointed. However, the individual need not be recertified by a QRB unless the individual had been removed for performance or disciplinary reasons.

An individual who separated from the SES during the probationary period and has been out of the SES more than 30 calendar days must serve a new 1 year probationary period upon reappointment, except as provided in the next paragraph. Previous time in a probationary period may not be credited toward completion of the new probationary period when the separation exceeds the 30-day limit.

A new 1-year probationary period is not required in the following situations. (The individual is only required to complete the remainder of the probationary period if it was not previously completed.)

- the individual left the SES without a break in service for a Presidential appointment and is exercising reinstatement rights under 5 U.S.C. 3593(b) and 5 CFR 317.703;
- the individual left the SES without a break in service for other civilian employment that provides a statutory or regulatory reemployment right to the SES (e.g., service with an international organization) when no other break in service has occurred; and

- the break in SES service was the result of military duty or compensable injury, and the time credited was not sufficient to complete the probationary period. [See *Crediting Service* earlier in this chapter.]

***Other Guidance***

A new 1-year probationary period is not required if the individual left the career SES without a break in service for a noncareer SES appointment and is selected for another career SES appointment under merit staffing procedures, when no other break in service has occurred. The individual is only required to complete the remainder of the probationary period if it was not previously completed.

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## **CHAPTER 3: OTHER STAFFING ACTIONS**

A major objective of workforce management is to acquire the right people to do the right job. In order to meet the challenges of creating and maintaining highly productive and efficient organizations, agency flexibilities in filling critical leadership positions are essential. This chapter provides information about other methods, in addition to competitive appointment, that agencies may use to staff SES positions.

### **CAREER REASSIGNMENTS**

#### **STATUTE: 5 U.S.C. 3395**

#### **REGULATIONS: 5 CFR 317.901**

This section applies to the movement of a career appointee from one SES position to another SES position within an executive agency, a military component, or department. An executive agency is an executive department (e.g. Commerce) or an independent establishment (e.g., General Services Administration). The military components are Army, Navy, and Air Force. The rest of the Department of Defense (DoD) is treated as one agency. (Movement of SES members between executive agencies is a transfer. See Career Transfers later in this chapter.)

A career appointee may be reassigned to any SES position for which the appointee is qualified provided all conditions below are met. There is no prohibition on reassigning a career appointee during the probationary period.

#### ***Conditions***

**Non-Geographic Reassignments.** An agency must give a career appointee a written notice at least 15 calendar days before the effective date of the reassignment. The agency is encouraged to consult with the appointee before giving the written notice and the appointee may voluntarily waive the notice. The waiver must be in writing and be retained as a temporary record in the Official Personnel Folder.

**Geographic Reassignments** (i.e., to another commuting area). An agency must first consult with an appointee on the reasons for and the appointee's preferences about the proposed reassignment. In addition to agency needs and objectives, the agency should consider the economic consequences of a move and the individual's concerns about such matters as personal health and the health of family members. However, this consultation provision is not intended to limit agency flexibility to reassign. Congress stated in the section analysis for Pub. L. 98-615 of November 8, 1984, that "the basic premise of the SES is to foster position and geographic movement when in the best interest of the agency." Following consultation, the agency must provide the appointee a written notice at least 60 calendar days before the effective date of the reassignment. The notice must include the reasons for the reassignment. The appointee may voluntarily waive the notice. The waiver must be in writing, and be retained as a temporary record in the Official Personnel Folder.

**Change of Duty Station that is Not a Reassignment.** A career appointee's position may be moved from one geographic location to another (i.e., performing the same job but in a different location). An agency must apply the rules for geographic reassignments above.

### ***Failure to Accept a Directed Reassignment***

Failure to accept a directed reassignment makes an individual subject to removal under adverse action procedures. If separation is for failure to accept reassignment to a different commuting area, the individual is entitled to discontinued service retirement (if eligible) or severance pay (if eligible), unless a memorandum of understanding or other written agreement provides for such geographic reassignments. For example, if a mobility agreement is accepted at the beginning of the SES member's service he or she is not eligible for discontinued service retirement if the member later declines a position outside the commuting area. However, if the mobility agreement is added after the SES member is in the position and he or she declines the position outside the commuting area, the member would be eligible for discontinued service retirement. [See Chapter 8 for information on Removals.]

## **MORATORIUM ON INVOLUNTARY REASSIGNMENTS**

**STATUTE: 5 U.S.C. 3395(e)**

**REGULATIONS: 5 CFR 317.901(c)**

To prevent preemptory reassignments by new appointees without adequate knowledge of the individuals involved, the law provides that an agency may not involuntarily reassign an SES career appointee filling either a career reserved or general position:

- within 120 days after an appointment of the head of the agency; or
- within 120 days after the appointment in the agency of the career appointee's most immediate supervisor who is a noncareer appointee and has the authority to make an initial appraisal of the career appointee's performance under 5 U.S.C. Chapter 43, subchapter II.

An appointee may voluntarily waive the moratorium, but the waiver must be in writing and must be retained as a temporary record in the Official Personnel Folder.

**Details during the moratorium.** In calculating the 120-day moratorium, the agency must not count any days (not to exceed a total of 60) during which the career appointee is serving on a detail or other temporary assignment apart from the appointee's regular position. The moratorium provision does not restrict the total length of a detail, which may exceed 60 days. Details should not be used to circumvent the 120-day moratorium. Any detail during the moratorium should be made only when there is clear, bona-fide need. [Information on details is provided later in this chapter.]

**Definitions.** "Head of the agency" means the head of an executive department (e.g., Treasury), a military department (e.g., Army), or an independent establishment (e.g., General Services Administration). It does not mean the head of a component within an agency (e.g., Internal Revenue Service in Treasury).

“Noncareer appointee” is defined in 5 CFR 317.901(c)(1)(ii) as an SES noncareer or limited appointee, a Schedule C appointee, or an appointee in an Executive Schedule or equivalent position that is not required to be filled competitively. (Commissioned officers of the uniformed services are not considered noncareer appointees.)

“Most immediate supervisor” refers to the noncareer appointee who is closest to the career executive in the supervisory chain and who has the authority identified in statute as the basis for initiating the moratorium.

- For the 120-day moratorium on reassignments, it is the noncareer appointee closest to the career executive in the supervisory chain who has authority to make an initial appraisal of the career appointee’s performance (5 U.S.C. 3395(e)). This does not mean a supervisor who functions solely as the reviewing official or final rater.
- For the 120-day moratorium on removals, it is the noncareer appointee closest to the career executive in the supervisory chain who has the authority to remove the career executive (5 U.S.C. 3592(b)).

“Initial appraisal” means the initial summary rating of the career appointee’s performance made by the supervising official (normally the immediate supervisor) as part of the annual performance appraisal process [information on performance appraisals, Chapter 5]. It does not include a recommendation by a higher level reviewer or the annual summary rating made by the appointing authority.

### ***Applying the Moratorium***

**New Agency Head.** The appointment of a new agency head (including a recess appointment) always initiates the 120-day moratorium throughout the agency, and an action may not be taken by another official even if that official has been in office more than 120 days.

**New noncareer supervisor.** A moratorium initiated by the appointment of a noncareer supervisor applies only to those career appointees for whom the supervisor gives the initial performance appraisal. It does not apply to other career appointees, even if the noncareer appointee is their higher level supervisor and functions as a reviewing official or final rater, or has the authority to reassign them.

If a moratorium is initiated by the appointment of a noncareer supervisor, an involuntary reassignment action may not be taken by the agency head even if the agency head has been in office more than 120 days.

**“Acting” designations.** The designation of an “acting” agency head or noncareer supervisor (e.g., by a detail or when a deputy acts in the position) is not legally an appointment (except in the case of a recess appointment). Therefore, the statutory moratorium is not technically applicable. However, the agency at its discretion may provide in its instructions that it will apply the moratorium on involuntary reassignments in such situations. If the individual later receives a permanent appointment to the position without a break in service, any days spent under an agency applied moratorium in an acting capacity shall be counted toward the 120-day moratorium on involuntary reassignments initiated by the permanent appointment (5 CFR 317.901(c)(5)). However, an agency may not count time served by an individual in an acting capacity toward the 120 day

moratorium on involuntary removals (See 5 CFR 359.406; 5 CFR 359.503).

**Reassignment based on performance.** When an executive is reassigned as a result of an Unsatisfactory performance rating under 5 U.S.C. 4314(b)(3), the 120-day moratorium does not apply if the final performance rating was issued before the appointment that initiated the moratorium. When a final rating of Unsatisfactory has already been issued, the reassignment may proceed even if a new agency head or noncareer supervisor (with authority to make an initial appraisal) is subsequently appointed. However, any moratorium that is already underway at the time the final Unsatisfactory rating is issued must be allowed to run its course before the reassignment action can be taken.

**Reassignment notice.** The 15- and 60-day advance notices pertaining to reassignment may run concurrently with the 120-day moratorium. However, if the advance notice is issued after the moratorium begins, an involuntary reassignment may not be effected until the moratorium ends (5 CFR 317.901(d)).

If an advance notice is issued before the moratorium begins but the notice has not yet expired, the involuntary reassignment may be effected at the end of the notice period even if the moratorium has not ended. However, it would not be appropriate for a proposed agency head or noncareer supervisor to have some other official issue a reassignment notice before appointment to avoid application of the moratorium. The action needs to be taken independent of the incoming agency head or noncareer supervisor.

**Realignments.** The 120-day restriction does not apply to realignment, which is the movement of an employee and the employee's position when a transfer of function or an organization change occurs within the same agency and there is no change in the employee's position.

**Abolishing positions.** The 120-day restriction does not preclude the abolishment of a position during the moratorium. For example, a position could be abolished, and the incumbent could elect immediate discontinued service retirement, if all eligibility requirements are met, or agree to an immediate voluntary reassignment. However, the incumbent could not be involuntarily reassigned until the 120 days have elapsed.

[**Note:** Information about the 120 day moratorium on removals (5 U.S.C. 3592(b)) is provided in Chapter 8]

## CAREER TRANSFERS

**STATUTE: 5 U.S.C. 3395(a) and 3595(e)**

**REGULATIONS: 5 CFR 317.902**

This section applies to the movement of a career appointee between executive agencies and/or military departments (Army, Navy, and Air Force). (Movements of SES members within executive agencies or military departments are reassignments and are covered in the previous section on Career Reassignments.)

***Conditions***

A career appointee may be transferred only with the consent of the appointee and the gaining agency, except where there is a transfer of function between agencies. This provision is not intended to restrict the statutory authority of the Secretary of Defense under Title 10 of the U.S. Code in the matter of transfers between major DOD components specifically directed by the Secretary.

Transfers may be noncompetitive; however, the appointee must meet the qualification requirements of the position to which transferred.

***Transfer of Function***

A career appointee affected by a transfer of function between agencies has rights comparable to a competitive service employee, as provided in 5 U.S.C. 3595(e). Therefore, the appointee is entitled to transfer with the function if the only alternative upon remaining in the losing agency would be removal through reduction in force. [For information about competitive service provisions on transfer of function, see 5 CFR part 351, Subpart C.]

A career appointee who fails to accompany a transfer of function may be removed from the SES and the Federal service under 5 CFR part 752, Subpart F. [Chapter 8, Removals.] As an alternative to removal, the agency losing the function may reassign the appointee to another SES position in a different function.

**NONCAREER AND LIMITED APPOINTMENT AUTHORITIES, REASSIGNMENTS, AND TRANSFERS**

**STATUTE: 5 U.S.C. 3394 and 3395(b) through (d)**

**REGULATIONS: 5 CFR Part 317, Subpart F**

***Appointment Authorities***

**Authority.** An agency must have prior approval from OPM to make a noncareer, limited term, or limited emergency appointment (5 CFR 317.601(b); 5 U.S.C. 3394(b)), except when using its pool of delegated limited appointment authorities provided under 5 CFR 317.601(c)(1) to make a limited term or a limited emergency appointment [See Chapter 1]. A request for a noncareer, limited term or limited emergency appointment authority must be created in the ESCS. The form, 1652, Request for an SES Appointment Authority, is submitted by email to [SERS@opm.gov](mailto:SERS@opm.gov) after appropriate agency clearances. Faxed forms are not accepted.

[**Note:** Limited term appointment and limited emergency appointment are two distinct types of SES appointment each with its own statutory criteria. They are normally not interchangeable, but for the sake of convenience we may refer to them jointly as “limited appointments” or to individuals holding either as “limited appointees” when making statements that apply to both types of appointment.]

**Position.** Appointment may be made only to a General position.

**Competition.** Competitive procedures are not required to make these appointments.

**Qualifications.** The appointing authority must determine in writing that the appointee meets the qualifications requirements for the position. Reassignment of a noncareer, limited term or limited emergency appointee in the same agency may be made only to a General position for which the individual is qualified.

**Tenure.** The appointee does not have career tenure and serves at the pleasure of the appointing authority.

### ***Reassignments***

**OPM Approval.** An agency may reassign a noncareer appointee to a different General position only upon approval by OPM. An agency initiates a request for a noncareer reassignment by entering it into ESCS. The form, 1652, Request for an SES Appointment Authority, is submitted by email to [SERS@opm.gov](mailto:SERS@opm.gov) after appropriate agency clearances. Faxed forms are not accepted.

Subject to the expiration date specified by OPM, an agency may reassign a limited term or limited emergency appointee without prior OPM approval, but only to a General position that meets the same statutory criteria under which OPM authorized the original appointment (5 CFR 317.604(b)). OPM must be notified of the reassignment and the agency must document the change of position in ESCS.

### ***Transfers***

Transfer of a noncareer or limited appointee to another agency, may be made only to a General position for which the individual is qualified. The new agency must obtain prior OPM approval of the required appointment authority in order to transfer the appointee.

In a transfer of function between agencies, noncareer and limited appointees may be offered transfers at the discretion of the agency. Agencies must get prior approval of OPM for the transfer of appointment authorities.

### ***Conditions Regarding Limited Term Appointment Authorities***

The following information is provided to assist agencies in determining whether a proposed use of SES limited term or limited emergency appointment is appropriate, and if so, what information should be provided to justify the request.

**Pool.** Each agency is provided a pool of limited appointment authorities equal to three percent of its SES space allocation, with a minimum of one authority. These authorities may be used without prior OPM approval. An agency may use the pool to make a limited appointment only of an individual who holds a career or career-conditional appointment (or an appointment of equivalent tenure) in a permanent civil service position outside the SES. The agency must notify OPM of the appointment by entering the incumbency information into OPM's Executive and Schedule C System. OPM may suspend the pool authority if necessary, either Governmentwide or for an individual agency, e.g. if the agency does not make appointments from the pool in accordance with statutory and regulatory provisions.

**Staffing.** When filling an SES position by limited term or limited emergency appointment, an agency is not required to hold a competition or even announce the position is available. Also, QRB review of the appointee's qualifications is not required. Agencies must request OPM approval of a limited appointment authority when proposing to appoint the types of individuals noted below.

- Prospective appointees who are from outside government, or who are civil service employees but do not hold career or career-conditional appointments or equivalent appointments in the excepted service.
- Individuals who are career or career-conditional or equivalent non-SES civil service employees when the agency has exhausted its 3% pool.

**Time limit.** A limited term appointment authority (LTA) may not exceed 3 years. A limited emergency appointment authority (LEA) may not exceed 18 months. An individual serving on a limited appointment may not be appointed to, or continue to hold, a position under such an appointment if, within the preceding 48 months, the individual served in the aggregate more than 36 months under any combination of limited term or limited emergency appointments.

**Extension.** A limited appointment is nonrenewable. However, if the appointment is made for less than the period authorized by OPM, the agency may extend the appointment to that period. For example, if OPM authorizes a limited term appointment for a period of 24 months and the agency makes an initial appointment of 12 months, the agency may then extend the appointment up to an additional 12 months. The total appointment length including the extension equals the original 24 months approved by OPM. The request to OPM should be based upon factors of exigencies not anticipated at the time of the original request and must be submitted early enough for OPM to evaluate and, if warranted, extend the authorized period. Upon approval, the agency may extend the appointment. OPM lacks authority to renew a limited appointment after it expires.

**Termination.** A limited appointment terminates automatically at the end of the appointment period authorized by OPM but may be terminated by the agency at any time. [See Chapter 8 on Removals for information on termination actions other than expiration of appointment for noncareer and limited appointees.] When a limited appointee has served the length of the appointment, the appointee is given an SF-50 notification. An agency may give any amount and type of additional advance notification.

**Right of return.** After termination, an appointee on a LTA is entitled to be placed in his/her former position or a position of like status, tenure, and grade if:

- the limited appointment was made without a break in service from a career or career-conditional appointment or an appointment of equivalent tenure the individual held in the same agency in a permanent civil service position outside the SES; and
- the limited appointment is terminated for reasons other than misconduct, neglect of duty, or malfeasance (see 5 CFR 359.701(a)).

**Provisional appointment.** Under 5 CFR 316.403(a), an agency is authorized under certain circumstances to designate a temporary appointment of 1 year or less as “provisional” to make the appointee eligible for life insurance, health benefits, and retirement coverage. When OPM grants an SES limited appointment authority for 1 year or less for an appointee who is to be converted to a non-temporary appointment upon completion of such further action as required, e.g., Presidential Appointment with Senate Confirmation (PAS), OPM normally specifies that the appointment is considered provisional; however, see also 5 CFR 317.602(a). Provisional designation is generally not needed for appointments of more than 1 year in which an appointee is eligible for life insurance, health benefits and retirement coverage.

### ***SES Limited Term Examples***

5 U.S.C. 3132(a)(5) states that a limited term appointee is an individual appointed under a nonrenewable appointment for a term of 3 years or less to a Senior Executive Service position the duties of which will expire at the end of the term. Therefore, in addition to showing that a position’s duties support SES, it is necessary for an agency requesting an SES limited term appointing authority to explain why those duties will expire at the end of the requested term. Normally this should be demonstrated by reference to an external factor or factors beyond the control of the appointing authority that will cause the position’s duties to end, e.g., statutory, organizational, or business-related time restrictions not subject to extension beyond 3 years.

This is important because limited term appointments are made without competition. If the agency grants SES limited appointment and later holds a merit competition to fill the same position or a successor position by career appointment, the limited appointee will appear to have been given an unfair competitive advantage. In such circumstances, an agency should anticipate OPM will conduct a merit staffing review.

Over the years, OPM has reviewed and approved agency requests for SES limited term appointment in circumstances such as the following:

1. When the duties and responsibilities that are the basis for the SES position will expire, so that at the end of the term there will be no need for an SES position.
  - A statute requires a new program to be established and its mission completed within a period of less than 3 years.

- A statute or other external factors require a program to be terminated within a 3 year period and the last career SES program leader has departed, leaving a new program leader 3 years or less to close down program operations.
  - The position is established to oversee a project that has a defined end-date within 3 years.
  - A program or mission normally led by a GS-15 requires an SES leader to address new and substantially increased but time limited challenges, e.g., to accomplish a major turnaround or restructuring due to adverse findings from a program audit. This assumes the challenge is reliably determined to be subject to resolution within 3 years after which the program will be led by an employee at GS-15 or below, i.e., the duties requiring SES leadership will end and there will be no SES successor position. (If it is anticipated continuing leadership will be at the SES level, SES limited term appointment is not appropriate. The agency should recruit for a career SES leader at the beginning.)
2. When the incumbent of an existing SES position is not available to perform the duties of his or her position but still encumbers the position and is expected to return to it, the agency may establish a second temporary SES position to perform those duties and fill it by SES limited term appointment until the career SES incumbent returns to the continuing position. Upon the career appointee's return, the need for and duties of the temporary position expire.
- Such a need may arise due to a career executive's absence for reasons such as a detail (e.g., intra-agency, inter-agency, international organization, IPA), a sabbatical, a developmental assignment, or similar circumstances in which a career appointee continues to hold a position and will return to it within 3 years but is not available to perform its duties.
  - It will normally not be possible to use this approach if the absent executive's position of record is career reserved (5 CFR 214.402), because a temporary position performing the same duties must also be career reserved and a limited term appointment may only be made to a general position. SES limited term appointment would only be possible if the temporary position could be structured so as to remove duties that require career reserved designation without also eliminating the basis for establishing the position as SES, (i.e., classifiable above GS-15 and meeting the SES functional criteria).
3. This approach is appropriate only so long as the absent career appointee continues to encumber the continuing position and will be returning to it within 3 years. If the career appointee is reassigned to another SES position or leaves the agency, the agency should abolish the temporary position and end the limited term appointment. The agency may still detail non-SES employees under 5 CFR 317.903 to the continuing position. An agency mission requires periodic or occasional time-limited employment in SES positions of individuals from outside government who are uniquely qualified to make critical contributions to the agency's mission but are not otherwise available for federal service due to their career paths and professional commitments. Appointment should be made to a time limited SES general position distinct from the agency's continuing positions. In addition to the position's duties and responsibilities, the position description should focus particularly on results expected from the position, the unique qualifications necessary to achieve those results, and the anticipated impact on program goals, objectives or mission beyond what could be accomplished through agency employees or other staffing methods.

For example, an agency may request a limited term authority to appoint a non-Federal Intergovernmental Personnel Act (IPA) assignee to an SES general position the duties of which will expire within a 3 year period.

### ***Limited Term Required Documentation***

Agencies requesting a limited term appointment authority should submit the following documents to OPM:

- A letter from the agency's official requesting the limited term appointment authority and explaining why it will not exceed 3 years and stating the requested duration;
- A written justification that outlines the circumstances warranting use of the authority and explaining why the duties of the position will expire at the end of the requested term;
- A request (OPM Form 1652) created in the Executive and Schedule C System (ESCS);
- The position description that lists the duties and shows the duties expire during a period not to exceed three years;
- The proposed appointee's current resume; and
- The applicable agency organizational chart.

### ***SES Limited Emergency Examples***

OPM considers a position acceptable for staffing by SES limited emergency appointment when it has been established to meet a bona fide, unanticipated, urgent need. All three criteria must be met. The following examples **do not** meet the criteria for a limited emergency appointment:

- Time and effort it takes to recruit for an SES position: SES merit staffing requirements for career appointments are regulatory and are not unanticipated. Agencies may use details or reassignments of current SES members pending completion of normal merit staffing efforts.
- Agency's preference to recruit an individual who is not interested in and will not accept career SES appointment.

### ***Limited Emergency Required Documentation***

Agencies requesting a limited emergency appointment authority should submit the following documents to OPM:

- A letter from the agency's official requesting the limited emergency appointment authority and stating the requested duration, not to exceed 18 months;
- A written justification that outlines the circumstances warranting use of the authority and explains how the applicable criteria, i.e., bona fide, unanticipated, urgent need, are met;
- A request (OPM Form 1652) must be created in the Executive and Schedule C System (ESCS);

- The position description listing the duties and responsibilities the appointee will perform to address the emergency need over a maximum of 18 months;
- The proposed appointee's current resume; and
- The applicable agency organizational chart.

### ***Intergovernmental Personnel Act (IPA) Assignments***

The Intergovernmental Personnel Act (IPA) provides for IPA assignments to or from state and local governments, institutions of higher education, Indian tribal governments and other eligible organizations (as defined in the Act) in order to facilitate cooperation between the Federal Government and those non-Federal entities through the temporary assignment of skilled personnel (5 U.S.C. 3374 and 5 CFR Part 334).

#### **IPA Assignment of a Career SES member to non-Federal entity**

An agency may enter into an agreement for a career SES member to serve in a position in a covered non-Federal entity. The executive may be detailed to the assignment or placed on leave without pay and appointed by the receiving organization during the assignment.

[See also Chapter 7, Executive Development, concerning IPA assignments for SES members.]

#### **Appointment of a Non-Federal IPA assignee to an SES general position**

An agency may enter into an agreement providing for appointment of a non-Federal IPA assignee to an SES general position, but the IPA appointing authority provided in 5 U.S.C. 3374(a)(1) may not be used for that purpose. The agency may request an SES limited term appointment authority from OPM to appoint an IPA assignee to a position the duties of which will expire within a 3 year period. If an agency requests limited term authority to appoint an IPA assignee to such a position for only 2 years and later decides to extend the individual, OPM can authorize an extension of not more than 1 year. The agency must submit its request in time for OPM to approve and the agency to extend the IPA assignee's appointment before it expires. An SES limited term appointment is nonrenewable. Also, an individual may not serve more than 36 months during any 48 month period under any combination of SES limited term or limited emergency appointments.

#### **Detail of a Non-Federal IPA assignee to an SES general position**

Alternatively, an agency may enter into an agreement under which a non-Federal IPA assignee is deemed on detail to a Federal agency (5 U.S.C. 3374(a)(2)). An IPA agreement providing for the IPA assignee to be deemed on detail to an SES general position under this provision is not subject to restrictions in 5 CFR 317.903. However, an IPA assignee serving in a GS-15 position, whether by detail or appointment, may only be detailed to an SES position subject to 5 CFR 317.903. This does not preclude amendment of an IPA agreement to provide for assignment to an SES position.

### ***Transitions and Presidential Nominees***

To assist in transitions, OPM may make noncareer and limited term appointment authorities available to agencies following the inauguration of a new President, or the nomination of a new agency head. OPM must approve use of the appointing authority.

Tenure is the same as in any other noncareer or limited term appointment authority.

Presidential nominees may be given a noncareer or limited term appointment authority while awaiting Senate confirmation, but cannot be appointed to the target position, until confirmed by the Senate. These individuals normally function in an advisory or consultative capacity in another position until confirmed. OPM must approve use of the appointing authority.

### ***Change from Career to Noncareer or Limited Appointment***

A career SES appointee cannot be required to accept a noncareer or limited appointment as a condition for appointment to another SES position [5 CFR 317.904]. If a career appointee voluntarily elects to accept a noncareer or limited appointment, the voluntary nature of the action must be documented in writing before the appointment. The documentation must be retained permanently in the appointee's Official Personnel Folder. [See OPM's Guide to Personnel Recordkeeping, Chapter 3].

If a career appointee is under regular CSRS coverage and is changing to a noncareer appointment, the individual must be informed that he or she will automatically acquire CSRS Offset coverage (CSRS plus Social Security) or FERS coverage depending on whether the individual has 5 years of service at the time of the action. (The action also triggers an opportunity to elect FERS coverage if the individual is not automatically covered.) The individual must also be informed that, if he or she later returns to a career SES appointment, it will not be possible to return to regular CSRS coverage without Social Security. The agency Benefits Officer can answer any questions pertaining to these provisions.

## **DETAILS**

**STATUTE: 5 U.S.C. 3341**

**REGULATIONS: 5 CFR 317.903**

A "detail" is the temporary assignment of an SES member to another position (within or outside of the SES) or the temporary assignment of a non-SES employee to an SES position, with the expectation that the employee will return to his/her regular position at the end of the period. A detail may be mandated by an agency. For purposes of pay and benefits, the employee continues to be the incumbent of the position from which he or she is detailed. Details may be within the employing agency or negotiated between agencies. In either event, the provisions of this part apply.

### ***Details to SES Positions***

Details of career SES members should not be used to circumvent the advance notice requirement for reassignments, or the 120-day moratorium on involuntary reassignments following the appointment of a new agency head, or noncareer supervisor. Any detail during these periods should be made judiciously and only when there is a clear, bona-fide need for the individual to serve in the position. The agency should document the reasons for the detail.

***Details of Non-SES Employees to SES Positions (and vice versa)***

CSRA created the Senior Executive Service as a new “service” separate and apart from the two existing services (competitive and excepted). Therefore, details of non-SES employees to SES positions and details of SES employees to non-SES positions should be kept to an absolute minimum and strictly controlled. For purposes of pay and benefits, the employee continues to encumber the position from which detailed. An employee may not receive pay in addition to the pay of his or her position for performing the duties of another position (5 U.S.C. 5535(b)).

The duties of a vacant SES position may be restructured temporarily to an appropriate level outside the SES. The agency may then detail or temporarily promote a non-SES employee to the restructured position subject to applicable rules, e.g., 5 CFR 300.301, 5 CFR 335.103, and 5 CFR 302. If the position cannot be restructured so as to remove it from the SES, an agency should make sure that the detail authority is used judiciously. If the duties of an SES position must be performed by detail for an extended period, the agency should consider rotating several qualified employees through the position.

Details should not be used as a means of providing a specific non-SES employee the opportunity to acquire the qualifications required for entry into the SES (other than in accordance with an OPM-approved SES candidate development program).

Details of SES employees to non-SES positions below the SES level are generally considered to be an inappropriate use of executive talent.

***Details of Limited SES Employees***

An agency may detail an SES limited term appointee to a different SES general position the duties of which will expire at the end of 3 years or less.

An agency may detail an SES limited emergency appointee to a different SES general position established to meet an urgent, unanticipated, bona-fide need.

An agency may not detail an SES limited appointee to a position that does not meet the same conditions that supported OPM approval of the limited term or limited emergency appointment authority, as applicable. In that event, the statutory basis for the SES limited appointment would disappear and the appointment would need to be terminated. This does not preclude a reasonable, temporary “acting” assignment, e.g., during the short term absence of another executive, that does not become the individual’s new continuing assignment or prevent his or her timely return to the SES position and completion of the tasks for which SES limited appointment was approved.

***Other Details***

For details to non-Federal organizations, see the IPA provisions of 5 U.S.C. 3371-3375 and 5 CFR part 334.

For details to the White House and its organizational components, see 3 U.S.C. 112.

For details to international organizations, see 5 U.S.C. 3343 and 5 CFR 352 Subpart C.

For details to foreign governments, see 22 U.S.C. 2387; contact the Agency for International Development.

For details to congressional committees, see chapter 12 of the U.S. Government Accountability Office Report on Principles of Federal Appropriations Law, Third Edition, Volume III.

For vacant positions that are required to be filled by Presidential Appointment with Senate confirmation, see the Federal Vacancies Reform Act of 1998. The Department of Justice has issued extensive guidance on the Act.

### ***Conditions***

Initial details and extensions *within* a department or agency must be made in accordance with 5 U.S.C. 3341 and 5 CFR 317.903(b)(1), which authorize details in increments of no more than 120 days. Although this requirement does not apply to details between departments and agencies, such details should be reviewed periodically to assure that they are still appropriate.

**To Career Reserved positions.** Only career SES employees and career-type non-SES employees may be detailed to a Career Reserved position. Any SES employee or non-SES employee may be detailed to a General position. A noncareer SES employee may not be detailed to a competitive service position outside the SES.

**To Unclassified Duties.** Agencies cannot detail an SES member to unclassified duties for more than 240 days. For a longer detail, the agency must determine whether the duties are at the SES level. If the duties are at that level, the agency has the option of formally establishing an SES position and continuing the detail. If the duties are determined to be GS-15 or below, or equivalent, 5 CFR 317.903(b)(4) requires OPM approval for any extension.

[**Note:** It is not appropriate to detail an SES member to a series of different positions with unclassified duties or at the GS-15 or equivalent level or below in order to “restart” the 240-day clock. This circumvents the purpose of the 240-day limit.]

**For more than 240 days.** An agency must use competitive procedures when detailing a non-SES employee to an SES position for more than 240 days. An agency may apply its competitive procedures under 5 CFR part 335 or 5 CFR part 317 subpart E or comparable procedures devised by the agency; however, it is not necessary to open competition outside the agency. Since details of non-SES employees to SES positions should be kept to a minimum and must be made only in 120 day increments, competition should normally be deferred until it becomes evident a third 120 day increment will be required. Even then, competition is only required if a non-SES employee whose selection would result in a detail exceeding 240 days is under consideration. Competition would not be required to detail a different individual to the position. However, competition is not required to detail an employee for more than 240 days who is eligible for noncompetitive career SES appointment, e.g., is a QRB certified SESCO graduate or eligible for reinstatement under 5 CFR 317 subpart G.

[**Note:** It is not appropriate to detail a non-SES employee to an SES position and intentionally create a break before completing 240 consecutive days to “restart” the 240-day clock. This circumvents the purpose of the 240-day limit.]

**OPM Approval.** In addition to competitive procedures, OPM approval is required for a detail of more than 240 days if a non-SES employee is being detailed to an SES position that supervises other SES positions. Since this could enable a non-SES employee to appraise, rate, discipline and remove career senior executives, presumably with adverse impact on morale, an agency must present a compelling case. Approval will be rare and for not more than 120 days. OPM approval and competition are not required if the individual is in an SES-type system and is covered by an SES interchange agreement, as described in Chapter 12. An agency requesting OPM approval for a detail should submit the following documents to OPM, Senior Executive Services and Performance Management, Senior Executive Resources Services:

- A letter from the agency official requesting extension/approval of the detail;
- A detailed written justification outlining the circumstances requiring the extension, including the proposed number of days up to a maximum of 120;
- A written description of how the position's duties have been performed since it became vacant and alternatives the agency considered before requesting the extension;
- A written explanation of reasons the agency has not filled the position by an appropriate SES appointment and the progress of agency efforts to fill the position;
- The agency's assessment of potential adverse impact on morale of its executive corps and steps by which the agency plans to ameliorate such impact; and
- The applicable agency organizational chart and the name and appointment type of the official who would supervise the employee on detail.

OPM approval is also required for a detail of more than 240 days if an SES employee is being detailed to a non-SES position at GS-15 or below, or equivalent. The agency would need to submit a letter from the agency head and detailed written justification making an extremely compelling case why such a detail is needed. No more specific instructions or criteria are provided for such a request because OPM considers the detail of SES members to such positions to be an inappropriate use of executive talent.

**Funding.** In the absence of a specific statute authorizing non-reimbursable details, normally both intra-agency and inter-agency details between positions covered by different appropriations, must be made on a reimbursable basis. GAO has identified limited circumstances in which non-reimbursable interagency details may be considered:

- Details involving a matter similar or related to matters ordinarily handled by the loaning agency and will aid the loaning agency in accomplishing a purpose for which its appropriations are provided;
- Details for brief periods when necessary services cannot be obtained, as a practical matter, by other means and the numbers of persons and cost involved are minimal; and
- Details involving an agency faced only with the choice of implementing such details or carrying out a reduction in force.

When considering a non-reimbursable detail, it is recommended the agency Office of General Counsel be consulted. [See 64 Comp. Gen. 370, B211373, March 20, 1985.]

[**Note:** There is no requirement to give an executive advance notice of a detail. However, appropriate notice should be provided when possible, particularly for details to positions outside the commuting area.]

### ***Effect of Moratorium on Details***

The law provides that, in calculating the 120-day moratorium, any days (not to exceed a total of 60 days) during which the career appointee is serving on a detail or other temporary assignment apart from the appointee's regular position are not counted. The moratorium provision does not restrict the total length of a detail, which may exceed 60 days.

If a career appointee is detailed during the moratorium, or already on detail at the start of a moratorium, the first 60 days of the detail (or any combination of details) do not count against the 120 days. For example, if the employee is placed on a 90-day detail, the first 60 days would be added to the 120 days, and the moratorium would last 180 days. Although there is no limit on the total length of a detail during the moratorium, any detail during the moratorium must meet the detail requirements in the regulations. It also should be made judiciously and only when there is clear, bona-fide need. Details should not be used to circumvent the 120-day moratorium.

### ***Documentation***

An SF-50 or 52 must be filled out:

- if the detail is expected to last 120 calendar days; or
- if the detail is over 30 days and is from a GS-15 or lower position (or equivalent), to an SES position.

However, an SF-50 or 52 is not required if the detail is to an identical position or the detail is from one SES position to another and the occupational series and basic duties are the same as the employee's current position.

## **REINSTATEMENT IN THE SES**

**STATUTE: 5 U.S.C. 3593(a)**

**REGULATIONS: 5 CFR 317.702**

### ***Conditions***

The following conditions apply for reinstatement to the SES as a career appointee:

- Reinstatement may be based only on prior career service in the SES. Reinstatement eligibility acquired in the competitive service is not transferable to the SES. (Similarly, a career appointment in the SES does not establish reinstatement eligibility in the competitive service.) Receipt of QRB certification is not a basis for reinstatement;

- The appointee must have successfully completed an SES probationary period or been exempt from probation (e.g., converted to the SES as a career appointee when the SES was established in 1979);
- Separation from the SES must not have been for reasons of performance, for disciplinary reasons, or a resignation in lieu of removal for these reasons. However, reinstatement is permitted if separation was because of failure to accept a directed geographic move and there was no written mobility agreement;
- There is no time limit after leaving the SES for reinstatement of an eligible appointee;
- Individuals apply for reinstatement to the agency where the individual wants to work, not to OPM;
- Reinstatement may be noncompetitive or agencies may apply merit staffing procedures at their discretion;
- The agency must determine that the individual meets the qualifications requirements of the position to which reinstated, but the individual need not receive a new QRB certification; and
- If the reinstatement is of a reemployed annuitant, the Standard Form 50 should indicate that the employee serves at the discretion of the appointing authority.

### ***Reinstatement After Presidential Appointment***

This section covers reinstatement of a former SES career appointee appointed by the President to a civil service position outside the SES without a break in service from the career appointment, and who left the Presidential appointment for reasons other than misconduct, neglect of duty, or malfeasance. It does not matter whether the Presidential appointment was with or without Senate confirmation or at what level the position is compensated. Coverage includes an individual who was appointed by a Presidential designee under 3 U.S.C. 107(a) and (b) to a position in the White House Office, Office of Policy Development, or Office of Administration.

Under 5 U.S.C. 3593(b), the individual is entitled to be reinstated to the SES as a career appointee, if he or she applies to OPM within 90 days after separation from the Presidential appointment. However, an individual may negotiate his/her own reinstatement directly with an agency, rather than requesting OPM assistance. [See 5 CFR 317.703]

### ***Eligibility***

There must not be any break between the SES career appointment and the Presidential appointment. Intervening appointments, such as expert and consultant appointments, constitute a break and will result in loss of directed reinstatement rights.

**Subsequent Presidential appointments.** If an individual is serving in one Presidential appointment and receives another Presidential appointment without a break in service between the two appointments, the individual continues to be entitled to reinstatement to the SES following termination of the second appointment.

If there is an interim period between expiration of the first Presidential appointment and onset of the second (e.g., while awaiting Senate confirmation), the individual must be reinstated to an appropriate position as an SES career appointee before the effective date of the new Presidential appointment to preserve his or her reinstatement entitlement following termination of the second appointment.

### ***Procedures***

A Presidential appointee may apply for reinstatement assistance as soon as the appointee's resignation is requested or submitted, but not later than 90 days after separation. The application must be in writing and specify the position held immediately before the Presidential appointment. There must also be an effective date for the resignation or separation, because OPM will not begin placement assistance until this date is specified.

To the extent practicable, OPM will direct reinstatement within 45 days of the date OPM receives the application for reinstatement, or the date of separation from the Presidential appointment, whichever is later. The executive's expressed geographic availability will be honored when possible. OPM will use the following order of precedence in directing reinstatement:

- the agency in which the individual last served as an SES career appointee before accepting the Presidential appointment;
- the successor agency to the one in which the individual last served as an SES career appointee;
- the agency or agencies in which the individual served as a Presidential appointee; and
- any other agency in the Executive branch with SES positions.

The agency being directed to take the reinstatement action is responsible for assigning the individual to an SES position for which he or she meets the qualifications requirements.

An individual may negotiate his/her own reinstatement with an agency, rather than requesting OPM assistance.

OPM may, as appropriate, provide an additional SES allocation to an agency that is reinstating a former Presidential appointee.

**Pending the reinstatement.** When a Presidential appointee resigns, voluntarily or upon request, the agency in which the Presidential appointment was held, upon approval by OPM, may place the individual on a limited term or limited emergency appointment, as appropriate, to avoid a break in service pending reinstatement to a career SES appointment.

### ***Agency Compliance***

An agency must comply with an OPM order to reinstate as promptly as possible, but not more than 30 calendar days from the date of the order.

An agency must notify OPM of a reinstatement action within 5 workdays of the effective date of the reinstatement. The notification should be sent to Senior Executive Services and Performance Management by email or written correspondence.

An individual who declines a reinstatement ordered by OPM is not entitled to further OPM placement assistance under this section.

### ***Separations***

If an individual who is eligible for placement in the SES following a Presidential appointment decides instead to separate from the Federal service, the individual would be eligible for discontinued service retirement if otherwise covered, and if the individual meets all requirements, such as age and service requirements, for discontinued service retirement.

### ***Other***

**Probation.** An individual who was serving an SES probationary period at the time of Presidential appointment is required to complete the probationary period upon reinstatement. It is important to make sure that such an individual does not lose the reinstatement entitlement of 5 CFR 317.703 due to any break in service, whether before the initial Presidential appointment or any subsequent Presidential appointment. If the entitlement is lost, the individual would not be eligible for general reinstatement under 5 CFR 317.702 due to not having finished the probationary period.

**OPM notification.** Agencies shall record the reinstatement action in the ESCS within 5 workdays.

## **RETENTION OF SES BENEFITS UPON CERTAIN NON-SES APPOINTMENTS**

**STATUTE: 5 U.S.C. 3392(c)**

**REGULATIONS: 5 CFR Part 317, Subpart H**

An SES career employee who is appointed to a civil service position in the executive branch outside the SES is entitled to elect to continue certain SES benefits if either of the following conditions is met—

- The appointment is by the President, with Senate confirmation (PAS), to a civilian position in the executive branch that is outside the SES at a rate of basic pay equivalent to Executive Schedule level V (EX-V) or higher.
- The appointment is to a civilian position in the executive branch covered by the Executive Schedule, or the rate of basic pay for the position is fixed by statute at a rate equal to one of the five levels of the Executive Schedule.

Coverage does not include a position for which the minimum rate of basic pay is below EX-V and the maximum rate is at or above EX-V (e.g., senior-level positions), even though at a particular time the pay of the incumbent is equivalent to EX-V or higher. To be eligible, there must be no break in service between the SES career appointment and the non-SES appointment.

This CSRA provision is intended to encourage career appointees to serve at the highest levels of Government and to broaden the pool of individuals from which the President and heads of certain

Federal agencies can choose top officials. Consistent with that purpose and 5 U.S.C. 3392(c)(1)(B), OPM considers the opportunity to elect to retain SES benefits to continue when a former career appointee who has the election opportunity in a PAS position is appointed without a break in service to a different PAS position that also meets the requirement of 5 U.S.C. 3392(c)(1) (i.e., having a rate of basic pay equal to or greater than EX-V). However, if there is a break in service between the PAS appointments, the individual must be reinstated to a career SES appointment and be appointed to the second PAS position without a break in service in order to have the election opportunity.

**[Note:** Neither the election of benefits described in this section nor the reinstatement rights described in the previous section apply to SES noncareer or limited appointees who receive such appointments outside the SES.]

**Benefits.** Upon appointment, the employee may elect to retain some, all, or none of the following SES benefits: basic pay (including the aggregate limitation on pay), performance awards, rank awards, severance pay, annual and sick leave, and if elected before November 10, 1988, Social Security coverage. The appointing agency is responsible for advising affected employees of their election opportunity. The election decision must be in writing and will remain in effect no less than 1 year, unless the appointee leaves the position sooner.

**Changes in election.** After the initial election has been in effect 1 year, the appointee may make a change in election for the purpose of adding or dropping coverage no more than once in any 12-month period.

**Basic Pay, Performance Awards, and Awarding of Ranks.** An employee who elects to retain SES basic pay or eligibility for SES performance awards or awarding of Presidential ranks remains subject to the SES performance appraisal system. Although the individual is eligible to be considered for performance or rank awards, the agency has discretion to determine whether to grant them.

**Retirement Coverage.** Due to changes introduced by the Miscellaneous Revenue Act of 1988 (Pub. L. 100-647), retirement coverage for an employee who receives a Presidential appointment with Senate confirmation on or after November 10, 1988 (the date of enactment), is determined by the position to which the employee is appointed and is not affected by any election on the employee's part under 5 U.S.C. 3392(c).

If the position is an Executive Schedule position listed in 5 U.S.C. 5312-17, the employee is subject to mandatory Social Security coverage under CSRS Offset or FERS. If the employee returns to an SES position, the employee remains subject to full FICA deductions in the SES position, regardless of any election the employee made under 5 U.S.C. 3392(c). [See Chapter 11 for information about coverage.]

If the position is not listed in 5 U.S.C. 5312-17, the employee retains whatever retirement coverage was previously applicable under the SES career appointment, whether it was regular CSRS, CSRS Offset, or FERS.

**Leave coverage.** If an employee elects to retain SES leave coverage, the employee must continue both annual and sick leave coverage. See Chapter 11 for further information.

***Reinstatement in the SES***

Any SES career appointee who receives a Presidential appointment is entitled to be reinstated to the SES under the conditions specified in the previous section, Reinstatement in the SES.

Individuals who have the opportunity to elect to retain benefits under 5 U.S.C. 3392(c)(2) in a non-SES position but who are not Presidential appointees are not entitled to reinstatement. However, these individuals have general reinstatement eligibility if they meet the conditions of 5 CFR 317.702, including completion of the probationary period for career appointees.

***Reemployment Rights***

Reemployment rights of SES members who accept certain assignments outside the SES and their agencies (e.g., to international organizations) are covered in 5 CFR part 352. Generally, the individual must have held a career SES appointment before the assignment to be entitled to reemployment, and in some instances, must have completed the SES probationary period.

Restoration rights following military duty or recovery from a compensable injury are covered in 5 CFR part 353.

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## **CHAPTER 4: PAY AND OTHER COMPENSATION**

**STATUTE: 5 U.S.C. 5307 and 5381-5385,**

**REGULATIONS: 5 CFR Part 534, Subpart D; Part 530, Subpart B**

Strong performance appraisal systems provide the necessary foundation for establishing pay-for-performance systems where an individual's pay is directly linked to results that contribute strategically to mission accomplishment. It is within this framework that the Senior Executive Service (SES) pay-for-performance system operates. All agencies, regardless of whether they seek certification of their performance appraisal system(s), are required to operate pay-for-performance systems for their SES cadre. [See Chapter 12 for information on pay for senior-level and scientific and professional positions.]

### **CHAPTER NOTES**

1. On December 18, 2015, the President signed an Executive order to implement the January 2016 pay adjustments. OPM issued a memorandum, CPM 2015-14, available at <https://www.chcoc.gov/content/january-2016-pay-adjustments-0>, providing guidance and general information on the 2016 pay rates for various pay systems.
2. The Consolidated Appropriations Act of 2016 (P.L. 114-113, enacted on December 18, 2015), continues the freeze on the payable pay rates for the Vice President and certain senior political appointees at 2013 levels during calendar year 2016. The OPM guidance on the 2014 pay freeze for certain senior political officials, CPM 2014-03, available at <http://chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=5952> is generally applicable in applying the pay freeze in 2016. This pay freeze authority expires on January 7, 2017, unless extended.
3. On December 15, 2015, the President issued Executive Order 13714 on Strengthening the Senior Executive Service, which among other things provided at Section 3(a)(ii):

(ii), The heads of agencies with SES positions that supervise General Schedule (GS) employees shall implement policies, as permitted by and consistent with applicable law and regulation, for initial pay setting and pay adjustments, as appropriate, for career SES appointees to result in compensation exceeding the rates of pay, including locality pay, of their subordinate GS employees. Similar policies shall be implemented by heads of agencies for Senior Professional (i.e., SL or ST) employees that supervise GS employees.

This executive order requires agencies to develop and implement the described policies within the context and subject to requirements of law and regulation, including 5 U.S.C. 5307, 5382, 5383, and 5376; 5 CFR 534 subparts D and E; and 5 CFR 430 subparts B, C, and D. The executive order does not establish an entitlement for any employee, nor does it require or authorize "corrective action" to achieve the objective for any employee within any specified time period.

In that both pay setting and pay adjustments are mentioned, the objective may be achieved over time through (1) pay setting upon initial appointment or upon movement to another position, and (2) pay adjustments consistent with statute and regulation that reflect pay differentiation based upon individual performance, contributions to agency performance, or both, as determined through appraisal of affected SES, SL or ST employees under a rigorous performance appraisal system. For additional guidance, see Answers to Frequently Asked Questions Regarding the Executive Order to Strengthen the Senior Executive Service at <https://www.chcoc.gov/print/7147>.

## SES RATE RANGE

The SES pay range has a minimum rate of basic pay equal to 120 percent of the basic pay rate for GS-15, step 1 and the maximum rate of basic pay is equal to the rate for level III of the Executive Schedule (EX-III). However, for any agency certified under 5 U.S.C. 5307(d) as having a performance appraisal system which, as designed and applied, makes meaningful distinctions based on relative performance, the maximum rate of basic pay will be the rate for level II of the Executive Schedule (EX-II). The minimum rate of basic pay for the SES rate range will increase consistent with any increase in the rate of basic pay for GS 15, step 1. The applicable maximum rate of basic pay for the SES rate range will increase with any increase in the rate for levels EX-II or EX-III under 5 U.S.C. 5318.

For SES employees stationed in Alaska, Hawaii, and U.S. Territories, Section 1912 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84, October 28, 2009) provides that SES employees whose official worksite was in one of the nonforeign areas on the day before the effective date of the section (defined as the first day of the first pay period beginning on or after January 1, 2010) will receive the locality pay rate for that area. The locality rates are subject to the limitations in 5 U.S.C. 5304(g) and section 1915(b) of the Act. Employees who are assigned to SES positions in the nonforeign areas on or after the effective date are not eligible for locality payments, but will be eligible for the applicable cost-of-living allowance (COLA) rate in effect for their official worksite. The nonforeign areas include Alaska, Hawaii, Guam, American Samoa, and the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands and other islands and atolls as described in 5 CFR 591.205. For additional information see:

Nonforeign Area Retirement Equity Assurance Act, CPM 2009-27, available at <https://www.chcoc.gov/content/nonforeign-area-retirement-equity-assurance-act>.

## AGENCY RESPONSIBILITIES

### *Policy Requirements*

Each agency must establish a written pay policy for setting and adjusting the rates of basic pay for SES members. It may be useful to include members of both the Executive Resources Board (ERB) and the Performance Review Board (PRB) in establishing or modifying this policy so that roles and perspectives of each are properly integrated. For example, while an agency's written pay policy should address aggregate compensation, including how pay decisions may be related to SES performance awards and incentive awards, it may not preempt the PRB responsibility to provide the agency head recommendations on SES performance awards for career appointees or the agency head's determination of SES performance award amounts after considering those recommendations.

The pay policy must do the following:

1. It must describe the review and approval process for setting and adjusting pay, including procedures for setting pay for new appointees, pay adjustments after appraisal, and any other circumstances that may result in the setting and adjusting of pay. It must specify who has authority for various pay adjustments consistent with regulatory provisions, e.g. which may be finalized by an authorized agency official and which require action by the agency head or the official designated by the agency head to oversee and certify the results of the agency's SES performance appraisal system.
2. The policy must address administrative and management controls to meet the requirements of law and regulation. It should also address budget issues, such as procedures for determining how available funds will be allocated among pay adjustments, performance awards and other awards or what kinds of adjustments to make in the event of budget constraints. The policy should identify the role and nature of significant control points, external and internal, for these decisions. An agency should establish its internal rules and control points so as to encourage excellence in executive performance and communicate about them to executives to that end. Below are examples of rules or control points that can affect pay adjustments and awards.
  - a. External
    - Statutory, e.g., pay cap at EX-III or EX-II based upon certification status of performance appraisal system;
    - Regulatory, e.g., requirements for justifying a "maintain relative position" (MRP) adjustment for an executive currently paid above EX-III, or for whom the resulting rate is above EX-III.
  - b. Internal
    - Factors that will be used to differentiate payouts among executives who receive the same rating;
    - Organizational performance measures that will be used to determine allocation of funds for performance awards or pay adjustments among components;

- Formulas, ratios, or limits that specify how pay adjustments and awards may be combined to recognize exceptional performance or achievements;
  - Ranges of pay adjustments available to executives rated at certain levels;
  - Agency established tiers or other categorization of executive positions.
3. The policy must provide for meaningful pay distinctions. Specifically, the policy must identify the criteria to be used to set and adjust a senior executive's pay, including any procedures, guides, rules or benchmarks that may be applied in setting and adjusting pay at levels above EX-III. SES pay-for-performance systems must avoid any actual or perceived use of quotas or forced distribution of performance ratings; however, pay differentiation based upon performance ratings should be evident and consistently reinforced. The underlying tenet is that the highest performers should receive the highest rewards. Agencies must also provide for transparency in the processes for making pay decisions and should publish the results to demonstrate the correlation between executive excellence and desirable pay outcomes.

### ***Considerations When Creating Pay Policy***

Additionally, the pay policy should allow some flexibility in adjusting pay “up to” a certain percent or identify ranges by rating levels. Pay adjustment should occur annually based on available budget and range adjustment. The following example shows how an agency may choose to establish criteria for determining performance-based pay adjustments (without using the MRP adjustment authority) based on the annual summary ratings, provided its executives are all currently positioned properly in the pay range:

Fully Successful	- Will maintain relative position in the pay range
Exceed	- Maintain relative position plus up to 1 percent
Outstanding	- Maintain relative position plus up to 2.5 percent

Although the SES is established as a rank-in-person system, an agency policy may incorporate a concept of position value. This could, for example, involve establishing broad tiers of positions with distinguishing pay rules, ranges or limits, or structuring other ways to incorporate factors like scope of responsibility, level of accountability, and position in the organizational structure into pay decisions. At the top levels of an organization, personal qualifications and performance of an executive are often critical to the success or failure of a key program, and executives in these positions should be paid accordingly.

Pay is also a key element in the recruitment and retention of executives. In this regard, agencies may factor into their pay-setting decisions such elements as expertise brought to the position, qualifications required, scarcity of qualified personnel, and pay for comparable private sector executives.

Even the best-designed pay system can fail if not implemented properly, and a major aspect of any successful system is effective communication of the system and its results to participants. Therefore, all agencies must ensure that their SES members understand both the philosophy and mechanics of their pay system.

## SETTING INDIVIDUAL PAY RATES

### *Initial Appointment to the SES*

Agencies have broad discretionary authority to set pay upon initial appointment to the SES. An agency may set the rate of basic pay of a newly appointed SES member at any rate within the SES rate range, subject to the following limitations:

- In an agency with a certified performance appraisal system, rates of basic pay above the rate for EX-III but less than or equal to the rate for EX-II are generally reserved for those newly appointed executives who possess superior leadership or other competencies.
- If an individual receiving an initial career appointment in the SES has at least 5 years of current continuous service in one or more positions in the competitive service and is appointed without any break in service, the basic pay rate may not be less than the rate of basic pay (including any applicable locality payment, special rate supplement, or similar payment or supplement) last payable to the individual immediately before appointment.

The agency must determine the appropriate rate of pay based on the nature and quality of the individual's experience, qualifications, and accomplishments as they relate to the requirements of the SES position, as well as the individual's current responsibilities.

Example: In November 2015, a GS-15/4 employee in the Washington DC area was appointed to an SES position.

#### Calculations

GS-15/4 salary (includes locality pay) prior to SES appointment:	\$ 138,871
6% pay increase per agency's general policy for new SES appointments:	\$ <u>8,332</u>
Subtotal:	\$ 147,203
Jan 2016 projected 1.0% increase in the SES rate range; given the date of the appointment, the executive will not be considered in the agency end-of-year pay adjustments	\$ <u>1,472</u>
Total:	\$ 148,675

The agency reviewed the individual's experience, qualifications, and accomplishments and made the determination to set pay at \$148,675.

### *Following a Break in SES Service*

Upon reappointment to the SES, an authorized agency official may set the rate of basic pay of a former senior executive at any rate within the SES rate range, subject to the limitations in 5 CFR 534.403(a), if there has been a break in SES service of more than 30 days.

If there has been a break in SES service of 30 days or less, the senior executive's rate of basic pay may be set at any rate within the SES rate range (without regard to whether the employee received a pay adjustment during the previous 12-month period), but not higher than the senior executive's former SES rate of basic pay. However, the agency head or designee who performs the functions described in 5 CFR 430.404(a)(5) and (6) (including the Inspector General, where applicable) may approve a higher rate than the senior executive's former rate of basic pay, if warranted.

This may be supported where necessary to recruit an executive with superior leadership or other competencies from a position outside the agency or to reacquire the service of an executive whose services are critical to the agency. Factors used in deciding upon an exception to the 12-month rule under 5 CFR 534.404(c)(4)(ii) or (iii) may be applicable.

Setting a rate of basic pay upon reappointment to the SES is considered a pay adjustment for purposes of applying the 12-month rule at 5 CFR 534.404(c).

### ***Upon Reinstatement from a Presidential Appointment Requiring Senate Confirmation***

The following provisions apply to a former career senior executive who is reinstated under 5 CFR 317.703:

- If the individual elected to remain subject to the SES pay provisions while serving under a Presidential appointment, his or her SES rate may be adjusted upon reinstatement, whether in the agency where the individual held the Presidential appointment or in another agency, if at least 12 months have elapsed since the employee's last SES pay adjustment.
- If fewer than 12 months have elapsed since the employee's last SES pay adjustment, an authorized agency official may approve an additional pay increase under 5 CFR 534.404(c)(4) if the agency head or the official designated to oversee and certify the results of the agency's SES appraisal system determines the additional pay increase is warranted.
- Any pay adjustment must be made in accordance with paragraphs (b), (d), and (e) of 5 CFR 534.404 and the agency's plan for adjusting SES rates of pay required by 5 CFR 534.404(g).
- If the individual did not elect to remain subject to the SES pay provisions while serving under a Presidential appointment, his or her SES rate may be set upon reinstatement at any rate within the SES rate range, subject to the limitations in 5 CFR 534.403(a).
- Setting a rate of basic pay upon reinstatement to the SES under this section is considered a pay adjustment under 5 CFR 534.404(c).

### ***Upon Transfer***

Except in the case of an executive transferring under circumstances described in the next paragraph, a senior executive is NOT entitled to retain his or her rate of pay upon transfer to another agency. An authorized agency official may set the pay of a senior executive transferring from another agency at **any rate** within the SES rate range, subject to the limitation on the maximum rate of basic pay in 5 CFR 534.403(a). If the executive considering the transfer is not satisfied with the proposed rate of pay, the executive need not accept the position. If pay is set at the same SES rate the senior executive received in his or her former agency, the action is not considered a pay adjustment for the purpose of applying 5 CFR 534.404(c). If pay is set at a rate higher than that received in the executive's former agency, the action is processed as a transfer and it restarts the clock under the 12-month rule.

A senior executive whose rate of basic pay is higher than EX-III may not suffer a reduction in pay as a result of transferring to an agency where the maximum rate of basic pay for the applicable SES rate range is equal to EX-III. The senior executive will continue to receive his or her current SES rate but is not eligible for a pay adjustment until the senior executive is assigned to a position that would allow the employee to receive a pay adjustment, such as reassignment from a position in a component with a non-certified appraisal system to a position in a component with a certified appraisal system, or the employing agency's applicable performance appraisal system is certified. The SES rate of pay is not considered a retained rate of pay for the purpose of applying 5 U.S.C. 3594 and 5 CFR part 359, subpart G, or 5 U.S.C. 5363 and 5 CFR 536, subpart C.

## **ADJUSTING INDIVIDUAL PAY RATES**

An agency may adjust (increase or reduce) the rate of basic pay of a senior executive consistent with the agency's plan for setting and adjusting SES rates of basic pay. When adjusting the rate of basic pay for noncareer appointees, it is recommended the agency Office of White House Liaison be consulted.

### ***Performance-Based Pay Increase***

An agency may provide a pay increase to allow a senior executive to advance his or her relative position within the SES rate range only upon a determination by the authorized agency official that the executive's individual performance and/or contribution to agency performance so warrant. (See 5 CFR 534.404(b)(3).) A senior executive who receives an annual summary rating of Outstanding (or equivalent) must be considered for an annual pay increase. A senior executive who receives an annual summary rating of less than Fully Successful (or equivalent) may not receive an increase in pay for the current appraisal period. OPM expects that executives who are paid consistent with their current level of responsibilities and performance and who receive an acceptable (Fully Successful or higher) annual summary rating will receive a performance-based pay increase. A pay increase of any amount that is granted under 5 CFR 534.404(b)(3) restarts the clock under the 12-month rule, including a pay increase that could otherwise have been authorized under 5 CFR 534.404(b)(4) without restarting the clock.

### ***12-Month Rule***

An agency may not adjust the rate of basic pay of a senior executive more than once during any 12-month period, except as provided by regulation. Provisions at 5 CFR 534.404(c)(2) identify pay adjustments that are subject to the 12-month rule, including setting of an individual's rate of pay upon initial appointment, reappointment, or reinstatement, and, generally, any other increase or reduction in a senior executive's rate of pay. However, certain pay actions are identified in 5 CFR 534.404(c)(3) that are not considered pay adjustments for purposes of the 12-month rule. In addition, ; and 5 CFR 534.404(c)(4) provides certain conditions under which the head of an agency – or the official designated to oversee and certify the results of the agency's SES appraisal system – may authorize a pay increase even though an applicable 12-month waiting period has not expired.

***Pay Actions that Do Not Count Against the 12-Month Rule***

The head of the agency or appropriate authorized agency official can take certain pay actions, (including actions that increase an executive's pay), that are not considered pay adjustments for the purpose of applying the 12-month rule. The following pay actions may be taken whether or not the employee received a pay adjustment during the previous 12-month period and do not initiate a new 12-month period.

1. The conversion of senior executives to the new SES pay system under §534.406 and the conversion of other employees to equivalent senior executive positions (5 CFR 534.404(c)(3)(i));
2. A determination by an authorized agency official to make a zero adjustment in pay after considering an executive's annual summary rating (5 CFR 534.404(c)(3)(ii));
3. A determination to provide an additional pay increase under the circumstances specified in 5 CFR 534.404(f)(1) or (2) when there is an increase in Executive Schedule rates of pay (5 CFR 534.404(c)(3)(iv));
4. A determination to provide a pay increase under 5 CFR 534.404(b)(4) that is equal to or less than the amount needed to maintain the relative position of a senior executive's rate of basic pay within the SES rate range (5 CFR 534.404(c)(3)(vi)); and
5. An increase in pay equivalent to the minimum amount necessary to ensure that a senior executive's rate of basic pay does not fall below the minimum rate of the SES rate range (5 CFR 534.404(c)(3)(vii)).

***Exceptions to the 12-Month Rule***

The head of an agency or designee who performs the functions described in 5 CFR 430.404(a)(5) or (6) has the authority (under 5 CFR 534.404(c)(4)) to make exceptions to the 12-month rule where he or she determines that an additional increase is warranted—

1. for an exceptionally meritorious accomplishment that significantly contributes to the agency's performance;
2. for a senior executive who is reassigned to a position with substantially greater scope and responsibility or for a senior executive with superior leadership or other competencies that is recruited from a position in another agency;
3. for a senior executive who is critical to the mission of the agency and who would be likely to leave the agency in the absence of a pay increase; or
4. to align a senior executive with the agency's senior executive appraisal and pay adjustment cycle (e.g., in the case of a senior executive who was appointed to an SES position within the past 12 months or a senior executive who was transferred to an SES position from an agency with a different senior executive appraisal and pay adjustment cycle within the past 12 months).

A pay increase made as a result of a determination to approve an exception to the 12-month rule must be documented in writing, is considered a pay adjustment, and begins a new 12-month period.

An executive is not entitled to receive an exception under 5 CFR 534.404(c)(4)(iv) to re-align the executive with the agency’s senior executive appraisal and pay adjustment cycle because he or she receives a pay increase under 5 CFR 534.404(c)(4)(i),(ii), or (iii) initiating a 12-month waiting period that will not expire before the current cycle ends. If an exception is granted to re-align the executive, the agency head or designee should document under 5 CFR 534.404(c)(5) how the reduced period of performance during the cycle (i.e., since the last pay increase) was considered in calculating any pay increase provided.

***Maintain Relative Position in the Rate Range***

When the minimum or maximum rate of basic pay of the SES rate range is increased, an agency may determine it is appropriate to increase the rate of basic pay of a senior executive who meets or exceeds performance expectations by an amount that does not exceed the amount necessary to allow the employee to maintain his or her relative position in the SES rate range. (See 5 CFR 534.404(b)(4).) As previously stated, a pay increase to allow an employee to maintain his or her position in the SES rate range is not considered a pay adjustment for the purpose of applying the 12-month rule. This pay increase may be given separately from a pay increase that allows the employee to advance his or her relative position in the SES rate range. However, like increases that advance an employee's position in the pay range, these increases to maintain relative position (MRP) are performance based and should not result in across-the-board increases. The following table presents the MRP limitations as listed in 5 CFR 534.404(b)(4)(i)-(iii):

<b>Senior Executive’s Rate of Basic Pay Prior to Adjustment</b>	<b>Resulting Rate of Basic Pay After Adjustment</b>	<b>Rating for Most Recent Appraisal Period</b>	<b>Pay Adjustment</b>
Above EX-III	Above EX-III	Outstanding	May be granted upon approval by agency head or designee
		Below Outstanding but Above Fully Successful	May be granted by agency head or designee in rare circumstances (e.g., exceptionally meritorious accomplishment)
		Fully Successful or Below	May not be granted
At or Below EX-III	Above EX-III	Outstanding	May be granted upon approval by agency head or designee
		Below Outstanding	May not be granted
Below EX-III	Below EX-III	Fully Successful or above	May be granted

A pay increase to allow an employee to maintain his or her relative position in the SES rate range

is effective on the date the minimum and/or maximum rate range for the SES is adjusted (i.e., the first day of the first pay period beginning on or after January 1). Decisions to increase pay made during the first full pay period in January may be made effective on the first day of that pay period if the pay increase was officially approved no later than the end of the first full pay period.

To accurately calculate a pay increase intended to maintain an employee's relative position in the pay range, agencies must use the following process. The process applies whether the minimum and maximum rates of the range are adjusted by the same amount or different amounts.

Example: The minimum and maximum rates of SES rate range are adjusted by one percent. The example assumes the agency's performance appraisal system for senior executives is certified, allowing for a maximum pay rate equivalent to EX-II.

Former Minimum: \$121,956	New Minimum: \$123,175
Former Maximum: \$183,300	New Maximum: \$185,100
Former Rate for EX-III: \$168,700	New Rate for EX-III: \$170,400
Employee's Former Rate: \$145,342	Employee's New Rate: \$146,782

#### Calculations

Step 1: Subtract the minimum rate of the range for the employee's position in effect on the day immediately preceding the pay adjustment from the employee's rate of basic pay on the day immediately preceding the pay adjustment.

$$\$145,342 - \$121,956 = \$23,386$$

Step 2: Subtract the minimum rate of the range in effect immediately preceding the pay adjustment from the maximum rate of that rate range.

$$\$183,300 - \$121,956 = \$61,344$$

Step 3: Divide the result of step 1 by the result of step 2. Carry the result to the seventh decimal place and truncate.

$$\$23,386 / \$61,344 = 0.3812271$$

Step 4: Subtract the minimum rate of the new rate range from the maximum rate of the new rate range.

$$\$185,100 - \$123,175 = \$61,925$$

Step 5: Multiply the result of step 3 by the result of step 4. Round to the closest whole dollar amount.

$$0.3812271 \times \$61,925 = \$23,607$$

Step 6: Add the result of step 5 to the minimum rate of the new rate range.

$$\$123,175 + \$23,607 = \$146,782$$

This is the executive's new rate of basic pay preserving his/her relative position in the pay range.

### **RESTRICTIONS ON REDUCING PAY**

A senior executive whose rate of basic pay is higher than the rate for EX-III may not suffer a reduction in pay as a result of transferring to an SES position in an agency where the maximum rate of basic pay for the applicable SES rate range is equal to the rate for EX-III, or as the result of a decision to suspend certification of the applicable performance appraisal system. The senior executive will continue to receive his or her current SES rate and is not eligible for a pay adjustment until the employing agency's applicable performance appraisal system is certified or the senior executive is assigned to a position that would allow the employee to receive a pay adjustment, such as reassignment from a position in a component with a non-certified appraisal system to a position in a component with a certified appraisal system.

An authorized agency official may reduce a career senior executive's SES rate of basic pay by not more than 10 percent for performance or disciplinary reasons, subject to the restrictions on reducing the pay of career senior executives in 5 CFR 534.406(b) and 534.404(c) (i.e., the 12-month rule) and on setting pay below the minimum rate of the SES rate range in 5 CFR 534.403(a).

The SES rate of basic pay of a career senior executive may be reduced without the employee's consent by the senior executive's agency or upon transfer of function to another agency only—

- If the senior executive has received a Minimally Satisfactory or Unsatisfactory annual summary rating under 5 CFR part 430, subpart C, or has otherwise failed to meet the performance requirements and standards for a critical element as defined in 5 CFR 430.303; or
- As a disciplinary or adverse action resulting from conduct-related activity, including, but not limited to, misconduct, neglect of duty, or malfeasance.

Pay reduction may, if determined appropriate by the agency, be used alone or in combination with other responses to poor performance or to circumstances warranting disciplinary action. However, it may not be used in place of any action required by statute, e.g. reassignment or removal from the SES due to an annual summary rating of Unsatisfactory, or removal from the SES due to two less than Fully Successful ratings within 3 years or two Unsatisfactory annual summary ratings within 5 years.

**Prior to reducing** a senior executive's rate of basic pay, whether for performance or disciplinary reasons, the agency must provide the senior executive with the following:

- Written notice of such reduction at least 15 calendar days in advance of its effective date;
- A reasonable period of time, but not less than 7 calendar days, for the senior executive to respond to such notice orally and/or in writing and to furnish affidavits and other documentary evidence in support of that response;
- An opportunity to be represented in the matter by an attorney or other representative;
- A written decision and specific reasons therefore at the earliest practicable date after the senior executive's response; and
- An opportunity to request, within 7 calendar days after the date of that decision, reconsideration by the agency's head, whose determination with respect to that request will be final and not subject to further review.

Reductions in pay under 5 CFR 534.404(j) are not appealable under 5 U.S.C. 7543.

## **AGGREGATE LIMITATION ON PAY**

Under 5 CFR 530.203(b), an executive's aggregate compensation received in any given calendar year may not exceed the rate of pay for level I of the Executive Schedule (EX-I) or the rate payable to the Vice President (under 3 U.S.C. 104) at the end of the calendar year, whichever is applicable to the employee based on the certification status under 5 CFR part 430, subpart D, of the performance appraisal system covering that executive.

Aggregate compensation for SES employees includes basic pay and certain payments made under the authority of title 5, United States Code, such as rank and performance awards, physicians' comparability allowances, recruitment, relocation, and retention incentives, and other similar payments (5 CFR 530.202).

An agency with a certified appraisal system may pay aggregate compensation in an amount up to the Vice President's salary. An agency that does not have a certified appraisal system must limit aggregate compensation to the rate for level I of the Executive Schedule. Any excess amount is carried over and paid as a lump sum at the beginning of the next calendar year. The excess payment must be taken into account when applying the applicable aggregate limitation for the new calendar year.

If a performance award, rank award, or other additional payment, when added to basic pay, would cause an executive's aggregate compensation to exceed the applicable aggregate limitation by the end of the calendar year, the excess amount is withheld from the award or other additional payment subject to the aggregate pay limit, rather than from the individual's basic pay. The withheld excess amount will be paid at the beginning of the following calendar year, unless such payment would cause the employee's aggregate compensation to exceed the limit for that new calendar year. Basic pay counts toward the aggregate limitation on pay, but basic pay itself is not reduced or withheld.

If an executive whose aggregate compensation will exceed the applicable aggregate limitation transfers to another agency, payment of any excess amount shall be made at the beginning of the next calendar year, not at the time of transfer, by the gaining agency. The previous employing agency must provide a fund transfer to the gaining agency. The gaining agency should keep a record of the payment since it counts against the employee's aggregate limitation for the new calendar year.

If the applicable aggregate limitation changes during a calendar year (e.g., due to a lapse in agency performance appraisal system certification), agencies must review any performance, rank award, or other additional payment subject to the aggregate pay limit that was paid before the new aggregate limitation was effective where the agency was required to withhold part of the payment because of the aggregate limitation that then existed. The agency shall then pay any part of the withheld payment that does not exceed the new aggregate limitation. If an SES member's pay rate also changed, the agency should first recalculate the executive's aggregate compensation for the calendar year using the new rate and any award money previously paid. (See 5 CFR 530.203(g) and (h) for information on re-determining an employee's aggregate compensation and excess payments in such situations.)

## OTHER PAY PROVISIONS

### *Premium Pay*

SES members are excluded from the premium pay provisions of 5 U.S.C. chapter 55, subchapter V (such as overtime pay, Sunday premium pay, holiday premium pay, night pay, standby duty pay, and hazardous duty pay) by 5 U.S.C. 5541(2)(xvi). As a result, SES members are also excluded from earning compensatory time off in lieu of overtime pay, as allowed for other employees under 5 U.S.C. 5543. [See Chapter 11 for more information on compensatory time off.]

### *Pay Following Placement Outside the SES*

**Saved pay.** If a career appointee is entitled to guaranteed placement in a position outside the SES when removed during the probationary period for performance, or as the result of a reduction in force, saved pay is provided under 5 U.S.C. 3594. If the individual is placed in a General Schedule position, the saved pay is subject to the limitation on SES pay under 5 U.S.C. 5382 of Executive Schedule level II. [See Chapter 10 for more information on saved pay.]

**Retained rate.** If an appointee is not eligible for saved pay under 5 U.S.C. 3594 following separation from the SES and is placed in a General Schedule position, the individual may still be eligible for pay retention under 5 CFR 536.301(a)(4), which states that the head of an agency must provide pay retention to an eligible employee whose payable rate of basic pay would otherwise be reduced as the result of a management action, as defined in 5 CFR 536.103. (See list of employees excluded from pay retention at 5 CFR 536.102(b).)

[**Note:** The termination of a noncareer SES appointment (or voluntary resignation in anticipation of such termination) because of a change in agency leadership is not a management action.]

When initially established, a retained rate may not exceed (1) 150 percent of the maximum rate of basic pay of the highest applicable rate range payable for the grade of the employee’s position of record or (2) EX-IV. At no time may a retained rate exceed Executive Schedule level IV. There are exceptions for former National Security Personnel System employees with a pay rate determinant code Y and certain employees in nonforeign areas as provided in 5 CFR 536.310(a).

Examples of individuals who may be eligible for retained pay under the management action provision include a career SES member who voluntarily accepts a GS-15 position following receipt of a notice of position abolishment, a notice of directed geographic reassignment (if there is no mobility agreement), or other management action that causes or influences the employee to move to a lower-paid position.

However, an employee is not eligible for pay retention if placement in the General Schedule is at the employee’s request, i.e., voluntary and not the result of a management action. Nor is an employee eligible if the employee declines a reasonable offer, as defined in 5 CFR 536.104.

**Maximum payable rate.** If an SES member takes a position in the General Schedule at the member’s request and is not eligible for saved pay, the individual may be paid under the “maximum payable rate” rule, as determined by the agency.

Individuals serving on a limited term appointment who return to the General Schedule are not eligible for retained pay, but they may have pay set under the “maximum payable rate” rule, as determined by the agency. It does not matter whether the return to the General Schedule is voluntary or is the result of a management decision. However, the SES appointment must have been for more than 90 days, even though the appointee may have not actually served that long. In determining the General Schedule rate, agencies may take into account such factors as how long the individual served under the limited appointment and what the individual’s pay would have been had the individual remained in the General Schedule. (See 5 CFR 531.221 – 531.223 for additional information.)

Example: In 2016, an SES employee in Washington, DC voluntarily moves to a GS-15 position in Washington, DC. The employee’s SES annual salary of \$141,000 is the highest previous rate. To calculate the maximum payable rate, compare \$141,000 with the highest applicable rate range as if the employee held the GS position. Identify the lowest step in that range equal to or higher than \$141,000. In this example, the highest applicable rate range is the DC locality rate schedule. GS-15, step 5 is the employee’s maximum payable rate. Pay may be set at any rate in the GS-15 rate range up to step 5.

2016 DC	1	2	3	4	5	6	7	8	9	10
GS-15	128,082	132,352	136,622	140,892	<b>145,162</b>	149,432	153,702	157,971	160,300*	160,300*

\*Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304(g)(1)).

***Pay for Employees on Detail or Transfer to an International Organization***

An agency must consider any employee on detail or transfer to an international organization for all pay increases for which the employee would be considered if not absent. An increase is effective on the date it would have been made were the employee not absent.

***Recruitment, Relocation, and Retention Incentives***

**Recruitment.** An agency may pay a recruitment incentive to a newly appointed senior executive (excluding a noncareer appointee) if the agency has determined that the position is likely to be difficult to fill in the absence of an incentive. For this purpose, “newly appointed” is defined at 5 CFR 575.102 and essentially refers to an individual newly appointed to the Federal Government rather than an individual newly appointed to the SES. A recruitment incentive may not exceed 25 percent of the executive's annual rate of basic pay in effect at the beginning of the service period multiplied by the number of years (including fractions of a year) in the service period (not to exceed 4 years). With OPM approval, this cap may be increased to 50 percent (based on a critical agency need), as long as the total incentive does not exceed 100 percent of the executive's annual rate of basic pay at the beginning of the service period.

**Relocation.** An agency may pay a relocation incentive to a current senior executive (excluding a noncareer appointee) who must relocate to accept a position in a different geographic area if the agency determines that the position is likely to be difficult to fill in the absence of an incentive. A relocation incentive may be paid only when the executive's annual summary rating under an official performance appraisal or evaluation system is at least Fully Successful or equivalent. A relocation incentive may not exceed 25 percent of the executive's annual rate of basic pay in effect at the beginning of the service period multiplied by the number of years (including fractions of a year) in the service period (not to exceed 4 years). With OPM approval, this cap may be increased to 50 percent (based on a critical agency need), as long as the total incentive does not exceed 100 percent of the executive's annual rate of basic pay at the beginning of the service period.

**Retention.** An agency may pay a retention incentive to a current senior executive (excluding a noncareer appointee) if (1) the agency determines that the unusually high or unique qualifications of the executive or a special need of the agency for the executive's services makes it essential to retain the executive, and that the executive would be likely to leave the Federal service in the absence of a retention incentive or (2) the agency has a special need for the employee's services that makes it essential to retain the employee in his or her current position during a period of time before the closure or relocation of the employee's office, facility, activity, or organization and the employee would be likely to leave for a different position in the Federal service in the absence of a retention incentive. A retention incentive may be paid only when the executive's annual summary rating under an official performance appraisal or evaluation system is at least Fully Successful or equivalent. A retention incentive rate, expressed as a percentage of the executive's rate of basic pay, must not exceed 25 percent. With OPM approval, this cap may be increased to 50 percent (based on a critical agency need).

Recruitment, relocation, and retention incentives are not considered a part of basic pay for any purpose. Detailed information, including examples and payment methods, is available at <http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/#url=Fact-Sheets>.

### ***Pay for Military and Civilian Retirees***

Generally, when a military retiree becomes a Federal employee there is NO reduction in his or her Federal pay or retirement pay or annuity. However, paid work may reduce Social Security retirement, survivor or disability benefits if earnings exceed the established limits.

If a civilian retiree is “reemployed,” his or her salary is generally reduced or the annuity is terminated. However, in accordance with the National Defense Authorization Act (NDAA) for Fiscal Year 2010, the head of an agency is authorized to grant their own dual compensation (salary off-set) waivers on a temporary basis under certain specified circumstances. Agencies must adhere to the following conditions:

- Agencies must report to OPM on their use of this authority no later than February 1, 2010, and no later than February 1 of each year through 2015;
- Appointments are limited to one-year or less;
- Hours worked by any annuitant reemployed under these provisions are limited to 520 during the first 6 months of retirement, 1,040 during any 12-month period, and 3,120 for total hours worked during any period;
- Reemployment may not exceed 2.5 percent of the full-time workforce at any time, and if 1 percent is exceeded agencies are required to provide a justification and a succession plan to the Congress and OPM; and
- This authority expired on October 27, 2014. The National Defense Authorization Act (NDAA) for Fiscal Year 2015 extends this authority until December 31, 2019.

OPM recommends using the SES reinstatement hiring authority, instead of the limited term or emergency hiring authority, when authorizing a dual compensation waiver under the NDAA 2010 provisions for an individual filling an SES position. Using the SES reinstatement authority enables an agency head to act without prior OPM review, consistent with the law’s requirement to provide justification and a succession plan to OPM only if the number of such waivers exceeds 1 percent of the agency’s number of employees. It also avoids an agency having to satisfy limited term and emergency criteria as well as the issue of limited term and emergency appointments being non-renewable by law.

Given that by law a reemployed annuitant serves at the pleasure of the agency head, an agency head may direct that an annuitant’s appointment will not exceed one year. On the SF-50 documenting the appointment an agency should include a remark that states the appointment is not to exceed 1 year. An individual accepting the appointment must be notified up front of the not to exceed 1 year stipulation.

For more information, see the December 9, 2011, OPM memorandum, Policy Guidance on the Reemployment of Civilian Retirees Under the National Defense Authorization Act for Fiscal Year 2010, at <https://www.chcoc.gov/content/policy-guidance-reemployment-civilian-retirees-under-national-defense-authorization-act-ndaa>.

### ***Critical Position Pay***

Critical position pay may be granted only for positions that require expertise of an extremely high level in a scientific, technical, professional, or administrative field, and are critical to the accomplishment of an agency's mission, and only to the extent necessary to recruit or retain an individual exceptionally well qualified for the position. Critical position pay may be set up to level II of the Executive Schedule or level I of the Executive Schedule in exceptional cases under 5 U.S.C. 5377. Pay above level I must be approved by the President. Agencies wishing to use the critical pay authority should review 5 CFR 535. All requests must be submitted to OPM which, in consultation with OMB, will make the determination to approve such a request. For additional information, see the fact sheet at <http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/critical-position-pay/>.

### ***Pay for SES Positions Included at 5 U.S.C. 5314 - 5316***

Pay for SES positions that are included at 5 U.S.C. 5314 – 5316 is not restricted by the level of pay established by law for the corresponding Executive Schedule level. Pay for SES positions is determined in accordance with SES pay provisions.

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## **CHAPTER 5: PERFORMANCE MANAGEMENT**

**STATUTE: 5 U.S.C. 4311-4315**

**REGULATIONS: 5 CFR Part 430, Subparts C and D**

One of the goals of the SES, as stated in 5 U.S.C. 3131, is “to ensure accountability for honest, economical, and efficient Government.” A primary way to achieve this goal is to hold senior executives accountable for their individual and organizational performance through an effective performance management program. Performance management incorporates planning, monitoring, developing, evaluating, and rewarding both individual and organizational performance. [Regulations under 5 CFR 430 subpart B cover performance management for senior-level and scientific and professional employees.]

**Chapter Notes** – a revised 5 CFR part 430 subpart C was published on October 26, 2015. Agencies without OPM approval to use the Basic SES Appraisal System must have designed and obtained OPM approval for, and implemented, systems conforming to 5 CFR part 430 subpart C no later than October 25, 2016.

### **PERFORMANCE APPRAISAL SYSTEMS**

#### ***Basic SES Performance Appraisal System***

In January 2012, the U.S. Office of Personnel Management (OPM), in conjunction with the U.S. Office of Management Budget (OMB), issued the “Basic SES Appraisal System.” The Basic SES Appraisal System satisfies the regulatory system standards at 5 CFR 430.305 and promotes consistency, clarity, equity, and transferability of performance processes, standards, feedback, and ratings across Government. Additionally, implementation of the Basic SES Appraisal System provides a streamlined and more efficient process for SES performance appraisal system approval and certification by OPM. Agencies were strongly encouraged to adopt the Basic SES Appraisal System (and adapt accordingly as needed to meet their specific needs). Most agencies have adopted and implemented the basic SES appraisal system. For more information on the Basic SES Appraisal System, see the memo at <https://www.chcoc.gov/content/senior-executive-service-performance-appraisal-system>. The Basic SES Appraisal System template is available on the SES and SL/ST MAX Portal.

The implementation of the revised streamlined SES Performance Appraisal System Certification Process, available to agencies that have adopted the Basic SES Appraisal System, was effective October 1, 2015. The revised process empowers agencies with significantly more responsibility in determining the appropriateness of certification for their SES performance appraisal systems. The expanded role and involvement by agencies will achieve a number of positive outcomes, including: (1) allowing for more reliance upon agency familiarity and expertise with their own missions and operations, (2) reducing the administrative burden on agencies, and (3) streamlining the process by significantly decreasing the quantity of information and materials required for review.

### ***Agency Responsibilities***

Each agency must establish and maintain one or more SES performance appraisal systems that will encourage excellence in performance. An agency may develop its own performance appraisal system that must include the requirements identified below or adopt the Basic SES Appraisal System, which incorporates all the requirements.

The performance appraisal system must provide for—

1. Identifying executives covered by the system.
2. Monitoring progress in accomplishing elements and performance requirements and conducting progress reviews at least once during the appraisal period.
3. Establishing an official performance appraisal period for which an annual summary rating must be prepared.
4. Establishing a minimum appraisal period of at least 90 days.
5. Ending the appraisal period at any time after the minimum period is completed if the agency determines that there is an adequate basis to appraise and rate the executive's performance and the shortened appraisal period promotes effectiveness.
6. Establishing criteria and procedures to address performance of executives who are on detail, temporarily reassigned, or transferred.
7. Holding executives, with responsibility for hiring, accountable for recruiting and hiring highly qualified employees and supporting their successful transition into Federal service.
8. Monitoring the development of Executive Development Plans (EDPs) for each executive.

Each agency performance appraisal system also must incorporate the following system standards—

1. Use critical elements based on OPM-validated executive competencies.
2. Align critical elements and performance requirements with agency mission and strategic planning initiatives.
3. Define performance standards for each of the summary rating levels.
4. Appraise each executive's performance, at least annually, against requirements and standards.
5. Derive an annual summary rating through a mathematical method that ensures executive's performance aligns with level descriptors contained in performance standards that clearly differentiate levels above fully successful, while prohibiting a forced distribution of rating levels.
6. Establish five summary performance levels as follows:
  - An Outstanding level;
  - An Exceeds Fully Successful level;
  - A Fully Successful level;
  - A Minimally Satisfactory level; and
  - An Unsatisfactory level.

Agencies choosing to use agency-specific terms for the levels must include equivalency statements for the five summary levels.

7. Use performance appraisal as a basis to adjust pay, reward, retain, develop, remove executives, or make other personnel decisions.

Agencies must—

1. Submit proposed SES performance appraisal systems to OPM for approval.

[**Note:** An Office of Inspector General should establish and submit its proposed SES performance appraisal system separately from the agency SES system.]

2. Provide appropriate training and information to agency leadership, supervisors and executives on the performance appraisal system.

3. Evaluate the effectiveness of their performance appraisal system(s) on a periodic basis and implement improvements as needed. Evaluations must provide for both assessment of effectiveness and compliance with relevant laws, OPM regulations, and OPM performance appraisal policy.

4. Establish timelines for communicating performance plans, conducting appraisals, and assigning and communicating annual summary ratings.

### ***OPM Responsibilities***

OPM approves agency performance appraisal systems and provides guidance on their implementation. If OPM finds that an appraisal system does not meet legal and regulatory requirements, it shall direct the agency to correct operations under the current system and implement appropriate system changes.

OPM, with concurrence from OMB, certifies agency performance appraisal systems. If OPM determines that an agency's certified appraisal system is no longer in compliance with certification criteria, OPM, with OMB concurrence, may suspend the agency's certification. If OPM determines that an agency's appraisal system does not comply with system approval requirements, OPM may suspend the system's certification until the agency makes corrections OPM requires.

## **INDIVIDUAL PERFORMANCE PLANS**

Performance plans must be established for all SES members (including individuals serving on career, noncareer and limited appointments). A template for an executive performance plan is included as part of the Basic SES Appraisal System and is available on the SES and SL/ST MAX Portal.

Performance plans must be developed in consultation with the executive. On or before the beginning of an appraisal period, the executive's immediate supervisor must communicate the plan to the executive in writing, including through the use of automated systems.

Each executive performance plan must describe—

1. Critical elements that reflect individual performance results or competencies. The elements must reflect individual and organizational performance for which the executive is responsible.
2. Performance standards at each level of performance at which a senior executive's performance can be appraised. Performance standards also provide the benchmarks for developing performance requirements.
3. Performance requirements with the expected accomplishments or demonstrated competencies for the executive's work at the Fully Successful level of performance. An agency may establish performance requirements at other levels of performance as well. Performance requirements must include quality indicators and generally include other performance measures such as quantity, timeliness, cost savings, or manner of performance, as appropriate, expected for the applicable level of performance.

Critical elements, performance standards, and requirements must be consistent with the goals and performance expectations in the agency's strategic planning initiatives. An agency performance appraisal system may also provide for review or approval of an executive's proposed performance plan by a higher level supervisor or committee (e.g., the Performance Review Board) prior to implementation. This may help ensure that performance elements and requirements are in accord with mission requirements and planned resource allocations, are consistent among supervisors and across organizational lines, and are fair and equitable. If the reviewer does not agree with the performance plan, it can be returned to the supervisor and executive for modification.

The agency performance appraisal system should provide for revision of the performance plan during the appraisal period if modifications are necessary due to factors such as changes in agency or organizational priorities, available resources (e.g., budget or staff), deadlines, or workload. The supervisor should consult with the executive and provide the executive in writing, including through the use of automated systems, any modification of the plan. If plan revisions are made with less than the minimum appraisal period (i.e., 90 days) left in the official appraisal period, the agency should either consider making the changes at the beginning of the next appraisal period, extend the current appraisal period so that an executive's initial and annual summary ratings can take into account performance under the revised plan, or close out the current appraisal period and initiate a new appraisal period that might run longer than 12 months. Otherwise, the revised performance requirements cannot be used to rate the executive during the current appraisal period.

## **MONITORING PERFORMANCE**

A supervisor must conduct at least one progress review with an executive during the appraisal period. Supervisors must monitor each executive's performance during the appraisal period and provide feedback to the executive on progress in meeting the performance elements and requirements described in the plan. Supervisors must provide advice and assistance to executives on how to improve their performance. The progress review may be conducted informally rather than by a written appraisal and should be documented.

The progress review may also be used as an opportunity to modify critical elements and performance requirements to reflect changes that have taken place since the performance plan was initially developed.

## **APPRAISING PERFORMANCE**

### ***Appraisal Period***

Senior executives must be given an annual summary rating. The agency SES appraisal system must indicate the beginning and ending dates of the official appraisal period.

The agency SES performance appraisal system must also establish a minimum appraisal period of at least 90 days. If an executive has not served the minimum period as of the end of the appraisal period, the appraisal period must be extended.

Example: A new executive is appointed to a position effective September 1. The agency's appraisal cycle ends September 30. Listed below are possible options for extending the appraisal period.

1. The executive's appraisal period is extended to November 30 allowing for completion of the 90-day minimum period.
2. The executive's appraisal period is extended to a total of 13 months adding the additional month to the next 12-month appraisal period.

In considering the options for extending the appraisal period, agencies should review their pay policies and the impact possible extensions could have on an executive's pay.

An agency may terminate the appraisal period at any time after the minimum period if there is an adequate basis on which to appraise and rate an executive's performance and doing so will promote effectiveness.

When an executive cannot be evaluated due to special circumstances that take the executive away from normal duties (e.g., extended sick leave), the supervisor should document the special circumstances on the appraisal form.

### **Reassignment or Transfer of Executive**

If an executive is reassigned, or transferred to a new agency, and had been in the former position for more than the minimum appraisal period, the former supervisor must appraise the executive's performance in writing, including through the use of an automated system, before the executive leaves and provide this information to the executive.

At times, an executive may receive an interim summary rating in a former position upon reassignment or transfer, but will not have served in the new position for the minimum appraisal period before the end of the official appraisal period. (For example, the executive is reassigned on August 1, and the period ends on September 30.) The agency system description or policy documentation should specify what to do in these instances. Listed below are possible options for addressing the situation.

1. The agency may provide that the appraisal period will be extended until the executive has served the minimum period in the new position, so that the executive's initial summary rating can take into account the appraisal for that position along with any interim summary ratings for former positions held during the appraisal period.
2. The agency may provide that the appraisal period will end as scheduled, and the initial rating will be based on the interim summary rating, or ratings, received during the appraisal period.

### ***Detail of Executive***

If an executive is detailed for 120 days or longer to another position within the agency, the supervisor shall provide written critical elements, performance standards, and requirements as soon as possible after the beginning of the detail and appraise the executive's performance in writing, including through the use of automated systems, at the end of the detail. A summary rating is not required. If the executive is detailed to a position outside the agency, the employing agency must make a reasonable effort to obtain appraisal information from the outside organization. For example, the employing agency of an executive who has been on detail under an Intergovernmental Personnel Act assignment for at least 90 days during the appraisal period must make a reasonable effort to obtain appraisal information from the non-Federal organization.

### ***Departure of Supervisor***

Although not required by regulation, agencies may provide that supervisors who are leaving their positions must give an interim summary rating for all executives who have been under their supervision for the minimum appraisal period.

### ***Appointment of New Supervisor***

If at the conclusion of the appraisal period the supervisor has served for less than the minimum appraisal period, there are several options available, depending on agency policy, including the following:

- The new supervisor may give the initial summary rating.
- The next level supervisor may give the initial summary rating, if that supervisor has sufficient knowledge of the executive's performance.
- The appraisal period may be extended to allow a minimum appraisal period under the new supervisor before the initial summary rating is given.

In all cases, the initial summary rating must take into account interim summary ratings prepared by previous supervisors.

### ***Moratorium***

Performance appraisals and ratings for career appointees may not be made within 120 days after the beginning of a new Presidential administration (i.e., the administration of a President other than the one in office immediately before the beginning of the current administration) [5 U.S.C. 4314(b)(1)(C)]. When the new President is inaugurated on January 20, appraisal actions may not be taken until May 20.

The moratorium applies to all phases of the formal appraisal process leading to an annual summary rating – the initial summary rating recommendation by the supervisory official, any review by a higher level official, review and recommendation by the Performance Review Board (PRB) and the annual summary rating by the appointing authority. The length of the performance appraisal period is not extended by the moratorium, which merely delays the appraisal and rating actions.

The moratorium does not preclude the issuance of a written appraisal when an executive changes positions, as required by 5 CFR 430.310, or when the supervisor leaves if agency policy requires a rating at that time. A progress review is not subject to the moratorium. Additionally, a reduction in pay based on a less than Fully Successful annual summary rating assigned prior to the beginning of a new Presidential administration is not subject to the moratorium.

## **RATING PROCESS**

### ***Initial Summary Rating***

The initial summary rating is the summary rating of the executive's performance made by the supervising official (normally the immediate supervisor) and provided to the Performance Review Board. The supervising official assigns an initial summary rating based on a comparison of the executive's performance with individual critical elements, performance standards, and requirements in the executive's performance plan.

In addition to balanced measures based on customer and employee perspective found in the performance plan, the agency's SES appraisal system also must require the consideration of performance appraisal guidelines as a factor when assigning an initial summary rating. Guidelines must be based upon assessments of organizational performance and provided by the oversight official to senior executives, rating and reviewing officials, PRB members, and appointing authorities at the conclusion of the appraisal period and before completion of the initial summary ratings.

**Appraisal of elements.** The executive must be appraised on each critical element in the performance plan, unless the executive has had insufficient opportunity to demonstrate performance on the element. The rating for each critical element depends on the degree to which the executive has achieved the performance requirement(s) for the element and met the performance standards. A brief explanation justifying the rating level selected, along with specific examples of accomplishments or failure, is desirable to communicate the basis for the supervising official's judgment and to support later steps in the process, particularly if the rating is below the Fully Successful level. The agency's appraisal system must include a mathematical method to derive an initial summary rating from the assessments/ratings on individual elements.

**Consideration of interim ratings.** In preparing the initial summary rating, the supervising official must consider and appropriately factor in any interim summary rating prepared for an executive who changed positions during the appraisal period, any ratings on critical elements prepared for an executive on detail within the agency, and any appraisal information obtained on an executive detailed to another agency or outside organization.

**Discussion with executive.** There must be a discussion between the supervising official and the executive so that the official can review the appraisal with the executive, provide guidance and any necessary counseling, and receive feedback from the executive. The official should discuss and document areas for future emphasis or training and development.

**Proposed ratings.** An agency may elect to have proposed initial summary ratings considered by the next level supervisor to help ensure that appraisals are done in a uniform and equitable manner. Following this review, the supervising official would assign the official initial summary rating.

**Executive rights.** The executive must be given a copy of the official initial summary rating and advised of the right to respond in writing. The executive must also be advised of the right to request a higher level review of the rating, if such a review is not mandatory following the initial rating.

### ***Higher Level Review***

The agency's performance appraisal system or internal operational policy should specify when the higher level review is to take place and how the reviewer is to be determined. The reviewer must be at a higher organizational level than the supervising official, but not necessarily in the same organization. The reviewer should not be a member of the PRB or an official who participated in determining the initial summary rating. If agency policy requires all proposed initial ratings be reviewed by the next level supervisor, then the next level supervisor is considered to be involved in the initial rating process.

The higher level reviewer must be given a copy of any written response made by the executive regarding the initial rating. The agency may also provide the reviewer with additional information deemed relevant for conducting the review as outlined in the agency's policy. The review must precede action by the Performance Review Board, so that the Board will have the opportunity to consider the reviewer's comments in its deliberations.

An executive is entitled to only one higher level review during the rating process. Therefore, if agency policy provides for a mandatory higher level review of all initial ratings by an official who was not involved in the initial rating process, and if the executive was provided an opportunity to have his or her written comments on the initial rating considered by the reviewer, no further opportunity for higher level review is required unless agency policy so provides.

If a senior executive declines review by an agency-designated higher-level official, the agency may offer an alternative review by another higher-level official though it is not obligated to do so. The agency must document the executive's declination of the higher level review opportunity provided by the agency before offering an alternative review.

When an agency cannot provide a review by a higher-level official because no such higher-level official exists in the agency (e.g., the agency head provided the initial summary rating, the higher-level reviewer position is vacant, etc.), the agency must offer an alternative review by an official the agency deems appropriate.

An official providing the higher level review or an alternative review is authorized to present the findings of the review and make recommendations, but not to change the initial summary rating. Copies of the reviewer's findings and recommendations must be provided to the executive, the supervising official who gave the initial summary rating, and the Performance Review Board. Although there is no statutory or regulatory requirement that the executive be given an opportunity to respond to the reviewer's findings and recommendations, agencies may want to permit a response, particularly if the reviewer recommends a lower summary rating than the initial rating.

### ***Annual Summary Rating***

The annual summary rating is the official final rating for the appraisal period assigned by the appointing authority (and may not be delegated to an official who does not have authority to make SES appointments), after considering 1) the initial summary rating, 2) any input from the executive or a higher level review, and 3) the recommendations of a Performance Review Board. Agencies should complete all steps in the rating process in time for the annual summary rating to be communicated to the executive in writing, including through the use of automated systems, normally no later than 3 months after the end of the appraisal period. Annual summary ratings should be based on an appraisal of both individual and organizational performance.

The annual summary rating shall be provided to the executive and the supervising official who made the initial summary rating. Review of the annual summary rating is subject to the following provisions:

- Under 5 U.S.C. 4312(d) and 5 CFR 430.309(d), there is no appeal of the annual summary rating.
- A career appointee may file a complaint with the Office of Special Counsel on any aspect of the rating process that the individual believes to involve a prohibited personnel practice.
- A career appointee who is removed from the SES as a result of the performance rating may request an informal hearing before the Merit Systems Protection Board on the removal.

An annual summary rating cannot be changed based on additional information obtained after the annual summary rating is issued to the executive. If the additional information the agency receives regarding the executive's performance has any bearing on his/her performance in the current appraisal period, it should be addressed appropriately and considered during the upcoming rating process.

## PERFORMANCE REVIEW BOARD (PRB)

Each agency must establish one or more Performance Review Boards (PRB) to make recommendations to the appointing authority on the performance of executives (career, noncareer, and limited appointees), including recommendations on performance ratings, performance-based pay adjustments, and performance awards.

### *Membership*

**Size.** Each PRB shall have three or more members appointed by the agency head or by another official or group (such as the Executive Resources Board) acting on behalf of the agency head.

**Composition.** PRB members must be appointed in such a manner as to assure consistency, stability, and objectivity in performance appraisal. One way to help achieve this objective is to include members from different organizational components, from both headquarters and the field, from different functional disciplines, etc. Agency heads are encouraged to consider diversity and inclusion in establishing their PRBs.

PRB composition can include all types of executives (e.g., noncareer appointees and military officials as well as career appointees) from both within and outside the agency. . OPM recommends that members of the PRB have at least a current Fully Successful performance rating, have applied agency appraisal systems effectively in their own organizations, possess a thorough knowledge and understanding of the agency appraisal system gained through experience and/or training, and occupy SES or equivalent positions.

**Career membership.** When reviewing appraisals and recommending performance-based pay adjustments or performance awards for career appointees, more than one-half of the membership of a PRB must be SES career appointees. SES members from other agencies may be used to meet this requirement when it cannot be met by using an agency's own career SES members. Exceptions to this requirement may be granted by OPM on receipt of a written request from the agency. However, since SES career executives from outside an agency may serve on PRBs, exceptions will be granted only in very rare circumstances.

**Small agencies.** Small agencies may find it beneficial to use an interagency PRB if desired.

**Publication.** Prior to serving on a PRB, the name of each PRB member must be published in the Federal Register. For large agencies, it may be beneficial to establish a PRB roster. An agency could appoint individuals to a PRB roster with multi-year membership terms, publish their names in the Federal Register, including the membership time period, and then establish specific PRBs from this roster.

### *Procedures*

Each PRB reviews and evaluates the initial summary rating by the executive's supervisory official, the executive's written response (if any), and the written review of the initial summary rating by a higher-level executive, if such a review was made.

The PRB must be provided and take into account when making recommendations appropriate assessment of organizational performance, as communicated by the oversight official through performance appraisal guidelines.

In its consideration, a PRB may obtain additional records and statements, and may call witnesses. The PRB may not review an initial summary rating to which the executive has not been given the opportunity to respond in writing, including through the use of automated systems.

The PRB should ensure that ratings adequately reflect consideration of both individual performance and the executive's contribution to organizational accomplishments. The PRB should attempt to achieve equity and consistency among the ratings of executives as well as the accuracy and fairness of individual ratings. Further, it should monitor ratings to ensure that they do not exceed the actual level of performance when compared against performance requirements and standards and to ensure the overall rating distribution generally reflects organizational performance.

PRB members may not be involved in deliberations involving their own appraisals, performance-based pay adjustments, and performance awards. Agencies may also, if they wish, exclude members from actions involving their own supervisors and subordinates. (An exception is when the member is called as a witness before the PRB.) A majority of remaining PRB members must be SES career appointees when acting on a career appointee's appraisal, performance-based pay adjustments, or performance award recommendation.

### ***Recommendations to the Appointing Authority***

The PRB must make a written recommendation, including through the use of automated systems, concerning an executive's annual summary rating and performance-based pay adjustments to the appointing authority. A written justification to accompany the recommendation is desirable when the PRB does not concur with the initial summary rating, or when the record shows employee or reviewing official disagreement with the initial summary rating.

The PRB must make recommendations concerning individual pay adjustments in accordance with 5 U.S.C. 5382 and for performance awards for career appointees whose recommended annual summary rating is Fully Successful or higher, in accordance with 5 U.S.C. 5384(c).

## **USING APPRAISAL AND RATING INFORMATION**

The annual summary rating, and the appraisal information on which it is based, shall be used as a basis for making decisions in the following situations, as indicated.

### ***Pay Adjustments***

Under 5 U.S.C. 5382, each senior executive shall be paid at one of the rates within the SES pay range based on individual performance, contribution to the agency's performance, or both, as determined under a rigorous performance management system. [See Chapter 4, SES Pay, Adjusting Individual Pay Rates]

***Performance Award***

Under 5 U.S.C. 5384, a career appointee who has a Fully Successful rating or higher is eligible for a performance award. [See Chapter 6, Awards, Performance Awards]

***Performance Removals***

If the annual summary rating is less than the Fully Successful level, the agency must take the personnel actions required by 5 U.S.C. 4314(b) as follows:

- The executive must be reassigned or transferred to another position within the SES, or removed from the SES, for one Unsatisfactory rating.
- The executive must be removed from the SES for two Unsatisfactory ratings in a 5-year period.
- The executive must be removed from the SES for two less than Fully Successful ratings (Unsatisfactory or Minimally Satisfactory) in a 3-year period.

The agency must provide assistance in improving performance for those executives retained in the SES. This may include formal or on-the-job training, counseling, or closer supervision.

The agency must inform the executive of the effect of any personnel action being taken. If the executive is being retained in the SES, he or she should be advised of the effect of another less than Fully Successful rating.

***Reduction in Force***

Under 5 U.S.C. 3595(a), the determination of who shall be removed from the SES in a RIF is made primarily on the basis of performance ratings received under the appraisal system. [See Chapter 9, Reduction in Force.]

***Executive Development***

Under 5 CFR 412.401(a), each agency must establish a program(s) for the continuing development of its senior executives in accordance with 5 U.S.C. 3396(a). Such agency programs must include preparation, implementation, and regular updating of an Executive Development Plan (EDP) for each senior executive. Using input from the performance evaluation cycle, EDPs should be reviewed annually and revised, as appropriate, by an ERB or similar body designated by the agency to oversee executive development. [See Chapter 7, Executive Development.]

***Other Actions***

Performance is to be considered in making decisions about pay adjustments, rewarding, retaining, removing, and training and development activities, but other factors may also be considered as appropriate (e.g., the qualifications of the executive and the needs of the agency in a reassignment decision).

## **OTHER GUIDANCE**

### ***USERRA***

Appraisal law and regulations require appraising executives at least annually and USERRA requires the agency to treat the executive as if he or she never left the agency. When no current rating is available, agencies must find another method, such as a carryover or modal rating, to serve as a basis for granting pay adjustments. (See Chapter 4 for information on SES pay).

### ***Timing of Rating***

Agencies should complete all the steps in the rating process in time for the annual summary rating to be communicated to the executive in writing, including through the use of automated systems, normally within 3 months of the end of the appraisal period.

### ***Distribution of Ratings***

An agency may not prescribe a distribution of levels of ratings for executives. Agencies must avoid any policies or practices that would lead to pre-determined ratings/a forced distribution.

### ***Communication of System Application Results***

Agencies must communicate to executives in writing, including electronic communication, the results of the previous appraisal period (i.e. overall ratings distribution, average pay adjustments, and average performance award for each rating level). Where such communication might compromise individual performance information, it is acceptable to communicate only the average rating, pay increase, and award. In extremely small organizations (less than 5 executives), this requirement may be waived. Such action is likely to promote confidence in the fairness of the process and is one of the certification criteria.

### ***Documentation and Records***

Individual PRB members and the appointing authority may document their recommendations and actions by signing the appraisal form of each executive, but this is not required as long as other adequate means are used. For example, it would be permissible for the Executive Secretary or the Chairman of the PRB to sign off for the Board on its written recommendations to the appointing authority and to indicate the action of the appointing authority on the annual summary rating (e.g., if the appointing authority approves the PRB recommendations as a group). If the annual summary rating does not actually appear on the appraisal form, documentation of the action should be attached to the form.

Agencies must retain SES annual summary ratings and the performance plans on which they are based for at least 5 years from the date the annual summary rating is issued. [See 5 CFR part 293 and OPM's Guide to Personnel Recordkeeping]

## **PERFORMANCE APPRAISAL CERTIFICATION FOR PAY PURPOSES**

The statutes and regulations requiring agencies to implement a pay-for-performance system and apply a higher aggregate compensation limitation to senior executives or senior professionals implement significant features of a Federal compensation system that give the highest pay to agencies' highest performing employees. In order to access the flexibilities offered by these statutes and regulations, agencies must first obtain certification from OPM, with OMB concurrence, of their applicable performance appraisal system(s) under subpart D of 5 CFR part 430. An Office of Inspector General must obtain certification of its SES performance appraisal system separately from the agency SES system.

Certification may be granted for a period not to exceed 24 months beginning on the date of certification, unless extended by the Director of OPM for up to 6 additional months (this request is granted in limited circumstances such as when an agency has requested approval of its adoption of the Basic SES Appraisal System). Only one extension may be granted for a single certification period. Generally, the length of the period for which certification is granted will be determined by the degree to which the agency submission meets the criteria for certification. To assist in preventing a lapse in certification, an agency under the Basic SES Appraisal System should submit its request for certification 3 months prior to the expiration of its current certification. Other agencies using agency-designed SES appraisal systems should submit their requests for certification 6 months prior to the expiration of their current certification.

### ***Pay Limitations***

An agency may set the rate of basic pay for a senior executive or senior professional covered by a certified appraisal system at a rate that does not exceed the rate for level II of the Executive Schedule and must limit aggregate compensation in a calendar year to the Vice President's salary. An agency that does not have a certified appraisal system may set the rate of basic pay for a senior executive or senior professional at a rate that does not exceed the rate for level III of the Executive Schedule and must limit aggregate compensation in a calendar year to the rate for level I of the Executive Schedule. (See Chapter 4 for information on SES pay and Chapter 12 for information on SL/ST pay.)

## **CERTIFICATION PROCESSES**

Certification regulations contained in 5 CFR 430 Subpart D require performance appraisal systems for SL/ST and SES employees to meet the same certification criteria (see Certification Criteria section below). The processes used by OPM to review systems' compliance with those requirements differ based on the type of system for which certification is requested. Meaningful distinctions in performance must be accomplished through an agency's performance system for both SES and SL/ST employees. Additionally, systems must ensure pay differentiation, so that SES or SL/ST employees who have received the highest performance ratings also receive the largest corresponding pay adjustments, performance awards, and levels of pay, separately.

### ***Streamlined SES Certification Process***

Since the design of the Basic Appraisal Systems (SES and SL/ST) meets all certification criteria, OPM and OMB only need to review the implementation and application of the system, reducing the amount of documentation required to be submitted to OPM for certification. Under the revised process, Performance Distinctions, Pay Differentiation, and Aligned Results (merging the former *Alignment* and *Results* criteria), are assessed by OPM and OMB. Agencies verify Organizational Assessment and Guidelines, Oversight, and Communication of System Application Results (previously included in *Evidence of Training*) with a provision for OPM spot check after the agency's initial submission under the revised process. *Consultation*, *Accountability*, *Balance*, and *Training* are no longer reviewed for certification purposes since these have been incorporated into the Basic Appraisal systems and are well established and incorporated practices within agencies' performance culture.

### ***SES and SL/ST Performance Appraisal Assessment Tool (PAAT)***

Agencies using their own OPM-approved appraisal system (different from the Basic SES or SL/ST Appraisal System) must request system certification using the Senior Executive Service Performance Appraisal Assessment Tool (SES PAAT) and/or the Senior-level (SL) and Scientific or Professional (ST) PAAT, as appropriate.

## **CERTIFICATION CRITERIA**

To obtain certification, agencies must demonstrate that their appraisal system(s), as designed and applied, makes meaningful distinctions based on relative performance and meets the certification criteria below.

### ***Aligned Results***

OPM requires measurable results and alignment for each performance requirement of the Results Driven critical element. Performance expectations must be derived from/aligned with the agency's mission, strategic goals, program/policy objectives, and/or annual performance plan. Alignment should be clear and transparent so that senior executives understand how their performance aligns with organizational goal achievement and can be cascaded to their subordinates to ensure alignment of their performance as well. The performance requirements for individual senior executives must —

- apply to their respective areas of responsibility;
- reflect expected agency and/or organizational outcomes and outputs, performance targets or metrics, or policy/program objectives;
- identify specific programmatic crosscutting, external, and partnership-oriented goals or objectives;
- include quality indicators and generally include other performance measures such as quantity, timeliness, cost savings, manner of performance, or other factors; and
- be stated in terms of observable, measurable, and/or demonstrable results.

For agencies **not** using the Basic SES or SL/ST Appraisal System, the threshold to meet this criterion in member performance plans is crediting measurable results as at least 60 percent of the summary rating.

For agencies using the Basic SES or SL/ST Appraisal System, all performance requirements for the Results-Driven element must be written in terms of measurable results.

### ***Consultation***

Agencies must consult an executive in the development of his or her performance requirements. These performance requirements must be communicated to the executive at the beginning of the appraisal period and/or at appropriate times thereafter. For agencies using the Basic Appraisal System(s), this criterion is no longer reviewed for certification purposes.

### ***Balance***

Individual performance expectations must include measures of customer/stakeholder and employee perspectives and feedback, and leadership competencies or behaviors that contribute to and are necessary to distinguish outstanding performance, including two-way communication with customers and with employees. For agencies using the Basic Appraisal System(s), this criterion is no longer reviewed for certification purposes.

### ***Organizational Assessments and Guidelines***

The appraisal system must provide for appropriate assessments of an agency's performance. Such assessments may include reports of the agency's success in achieving its goals or annual organizational performance plans and targets. The appraisal system must also provide for individual performance evaluation guidelines based, in part, upon the assessments. Agencies must communicate the assessments and guidelines to senior executives and senior professionals, rating and reviewing officials, PRB members, and appointing authorities at the conclusion of the appraisal period, but before individual performance ratings are recommended, so they may serve as a basis for individual performance evaluations. Agencies should involve their Performance Improvement Officers when developing these assessments and guidelines. For agencies using the Basic Appraisal System(s), this criterion will be assessed by the agency with appropriate documentation provided to OPM as instructed.

### ***Oversight***

The appraisal system must provide for oversight by the designated individual who certifies that 1) the appraisal process makes meaningful distinctions based on relative performance; 2) the results of the appraisal process take into account the agency's organizational performance assessment; and 3) pay levels and adjustments and performance awards based on the results of the appraisal process accurately reflect individual performance and/or contribution to agency performance.

The oversight official provides a centralized review and assurance that the performance appraisal system is functioning as designed throughout the organization.

Agencies should review the delegations of authority or other appropriate sources of assigned responsibilities to determine which official has been assigned these duties. Agencies are responsible for checking to see that the official has performed the assigned duties in a manner that ensures the appraisal requirements have been met. For agencies using the Basic Appraisal System(s), this criterion will be assessed by the agency with appropriate documentation provided to OPM as instructed.

### ***Accountability***

For supervisory senior executives and senior professionals— performance plans must include a critical element that holds them accountable for aligning subordinate performance plans with organizational goals and the rigor with which they appraise subordinate employees. For agencies using the Basic Appraisal System(s), this criterion is no longer reviewed for certification purposes.

### ***Performance Distinctions***

For agencies not using the basic SES appraisal system, the appraisal system must include summary rating level of performance that comply with the system standards in 5 CFR 430.305. For agencies using the basic SES appraisal system, this is incorporated into the system design. The system must result in meaningful distinctions among ratings based on relative performance. Agencies need to justify their rating distribution using organizational performance.

### ***Pay Differentiation***

The appraisal system must support pay differentiation so that those senior executives and senior professionals who have demonstrated the highest level of performance and/or contribution to the agency's performance receive the highest annual summary ratings and the largest corresponding pay adjustments, performance awards, and levels of pay, particularly above the rate for level III of the Executive Schedule. OPM reviews agency pay policies to understand the association between individuals' ratings and their performance pay (i.e., pay adjustments and performance awards). Time-off awards may not be used to demonstrate pay differentiation.

### ***Other Requirements***

OPM, with OMB concurrence, will certify only those agency performance appraisal systems that comply with relevant laws and regulations.

OPM requires agencies to train senior executives and senior professionals on the policies and operation of their performance appraisal and pay systems as well as communicate the results of the previous appraisal period (i.e., overall ratings distribution, average pay adjustments, and average performance awards for each rating level, as applicable). Agencies with a small number of senior employees should keep in mind that they may not disclose ratings for individuals, or pay or award amounts that would reveal the recipient's rating.

Agencies must provide OPM with ratings, pay and awards data for their senior executives and senior professionals in accordance with the annual data call and at any other time as requested to support a certification request. OPM may also request an agency provide other additional information, as needed.

## **GAP IN CERTIFICATION**

If an agency's appraisal system certification expires (e.g., due to late submission, incomplete documentation, or a need for corrections), the agency will experience a gap in authority to apply the higher maximum rate of pay and higher aggregate limit. Once certification expires, the agency cannot set or adjust a senior executive's or senior professional's pay at a rate that exceeds level III of the Executive Schedule. (The rate of basic pay of a senior executive or senior professional that is above level III is not reduced upon expiration of certification.) Additionally, the agency must limit aggregate compensation received by a senior executive or senior professional to the rate for level I of the Executive Schedule.

OPM, with OMB concurrence, will grant an agency certification again when the agency has demonstrated it meets the certification criteria.

## **SUSPENSION OF CERTIFICATION**

When OPM determines that an agency's certified appraisal system is no longer in compliance with certification criteria, OPM, with OMB concurrence, may suspend the agency's certification. OPM will notify the head of the agency at least 30 calendar days in advance of the suspension and the reason(s) for the suspension, as well as any expected corrective action. OPM, with OMB concurrence, may reinstate an agency's suspended certification after the agency has taken appropriate corrective action.

Upon receiving a notice of suspension and until certification is reinstated, the agency cannot set a senior employee's pay at a rate that exceeds level III of the Executive Schedule. (The rate of basic pay of a senior employee that is above level III is not reduced upon suspension of certification. See Chapter 4, Restrictions on Reducing Pay.) Additionally, the agency must limit aggregate compensation received by a senior employee to the rate for level I of the Executive Schedule.

An agency's certification is automatically suspended when OPM withdraws performance appraisal system approval or mandates corrective action. Upon an agency's compliance with mandated corrective action(s), OPM may reinstate the certification of an appraisal system that had been automatically suspended. Reinstatement of a suspended certification does not alter the certification's original expiration date.

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## **CHAPTER 6: AWARDS**

**STATUTE: 5 U.S.C. 4501 - 4509 and 5384**

**REGULATIONS: 5 CFR Parts 451 and 534, Subpart D**

The law authorizes the granting of special recognition, awards, and incentive payments to members of the SES to help attract, retain, recognize, reward, and motivate highly competent executives. These payments and forms of recognition include: agency performance awards; Presidential Distinguished and Meritorious Rank Awards; and other forms of recognition. Only career appointees are eligible for rank and performance awards.

### **CHAPTER NOTE**

#### ***Awards Guidance on Spending Limitations***

For FY 2017, agencies must limit their aggregate spending on agency awards for SES members and SL/ST employees, in accordance with Executive Order (EO) 13714, – “Strengthening the Senior Executive Service (SES)” (<https://www.whitehouse.gov/the-press-office/2015/12/15/executive-order-strengthening-senior-executive-service>), issued on December 15, 2015, which OPM and OMB further clarified in guidance issued August 12, 2016 (<https://www.whitehouse.gov/sites/default/files/omb/memoranda/2016/m-16-22.pdf>).

Agencies must limit total awards spending on the following categories of awards:

- **SES individual rating-based performance awards:** Agencies may spend up to 7.5 percent of the aggregate salaries of their career executives at the end of the previous fiscal year on individual rating-based performance awards for career members of the SES.
- **SL/ST individual rating-based performance awards:** Agencies may spend up to 7.5 percent of the aggregate salaries of their SL/ST employees in career, career-conditional, or equivalent positions in the excepted service at the end of the previous fiscal year on individual rating-based performance awards for those SL/ST employees.
- **SES individual contribution awards:** Agencies may spend up to 1.0 percent of the aggregate salaries of their career executives at the end of the previous fiscal year on individual contribution awards (e.g., special act awards) that are paid throughout the fiscal year for career members of the SES.
- **SL/ST individual contribution awards:** Agencies may spend up to 1.0 percent of the aggregate salaries of their SL/ST employees in career, career-conditional, or equivalent positions in the excepted service at the end of the previous fiscal year on individual contribution awards (e.g., special act awards) that are paid throughout the fiscal year for those SL/ST employees.

[NOTE: This guidance limits awards spending calculations to the aggregate salaries of SES career and SL/ST career-type appointments based on the prohibition on discretionary payments to political appointees in the August 2010 Presidential Memo and the ban on awards under 5 U.S.C. chapter 45 during the Presidential election period (June 30 to January 20.)]

Agencies should allocate awards made under the new recommended limit to be able to reward and retain more top performers by:

- providing substantial monetary awards for the very best SES and SL/ST performers; and
- allowing more variance of award amounts among rating levels, which is a common attribute of pay-for-performance systems.

In addition, The President's August 3, 2010, memorandum freezing discretionary awards, bonuses, and similar payments for political appointees continues, as communicated in the memorandum posted on the CHCOC Website (<https://www.chcoc.gov/content/guidance-freeze-discretionary-awards-bonuses-and-similar-payments-federal-employees-serving>). Prohibitions on awards during a Presidential election period are also in effect June 1, 2016, to January 20, 2017.

## **GENERAL INFORMATION AND COMPARISON OF SES AWARD PROGRAMS**

### *The Award Programs*

The three SES award programs are—

- Performance Awards;
- Presidential Rank Awards; and
- Other Awards

Agencies should develop written pay and awards policies that incorporate policies for all three SES award programs.

### *Relationship Among Award Programs*

Performance awards and Presidential Rank Awards both recognize overall high-level performance by SES career appointees.

SES performance awards reflect performance over a single appraisal period while rank awards are based upon service over an extended period of time. A single Outstanding performance rating does not justify a rank nomination, but it may justify a performance award. Conversely, an unbroken record of Outstanding ratings over a period of years suggests that an individual may be a candidate for a rank award whether or not the individual has received a performance award each year.

**Performance Awards.** Recognizes high quality performance during a 1-year appraisal period. Career SES members are eligible with Fully Successful performance ratings or higher. There is no specific numerical limitation in law on the number of awards that may be given by an agency. The supervisor nominates, the agency Performance Review Board (PRB) recommends, and the agency head or designee decides. SES performance awards are 5 to 20 percent of the SES member's base salary; payment is a lump sum. If the amount brings total compensation for the calendar year (CY) over the Vice President's pay for executives covered by a certified appraisal system or over the rate of pay for Executive Schedule level I for executives not covered by a certified appraisal system, the excess is rolled over to the next CY.

**Presidential Rank Awards.** Recognizes sustained extraordinary accomplishment (Distinguished) or sustained accomplishment (Meritorious) over at least 3 years as SES or equivalent. (Service does not have to be all in same agency.) To be eligible, an executive must have at least 3 years of career or career-type Federal civilian service at the SES level, currently hold a career appointment in the SES, and be an employee of the nominating agency on OPM's nomination date. An executive cannot receive the same rank award within 4 fiscal years following receipt of that award. The agency head nominates, the OPM Director recommends (assisted by outside panels), and the President selects. For a Distinguished Rank Award, the SES member receives 35 percent of his/her annual basic pay, a gold lapel pin, and a Presidential certificate. For a Meritorious Rank Award, the SES member receives 20 percent of his/her annual basic pay, a silver lapel pin, and a Presidential certificate. Payment is made in a lump sum and is subject to the applicable aggregate pay limitation (same as the performance awards). There are Governmentwide limitations on the number of SES members who can receive Presidential Rank Awards each year. Only 1 percent of the career SES members can receive the Distinguished Rank and five percent of the career SES members can receive the Meritorious Rank.

**Other Awards.** Other forms of recognition are available to recognize a single, significant act or contribution that is not tied to overall performance. Examples include suggestion, invention, superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of Government operations or achieves a significant reduction in paperwork or a special act or service in the public interest in connection with/related to official employment. Unless otherwise restricted by a Presidential Administration, all SES members are eligible.

There are no numerical limitations in law. The process for these awards is determined by the agency in accordance with OPM regulations. Awards can be monetary, honorary, or informal recognition. The agency approves up to \$10,000; OPM approves up to \$25,000; and the President approves any higher amount. Payment is a lump sum and is subject to the applicable aggregate pay limitation (the same as for the performance and rank awards).

[**Note:** See previous information regarding spending limitations.]

### ***Appropriate Use of Other Awards***

An award may be used to recognize a contribution (e.g., service on a task force, accomplishment on a detail to other duties, or an extraordinary effort on a project not anticipated in the employee's annual performance plan) or a scientific achievement that may have culminated after a significant period of time. These other forms of recognition should be considered for SES members only in those limited circumstances where a performance award would not be appropriate.

Receiving one of these forms of recognition does not bar an executive from receiving a performance award, or vice versa. Each award must be judged on its own merits and commensurate with the contribution it is recognizing. However, agencies should give careful consideration before granting both a performance award and another award to an SES member during the same year.

Given the sensitivity associated with executive awards, agencies should carefully document the reasons for any award to make clear that it is not being given in lieu of a performance award or in addition to an award that already recognized the same accomplishment.

### ***Paying for Awards***

Except as otherwise authorized by law, the cost of awards to SES members must be borne by the agencies in which they are employed. Because Presidential Rank Awards and performance awards occur on an annual basis and are a significant part of executive compensation, it is important that each agency budget for the resources necessary for their payment.

If a career SES appointee transfers to a new agency after receiving an annual summary rating but before his/her performance award is paid out, the losing agency may still pay the award to the executive. Payment procedures should be coordinated between the losing and gaining agencies.

### ***Presenting Awards***

Agencies are encouraged to have the agency head or other high ranking official present awards at an appropriate ceremony recognizing the contributions recipients made to the agency and to publicize the awards to the workforce as well as outside the agency. Agencies may fund travel for an employee and a guest to receive an award at a major award ceremony (e.g., Presidential Rank Awards) under the conditions in Comptroller General decision B-233607 (October 26, 1989).

### ***Documentation***

Agencies should document Presidential Rank Awards on an SF 50 and file it on the right side of the Official Personnel Folder (OPF). Agencies must document SES performance awards and other awards but OPM does not require an SF 50, and agencies may not file these awards on the right side of the OPF. [See OPM's Guide to Processing Personnel Actions, Chapter 29.]

### ***Reporting Requirements***

While OPM approval is not required before payment, there is a reporting requirement.

Agencies must submit a report of their final distribution of performance ratings and performance awards to OPM in accordance with instructions in OPM's annual data call.

## **PERFORMANCE AWARDS**

**STATUTE: 5 U.S.C. 5384**

**REGULATIONS: 5 CFR 534.405**

Performance awards recognize and reward excellence of career appointees over a one-year performance appraisal period.

### ***Eligibility***

To be eligible for an SES performance award, the individual must be—

- an SES career appointee as of the end of the performance appraisal period and have at least a Fully Successful rating as the most recent annual summary rating;
- a former SES career appointee who elected to retain award eligibility under 5 CFR part 317, subpart H
- a reemployed annuitant with an SES career appointment; or
- an individual who is no longer in the SES at the time the performance award decision is made, but who was an SES career appointee at the end of the appraisal period.

A career SES appointee on detail to another agency is eligible in his/her official employing agency (i.e., the agency from which detailed).

### ***Restrictions***

To be recognized with an SES performance award, service must have been performed under an SES career appointment and must have been for no less than the agency's minimum appraisal period. If an individual has served less than a full year as an SES career appointee, the agency may take this into account in determining the amount of the award; however, an SES performance award may not be less than 5 percent of the individual's SES rate of basic pay as of the end of the performance appraisal period.

***Award Pool***

The total amount of SES performance awards an agency pays during a fiscal year may not exceed the greater of—

- 10 percent of the aggregate amount of basic pay for SES career appointees in the agency as of the end of the fiscal year before the fiscal year in which the award payments are made. (For example, if the payments are made in September 2017 (FY 2017), the pool is calculated as of September 30, 2016 (end of FY 2016). However, if the payments are made in November 2017 (FY 2018), the pool is calculated as of September 30, 2017 (end of FY 2017)); or
- 20 percent of the average annual rates of basic pay to career SES appointees as of the end of the fiscal year before the fiscal year in which the performance award payments are made.

The salary of a former SES career appointee who elected to retain award eligibility under 5 CFR 317 subpart H is included in calculating the pool. If the level of basic pay of the individual is higher than the maximum rate of basic pay for the applicable SES rate range, the maximum rate of that SES rate range is used for crediting the agency award pool and calculating the award amount the individual may receive.

The salary of a career appointee who is on detail to another agency is included in calculating the pool of the agency from which the appointee is detailed. If the appointee is on a reimbursable detail, the agency to which the appointee is detailed may reimburse the employing agency for some or all of any award, as agreed upon by the two agencies; but the reimbursement does not affect the pool of either agency.

***Number and Amount of Individual Awards***

An agency may determine the number of executives who receive performance awards and the amount of each award, based on the dollars available in the pool and the guidelines below.

**Number of Awards.** The law does not intend that the maximum number of eligible executives necessarily receive awards. Performance awards are intended to be given only when there is a clear demonstration they are merited by performance. Awards are not to be used merely as supplements to basic pay and agencies should avoid giving awards on a rotational basis (e.g., giving half of their SES members a performance award one year and the other half a performance award the next year). Agencies rating executives above Fully Successful would be expected to pay performance awards to at least some of those executives, based on the criteria established in their agency pay plans.

**Amount of Awards.** A performance award may not be less than 5.0 percent or more than 20.0 percent of the appointee's SES rate of basic pay as of the end of the appraisal period [5 CFR 534.405(c)]. These percentages may not be rounded (i.e., the award amount may not be less than 5.0 percent or more than 20.0 percent).

An individual may not voluntarily agree to accept an SES performance award of less than 5 percent.

For performance award purposes, basic pay includes the salary of a career SES member who receives critical position pay. If the executive's pay exceeds the agency's maximum SES rate, the amount credited to the bonus pool and the minimum (5.0%) and maximum (20.0%) should be calculated based upon the agency's maximum SES rate (EX-III or EX-II, as applicable).

If a former SES career appointee elects to retain award eligibility under 5 CFR part 317, Subpart H, and the individual's basic pay is higher than the maximum rate in the agency's SES pay range, the agency will use its maximum SES pay rate in crediting the agency award pool [5 CFR 534.405(a)(2)(i)].

### ***Award Determinations***

When making recommendations on a performance award, a PRB must be composed of a majority of career SES members, unless OPM has approved a waiver [5 CFR 534.405(a)(3)]. The agency head (or designee) must consider PRB recommendations, but he or she has the final authority as to who receives a performance award and the amount of the award [5 CFR 534.405(a)(4)].

### ***Payment Procedures***

Awards are paid in lump sums. Payments are not subject to retirement, health benefits, or life insurance deductions, nor are they included in the "high-three" average pay computation for retirement benefits or in basic pay for thrift savings plan computations. Payments are subject to income tax withholding, and are subject to FICA tax withholding if the individual is in FERS or CSRS Offset.

Awards are subject to the EX-I aggregate pay limitation for a calendar year for executives not covered by a certified appraisal system. For employees covered by a certified appraisal system, awards are subject to an aggregate pay limitation equal to the Vice President's salary. If the full award cannot be paid because of the ceiling, the excess amount is carried over and paid at the beginning of the next calendar year. However, the full award is charged against the agency award pool for the fiscal year in which the initial payment was made. For example, if an executive received a performance award of \$15,000 in FY 2016 (e.g., August 2016), but \$1,000 could not be paid until the beginning of CY 2017, that \$1,000 counts against the executive's applicable CY 2017 aggregate pay limitation; but the full \$15,000 is charged against the agency's FY 2016 award pool.

[**Note:** Agencies should pay performance awards generally within 5 months following the end of the applicable appraisal period.]

## PRESIDENTIAL RANK AWARDS

**STATUTE: 5 U.S.C. 4507**

**REGULATIONS: 5 CFR 451, Subpart C**

### *Rank Award Descriptions*

The Presidential Rank Award (PRA) recognizes and rewards career Senior Executive Service (SES) members and Senior Career Employees (Senior-level (SL) and Scientific and Professional (ST)) who have demonstrated exceptional performance over an extended period of time. There are four types of rank awards:

The *Distinguished Executive Rank Award* is given for “sustained extraordinary accomplishment” to no more than one percent of the career SES members Governmentwide. The award includes a lump-sum payment of an amount equal to 35 percent of annual basic pay, a distinctive gold lapel pin, and a framed certificate signed by the President.

The *Meritorious Executive Rank Award* is given for “sustained accomplishment” to no more than five percent of the career SES members Governmentwide. The award includes a lump-sum payment of an amount equal to 20 percent of annual basic pay, a distinctive silver lapel pin, and a framed certificate signed by the President.

The *Distinguished Senior Professional Rank Award* is given for “sustained extraordinary accomplishment” to no more than one percent of the senior career employees Governmentwide. The award includes a lump-sum payment of an amount equal to 35 percent of annual basic pay, a distinctive gold lapel pin, and a framed certificate signed by the President.

The *Meritorious Senior Professional Rank Award* is given for “sustained accomplishment” to no more than five percent of the senior career employees Governmentwide. The award includes a lump-sum payment of an amount equal to 20 percent of annual basic pay, a distinctive silver lapel pin, and a framed certificate signed by the President.

### *Eligibility*

#### **SES Career Appointees – Distinguished and Meritorious Ranks**

Nominees must —

- hold a career appointment in the SES;
- be an employee of the nominating agency; and
- have at least 3 years of career or career-type Federal civilian service at the SES level. Service does not have to be continuous. Qualifying service includes career or equivalent appointments in the SES, Senior Foreign Service, and the Defense Intelligence Senior Executive Service, and other SES-equivalent systems (e.g., FBI/DEA SES). Appointments not qualifying include noncareer, limited term and limited emergency SES appointments, and senior-level (SL) or scientific and professional (ST) appointments.

A reemployed annuitant who holds a career appointment or an executive with a part-time or intermittent work schedule is eligible as long as the individual meets the other criteria for nomination. However, agencies are advised to carefully consider whether such a nomination would be in the best interests of the agency and the program, in view of the limitation on awards that can be given.

An individual who leaves the SES after being nominated (e.g., retires, resigns, or takes a position outside the SES), but before being approved by the President, remains eligible unless the agency withdraws the nomination. An individual also remains eligible posthumously.

A Presidential Rank Award nominee remains eligible for the rank award even if the individual leaves the nominating agency:

- If the individual is selected as a finalist, the original nominating agency continues to have authority to award the individual after the individual leaves the agency and is responsible for paying the full amount to the individual.
- The nominating agency can withdraw the nomination of the individual at any time during the process, however, should the nominating agency allow the individual to continue through the process, OPM recommends the nominating agency contact the new agency to verify that the individual is still deserving of the award and that there are no issues that would cause embarrassment to the President or Administration, if the individual is selected.
- If the nominating agency withdraws its nomination that ends the individual's consideration for a rank award for that fiscal year.

Appointed employees in PAS Executive Schedule positions may **not** receive incentive awards, including Presidential Rank Awards, according to 5 U.S.C. 4509. However, PAS employees who were career Senior Executives and elected to retain their SES eligibility, remain eligible for rank awards [5 U.S.C. 3392]. Please use caution with these nominations, since Congress expressed concern about Executive Schedule awards and President Obama froze discretionary payments for political appointees.

Section 5 of the Inspector General Reform Act of 2008 (Pub. L. 110-409) provides that an Inspector General of an establishment or a designated Federal entity may not receive any cash award or cash bonus, including a Presidential Rank Award. Other SES members in IG offices are eligible for performance and other awards, including the Presidential Rank Awards. Under Pub. L. 110-409, SES IG office members other than the IG may be nominated for rank awards by the Council of the Inspectors General on Integrity and Efficiency established under the Act.

### **Senior Career Employees (SL/ST) - Distinguished and Meritorious Ranks**

Nominees must—

- hold a career appointment in an SL or ST position;
- be an employee of the nominating agency;
- have at least 3 years of career or career-type Federal civilian service above GS-15 or equivalent. Service does not have to be continuous.

- Qualifying service does not include appointments that are time limited, or appointments to positions that are excepted from the competitive service because of their confidential or policy-making character.

### ***Restrictions***

The recipient of either a Distinguished or Meritorious Rank Award may **not** receive the same category of award again during the 4 fiscal years following the one for which the award is given. (For example, if an individual received a meritorious award in FY 2011, he or she is not eligible for another meritorious award until FY 2016.) However, there is no restriction on receiving one of the two categories (i.e., either Distinguished or Meritorious) of rank award and subsequently receiving the other category of rank award at a closer interval. There is no requirement that an individual receive a meritorious award before receiving a distinguished award.

An individual may receive both a rank award and a performance award during the same calendar year.

### ***Nomination Criteria***

**SES career appointees** are nominated and evaluated on the following criteria:

1. Program Results
2. Executive Leadership

**Senior Career Employees (Senior-level (SL) and Scientific and Professional (ST))** are nominated and evaluated on the following criteria:

1. Program Results
2. Stature in Professional Field

Specific examples are requested for each criterion cited showing how the nominee has demonstrated qualities of strength, leadership, integrity, industry, and personal conduct of a level that has established and maintained a high degree of public confidence and trust.

Although nominees will come from professional fields too diverse to permit a common definition of unusual accomplishment, their contributions will clearly have to greatly exceed simply “doing the job well.” These awards carry significant prestige — they are **not** to be proposed simply to recognize long and faithful service.

### ***Nomination and Selection Procedures***

**OPM call.** OPM issues an annual call for rank award nominations. The current criteria and deadline for submitting nominations are stated in the call. The call letter also includes nomination forms.

**OPM and Review Boards.** Review boards composed of private citizens, (normally from outside the Government), are established to assist the Director in reviewing and ranking nominations from agencies. OPM also conducts a background inquiry and criminal records check to verify the qualifications and suitability of nominees recommended by the boards for distinguished and meritorious rank.

After the completion of the review boards, background inquiries, and records checks such as: federal taxes, Inspector General's complaints, EEO or equivalent related issues, and criminal records, the Director of OPM recommends candidates to the President for a final decision.

Nominees are considered on the basis of relative merit Governmentwide and not on the basis of agency size or number of submissions.

**Agency withdrawals.** Heads of Agencies may withdraw a nomination at any time during the process, up until the time of the President's final decision.

**Presidential action.** The President makes the final selections from the nominees recommended by the Director of OPM. Agencies must wait for OPM authorization to make external announcements of award recipients and to hold internal recognition ceremonies.

### ***Award Payment Procedures***

The award is paid by the recipient's agency as a lump-sum payment, in addition to basic salary. It is not subject to retirement, health benefits, or life insurance deductions. It is not included in the "high three" average pay computation for retirement benefits or in basic pay for thrift savings plan computation. The payment is subject to income tax withholding as well as FICA tax withholding if the individual is in FERS or CSRS Offset.

Awards are subject to the applicable aggregate limitation on pay for a calendar year. (See Chapter 4, Aggregate Limitation on Pay.)

Agency payment of ceremonial expenses in connection with the actual presentation of awards is authorized under 5 U.S.C. 4503.

### ***Tips for Writing Nominations***

Based on feedback we receive from board members as they review agency cases, here is some advice on preparing agency nominations for Presidential Rank Awards. In general, board members are impressed by the professionalism and accomplishments of the executives. However, there are some things that you can do to strengthen the case for your nominees.

- Avoid acronyms and "bureaucrat speak." Most PRA board members have not worked in a Federal environment and some are turned off by overly bureaucratic language. Be direct, be clear.
- Avoid broad statements. Describe how the nominee's **actions** led to specific **results**.
- Show the nominee's performance was exceptional and sustained. Board members give low scores to individuals who were "just doing their job."

## OTHER AWARDS

**STATUTE: 5 U.S.C. 4501-4503, 4505, 4508, 4509**

**REGULATIONS: 5 CFR Part 451, Subpart A**

Under chapter 45 of title 5, agencies may grant cash, honorary, or informal recognition awards, or grant time off without charge to leave or loss of pay to SES members, individually or as a member of a group to recognize the following:

- a suggestion, an invention, superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of Government operations, or achieves a significant reduction in paperwork; or
- a special act or service in the public interest in connection with or related to official employment.

It is recommended the agency Office of White House Liaison be consulted prior to processing awards for noncareer SES members.

**Movement to an SES appointment.** If permitted by agency policy, SES members can use a time off-award received prior to their SES appointment. However, they may not receive compensation in lieu of the time-off award.

### *Eligibility*

In general, SES appointees of all types may receive other awards under chapter 45 under circumstances that warrant recognition. However, this general eligibility is subject to specific restrictions imposed based upon other applicable statutes and regulations or administration policy.

### *Restrictions*

Agencies **cannot use** these chapter 45 awards **to circumvent** either the statutory or regulatory provisions concerning—

- the limitations on eligibility for performance awards. For example, an agency should not give superior accomplishment awards to noncareer appointees in recognition of performance of their regular job duties and responsibilities to make up for their exclusion from performance award eligibility under 5 U.S.C. 5384;
- the limitations on the size of individual performance awards. For example, an agency should not give job-related superior accomplishment awards to career SES employees to supplement performance awards for overall performance or pay less than the minimum performance award required; and
- the limitations on the total amount of funds available to pay performance awards. For example, an agency should not give superior accomplishment awards to career SES employees in order to grant larger or more awards for job performance to executives than the agency's award pool can support.

The following statutory restrictions have been placed on awards under chapter 45, subchapter I, for senior political officials.

- agencies may not grant any incentive award to noncareer or limited SES appointees, or Schedule C appointees, between June 1 of a Presidential election year and the following January 20 [5 U.S.C. 4508];
- agencies may not grant a cash award to Presidential appointees with Senate confirmation (PAS) in Executive Schedule positions or positions for which pay is set in statute by reference to a section or level of the Executive Schedule [5 U.S.C. 4509]. However, career SES members who are appointed to PAS positions and elect to continue SES performance award and rank award eligibility under 5 U.S.C. 3392(c) may still receive a performance award or rank award; and
- An Inspector General may not receive any cash award or cash bonus, including any cash award under chapter 45 of title 5 United States Code. [See the Inspector General Act of 1978, 5 U.S.C. Appendix Sec. 3(f)]

On August 03, 2010, a Presidential Memorandum placed a freeze on discretionary awards for Federal Political Appointees [see <http://www.whitehouse.gov/the-press-office/presidential-memorandum-freeze-discretionary-awards-bonuses-and-similar-payments>].

- Agencies may not authorize or pay single contribution-based special act awards for either individual or group achievements under the authority of 5 U.S.C. 4503 and 5 CFR part 451, subpart A, to political appointees as of August 03, 2010.
- Time-off awards and nonmonetary awards (e.g., a plaque or certificate) are not subject to the freeze. Agencies may continue to authorize or grant time-off awards and nonmonetary awards to political appointees. However, time-off awards are among the awards prohibited for certain employees during a Presidential election period.

The freeze on discretionary awards for Federal Political Appointees remains in effect until further notice.

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## **CHAPTER 7: EXECUTIVE DEVELOPMENT**

**STATUTE: 5 U.S.C., 3373-3375, 3396, 4103, 4121**

**REGULATIONS: 5 CFR 412.202, 412.301, 412.302, 412.401; 5 CFR Part 334**

**EXECUTIVE ORDER 13318**

Faced with constant challenges, changing technologies, and a fluid environment, executives must continually broaden their perspectives and strive for continual professional executive development. Executives must specifically strengthen and reinforce their Executive Core Qualifications (ECQs), skills, and knowledge to make informed decisions and devise new innovative solutions to the complex challenges they continuously encounter. Engaging in continued development will also ensure executives are able to think systemically, create an organizational vision, and ultimately lead their organization to the accomplishment of its strategic objectives.

There are many ways to provide learning and developmental opportunities for executives. Leadership development typically relates to instruction-led development, experiential activities, developmental relationships, assessments and feedback, and self-development. Specific activities may include: structured training programs, formal course work, skills workshops, web-based training, case discussion, cultural assimilation, action learning, personal growth programs, service learning, scenario planning, error management training, simulations, behavioral modeling, developmental assignments, job rotation, coaching, networking, mentoring, adaptive guidance, multisource feedback, formal classes, readings, seminars and conferences.

### **DEVELOPMENT OF CURRENT EXECUTIVES**

#### ***Executive Development Plan***

Each senior executive is required to prepare, implement, and regularly update an Executive Development Plan (EDP) as specified in 5 CFR 412.401. EDPs must be reviewed annually and revised appropriately by the agency's ERB, or similar body designated by the agency, to oversee executive development using input from the performance evaluation cycle. EDPs will:

- function as a detailed guide of developmental experiences, including short and longer-term experiences to help senior executives meet organizational needs for leadership, managerial improvement, and organizational results;
- address enhancement of existing executive competencies and other competencies to strengthen the senior executive's performance; and
- outline developmental opportunities and assignments to allow the senior executive to develop a broader perspective in the agency as well as Governmentwide.

Consistent with 5 U.S.C. 3396(d) and other applicable statutes, EDPs may provide for sabbaticals and other long-term assignments outside the Federal Government.

Agencies are encouraged to use multiple strategies to hold executives accountable for continued development (e.g., as part of the competency element in their performance standards, ERB regular talent management review). In 2012 OPM released the Executive Development Best Practices guide. This guide contains a compilation of best practices used by the public and private sector to support the continued learning of executives. The information was gathered through an extensive literature review, as well as through interviews with a number of Fortune 500 companies and Federal agencies. OPM developed this guide to help agencies meet the development needs of Federal executives.

Many private organizations have recently shifted the focus of their leadership learning and development efforts from formal, classroom-based training programs to less formal on-the-job learning experiences. These organizations have largely made this shift in recognition of the abundant research demonstrating that **70%** of learning takes place on-the-job; **20%** of learning results from meaningful relationships and coaching; and **10%** of learning occurs through formal training. The *70-20-10* model of learning and development has been widely accepted by organizations and learning institutions.

For your convenience, this comprehensive guide is also available online at:  
<https://www.chcoc.gov/sites/default/files/trans5241.pdf>

### ***Executive Onboarding***

Executive onboarding refers to the acquiring, accommodating, assimilating and accelerating of new executives into the organizational culture and business. Onboarding is not “orientation” but is a longer, more involved and deliberate approach of a fast track to meaningful, productive work and strong employee relationships tailored specifically to the needs of the executives. Executive onboarding should be strategic, so that it not only prevents executive derailment, but expedites the executive’s contribution to optimize strategic achievement.

Agencies need onboarding solutions/programs that address three types of new SES:

- Those from outside the agency, but still within the Government
- External executives from outside the Federal Government
- Those who are promoted from within the agency

Onboarding of key executives is even more critical than it is for other employees because of the significantly greater performance expectations leaders face and the greater impact they have on the overall performance of the organization.

**How to *Plan* an Executive Onboarding Program:**

- **Step 1: Create a Business Case**– Creating a business case and securing top leadership support for the program will ensure new executives have optimal support and resources in place to quickly and successfully assimilate into the organization. Use the 2011 Executive Onboarding Guide [\*Hit the Ground Running: Establishing a Model Executive Onboarding Program\*](#) to create and present a business case for executive onboarding for agency leaders.
- **Step 2: Plan Your Program**– Incorporate the key program requirements (see below) into the planning phase.
- **Step 3: Create Onboarding Checklists**– Use the checklists in the executive onboarding guide, mentioned above, along with the [\*Enhanced Executive Onboarding Model\*](#) to create checklists for executives, supervisors, and other individuals involved in the process (e.g., mentors, sponsors).

**Key Program Requirements (Planning Phase):**

Lessons learned from OPM executive onboarding pilots indicate the need for structure in the planning of the program. To help introduce and initiate structural changes, these components must be designed *before* program implementation:

- **Program Champion**– Executive onboarding programs should be led by a senior executive or other influential leader in the organization. Change management is a very important factor in program success so leadership support is critical. The program champion will keep the program visible while mitigating risks and solving organizational problems as they arise and risk compromising the integrity of the program.
- **Program Goal**– As a strategic business process, onboarding should be clearly tied to the organization’s mission. Clear contribution to the mission should be articulated in the program goal, communicated, and agreed upon by agency senior leaders. OPM has established four program objectives that must be incorporated into all executive onboarding programs. At the conclusion of the onboarding program, new executives should, at a minimum:
  - Understand the organizational culture;
  - Understand their performance expectations;
  - Have access to influential networks; and
  - Feel valued and supported by leadership.
- **Evaluation Plan**– Onboarding programs should benefit both individual and organizational performance; therefore, organizations should identify and establish *meaningful* evaluation criteria to measure program success and goal accomplishment.
- **Standard Operating Procedures**– Standard operating procedures are the “how to” for the program. It’s the document that describes the activities necessary to complete onboarding tasks and the individuals/offices/stakeholders integral to the process.

- **Training**– Training of those involved in the process is critical to success of the onboarding process and program. Agency partners (e.g., security, IT, facilities) must know and understand their roles in the process.

Various agencies have piloted executive onboarding programs and have shared information, planning documents, and more. You can find these documents as well as templates and examples of these requirements on OPM's Executive Onboarding Wiki page at: <http://www.opm.gov/WIKI/training/New-Employee-Orientation.ashx>.

### How to *Implement* an Executive Onboarding Program

Your program is ready to implement after you have achieved buy in from top leadership, met all program requirements, and made the structural/process changes necessary to move forward.

- **Phase 1: Initial Implementation**– During initial implementation, individuals begin to put into practice all that has been planned for during the planning stage. Keep in mind that practicing and implementing new skills with fidelity will take time. Demonstrated leadership support is critical to guide and manage the change process and help mitigate fear, feelings of loss, and resistance.
- **Phase 2: Full Implementation**– Full implementation occurs when the program is integrated into the organization processes and culture. It now becomes especially important to maintain and improve the program through excellent monitoring, evaluation and purposeful improvement. Evaluations should determine if the program is being delivered as intended and if the program objectives are met.
- **Phase 3: Program Sustainability**– Sustainability is only possible when full implementation has been achieved. Sustaining change can be challenging. As an executive development tool, onboarding programs are not frozen in time and must adapt continually to changes in the political environment, funding streams, and organizational priorities. At this stage, an organization should institutionalize a process to evaluate and use program data to continually assess the organizational effectiveness and quality of the program.

Documented examples show that the effective onboarding of executives minimizes the need for terminations and costly replacements, by helping newly placed executives navigate the area's most critical to their success. In light of the current hiring challenges, high-performing organizations use effective onboarding strategies to assimilate their leaders strategically; they do not apply a "sink or swim" mentality to new executives. Instead, these organizations understand they must provide support systems for new executives. The most successful organizations choose to invest valuable time and money positioning their executives to succeed rather than expending those same resources in lost productivity and turnover.

For questions and/or assistance in executive onboarding planning and implementation, please email [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

### ***SES Situational Mentoring***

Federal agencies are required by law (5 U.S.C. 3396) to establish programs for the continuing development of senior executives. One tool that OPM has created to assist agencies is the SES Situational Mentoring program. Situational mentoring involves short-term discussions where executives have the benefit of obtaining valuable ideas and guidance on high-impact issues, problems, challenges or opportunities. The short-term discussion can be via email, telephone, over lunch, etc. This Governmentwide program will provide Federal executives with timely advice and support from experienced executive mentors across Government who can commit to short-term assistance. Through this program, executives will be able to easily connect to mentors across agencies through a new Situational Mentoring portal. For more information on enrolling executive mentees and mentors into the program, please email [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

### ***Mobility Assignments***

OPM encourages executives to pursue broadening developmental opportunities (see the December 15, 2015, Executive Order (EO) on *Strengthening the Senior Executive Service* <https://www.whitehouse.gov/the-press-office/2015/12/15/executive-order-strengthening-senior-executive-service> and November 7, 2008 memorandum to Chief Human Capital Officers, “Guidelines for Broadening the Senior Executive Service,” at <https://www.chcoc.gov/content/guidelines-broadening-senior-executive-service-ses>).

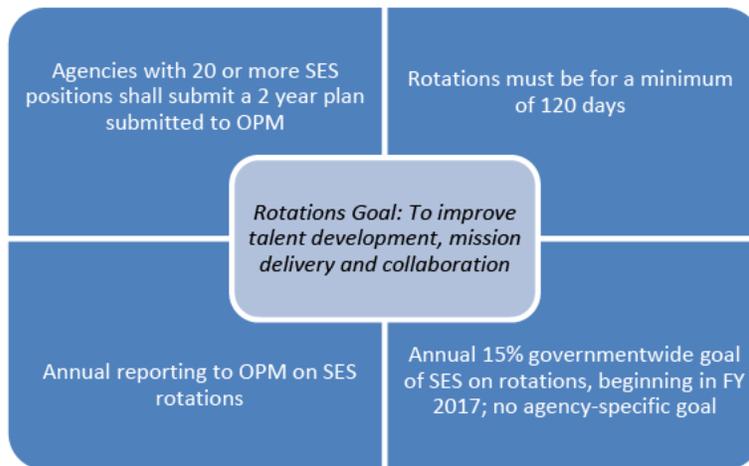
A rotation is defined as, “*a development process, involving movement to another position, that broadens the executive’s knowledge, skill and experience in order to improve talent development, mission delivery and collaboration.*” A rotation must last 120 consecutive days and provide experience outside the scope of an executive’s current role.

Examples of rotations may include, but are not limited, to the following:

- Executive reassignment
- Executive transfer between agencies
- Developmental assignment internal to the agency (e.g. Acting in an executive position)
- Detail or developmental assignment external to the agency (e.g. Intergovernmental Personnel Act (IPA) program; temporary assignment/detail to another Federal agency)
- Cross-agency projects that require practical knowledge and a deeper understanding of other organizations
- Assignment to certain “liaison” positions which provide the individual significant inter-agency experience
- Sabbatical

The requirements (specific to the EO) that define, support, and promote executive rotations are as follows:

- Agencies with 20 or more SES positions shall develop and submit to OPM a 2-year plan to increase their number of SES on rotations
- Rotations must be for a minimum period of 120 days
- Annual Governmentwide goal, beginning in FY 2017, of 15% of SES members on rotations (no agency-specific goal)
- Annual reporting to OPM on SES rotations



It is recommended that opportunities for rotation be linked to individual Executive Development Plans (EDP) and the agency’s overarching annual talent management and succession planning processes that all Agencies will be creating in phases as outlined in the EO. OPM has developed a sample EDP for Agency use, and this EDP is available at: <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-development/edptemplate.pdf>.

### **FIFTEEN PERCENT (15%) GOVERNMENTWIDE ROTATION GOAL**

The EO set an annual Governmentwide goal of 15 percent of executives on rotations lasting a minimum of 120 days, with no agency-specific goal. It is expected some agencies may rotate more than 15 percent annually, and others may rotate less than 15 percent to achieve the Governmentwide goal.

The frequency of SES rotations in any specific agency will depend on agency and individual needs. Not every executive in an agency is *required* to rotate; however, each agency should implement a systematic process to assess the development needs of each executive, enabling the agency to make strategic decisions on rotations and other types of development (see below for information on the annual Talent Management and Succession Planning Process).

### **ANNUAL REPORTING TO OPM**

The EO requires “regular reporting on the status of each agency’s implementation of the provisions of the order.” OPM will report to OMB and Congress annually on the status of agency rotations and accomplishment of the annual fifteen percent (15%) governmentwide goal. To facilitate this requirement, agencies will need to:

- (1) Establish a reliable internal executive rotations tracking process, and
- (2) Accurately report this data to OPM, upon request.

While agencies should track and measure data to determine effectiveness of rotations, agencies must also track and submit the following data to OPM, upon request:

- Total # of executives rotated for a minimum of 120 days from (date) to (date)
- Total # of agency executives from (date) to (date)
- # of each type of rotation (developmental assignment, detail, sabbatical, reassignment, transfer, acting in an executive position)
- # of internal agency rotations
- # of external agency rotations
- # of external Federal government rotations
- Qualitative data regarding executive's satisfaction with rotations (see Appendix A for sample qualitative questions)

*Note: In the case of transfers and details from one agency to another, both the losing and gaining organization will track and report the transfer/detail as a rotation.*

Along with this information, OPM may also gather additional data, for reporting purposes, through interviews and focus groups with agency executives and those responsible for implementing the rotations process in the agency.

The first request for data will occur at the end of FY 2017. At that time OPM will contact each agency's responsible executive, identified in the 2-year plan (i.e., SAO), with detailed information about data submission.

OPM encourages flexibility when agencies and their executives plan mobility assignments and opportunities. The assignments and opportunities should align with the agency's missions, and be incorporated into the agency's HR strategies. Agencies are urged to let their executives seek other assignments, positions or projects to enhance their development so as to foster better Government; and take the risk of hiring executives from other agencies for both permanent and temporary assignments. At the same time, executives are encouraged to seriously consider new and different job opportunities and assignments that promote professional growth and continued development.

## **ROTATIONS AND THE ANNUAL TALENT MANAGEMENT AND SUCCESSION PLANNING PROCESS**

In addition to the executive rotations requirement, the EO includes other actions for phased implementation including an *“annual talent management and succession planning process to assess the development needs of all SES members, and SL and ST employees as appropriate, to inform readiness decisions about hiring, career development, and executive reassignments and rotations. These assessments shall include input from each executive, as well as the executive's supervisor, and shall be used to recommend development activities and inform the organization's succession planning, decisions about duty assignments, and agency hiring plans.”*

Select agencies will phase this annual process in over the period of 3 years (beginning in October 2016); however, OPM recommends every agency participating in executive rotations (agencies with 20 or more SES positions) establish and implement this or a similar process, to inform selection of executives for rotation or reassignment.

The annual talent management and succession planning process should take into consideration the capacity, potential, and career development needs of an executive before recommending development activities (e.g. reassignment, detail, coaching). The process is a series of structured, facilitated meetings involving the review of each executive's key strengths, career goals, stage of readiness, and areas for development. The agency Executive Resources Board (ERB), or equivalent, and the executive's supervisor should participate in the meeting. The information from these meetings is used to inform the executive's formal development activities for the year. The information should also be captured on a summary spreadsheet (or an alternative appropriate method) and used as a working tool for managing talent. It is important to note that the talent review process is meant to be a regular, ongoing process. Organizational goals and career plans change over both the short- and long-term and it is essential to keep the information current. The talent review information should be a working document that changes regularly.

### ***Intergovernmental Personnel Act Temporary Assignments***

Career SES appointees are eligible for temporary assignments to or from State, local, and Indian tribal governments, institutions of higher education, and other eligible organizations, under provisions of the Intergovernmental Personnel Act (IPA) of 1970 and title VI of the Civil Service Reform Act, in accordance with requirements in 5 U.S.C. 3373 and 5 CFR part 334. See <http://www.opm.gov/programs/ipa/mobility.asp> for more information on this program for Federal employees and non-Federal employees.

**Means of Assignment.** The executive may be detailed to the assignment or placed on leave without pay and appointed by the receiving organization during the assignment.

**Length of Assignment.** Assignments may be made for up to 2 years and may be extended by the head of the agency (or designee) for another 2 years.

**Detail.** The executive will continue to encumber the position held before the temporary assignment, and remain an employee of the agency. Executives on detail receive SES pay, earn and are charged for leave, are evaluated under the SES performance appraisal system, and maintain retirement and insurance coverage. The 720-hour limit on annual leave carryover remains in effect, as applicable.

**Leave Without Pay.** The executive is entitled to receive supplemental pay from the agency in the amount of the difference between pay in the receiving organization and the agency rate. The executive may choose to retain full retirement and life and health insurance benefits by continuing to pay the employee share of the costs. See 5 U.S.C. 3373(c) for further information.

**End of IPA Assignment.** When IPA assignments end, executives return to the positions occupied before the IPA assignments, or may be reassigned to other SES positions.

**IPA Agreement.** Executives must agree in writing to serve with the Federal Government upon completion of IPA assignments for a period equal to the length of the assignments. The executives and the organization to which they are temporarily assigned shall enter into written agreements that record the obligations and responsibilities of all parties, as specified in 5 U.S.C. 3373 and 3375. The participating organizations determine the cost-sharing arrangements in IPA assignments and, Federal agencies may pay all, some or none of the costs of assignments.

### ***Sabbaticals***

Agency heads may grant sabbaticals for up to 11 months to SES career appointees for full-time study or uncompensated work experience which will contribute to their development and effectiveness (5 U.S.C. 3396(c); 5 CFR 412.401(b)). Sabbaticals can broaden professional skills and provide an opportunity for personal growth. Sabbatical activities can include—

- teaching, study (independent or structured), research, or some combination of these at a college or university;
- non-institutional study or research (independent or guided);
- periods of relevant and developmental work experience in the private sector; with non-profit organizations, or with State or local governments; and
- activities or projects not covered above (e.g., bench research, invention, design, development; trouble-shooting or problem-solving assignments; writing).

**Eligibility.** Career appointees must have completed 7 years of service in SES positions or equivalent civil service positions (i.e., classified above GS-15 and having responsibilities consistent with SES functions described in 5 U.S.C. 3132(a)(2)), and at least 2 of the 7 years specifically must have been in the SES. The appointee cannot be eligible for voluntary (optional) retirement at the time the sabbatical begins. A sabbatical may not be granted to the same individual more than once in a 10-year period.

**Conditions.** Agencies must assure that sabbaticals do not violate conflict-of-interest regulations. A sabbatical is a prolonged period of time away from work with all the benefits and is not a part-time activity. An agency's designated ethics official should advise on procedures appropriate to the agency's needs.

The SES member must sign an agreement to continue in the civil service for a period of 2 consecutive years following the sabbatical. The agency head may waive this requirement for "good and sufficient reasons" (e.g., disability retirement, reduction in force, or other involuntary separation). The following is suggested language for the agreement:

"I \_\_\_\_\_ agree, as a condition of accepting the sabbatical, to serve in the civil service upon completion of the sabbatical for a period of 2 consecutive years. I further agree that if I fail to carry out this agreement (except for good and sufficient reasons as determined by the agency head), I am liable to the United States for payment of all expenses (including salary) of the sabbatical. The amount shall be treated as a debt due the United States."

**Employment Provisions.** While on sabbatical, the executive—

- continues to occupy his/her SES position of record and to receive SES pay;
- continues to earn leave and is charged for any leave taken;
- may receive such travel expenses (including per diem) as the head of the agency determines to be essential for the sabbatical study or experience. (In some cases, agencies have arranged to have the host organizations pay or share in travel and certain other expenses.); and
- remains subject to the SES performance appraisal system and must receive a performance rating in accordance with the requirements of that system. He or she should be evaluated against appropriate standards, including standards addressing activities involved in the sabbatical. Appropriate pay adjustments and performance awards may be given in accordance with agency's SES pay policy.

**Documentation and Program Review.** No later than the beginning of each sabbatical, agencies should submit the following information to OPM:

- name of the SES member;
- a general description of planned activities, developmental benefits, and expected contributions to the Government; and
- the approximate dates of the sabbatical.

Agencies should monitor their sabbatical programs, including the nature of participants' activities during their sabbaticals, to determine if developmental objectives have been met.

Records documenting the decision process in granting a sabbatical must be maintained for 2 years from the date the sabbatical is approved by the agency.

Submit the SES sabbatical documentation by letter to:

Senior Executive Services and Performance Management

ATTN: Work-Life & Leadership/Executive Development

U.S. Office of Personnel Management

1900 E Street NW, Room 7412

Washington, DC 20415

[SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov)

## **DEVELOPMENT OF FUTURE EXECUTIVES**

Each agency is required to have an integrated training program, which supports the accomplishment of the agency mission (Federal Workforce Flexibility Act of 2004). The program must build the agency's leadership capacity and provide training for supervisors, managers, executives and potential candidates on actions, options, and strategies to improve employee performance and productivity, conduct performance appraisals, mentor employees, and deal with unacceptable performance.

Agencies must also establish systematic and comprehensive management succession programs for supervisory, managerial, and executive positions (5 CFR 412.202). These programs should be designed to:

- provide future executives with competencies and experiences needed to lead the continual transformation of Government;
- transition supervisors and managers into executives. The movement from manager to executive represents a fundamental shift of identity from one who manages human capital resources to one who sets the vision and leads the way; and
- transform an organizational environment where members of the SES develop and maintain a corporate perspective, develop a broad agency and Governmentwide perspective, align their management philosophy with the agenda of the President, become grounded in Constitutional values, and acquire increased appreciation for both merit and diversity.

In January 2012, OPM began working with the Federal Chief Learning Officers Council to develop a comprehensive supervisory training framework that would offer more thorough guidance to Federal agencies. The framework and guidance outlines mandatory and recommended training for aspiring leaders, along with current and newly appointed supervisors and managers. The framework also includes important objectives outlined in the Government Performance and Results Modernization Act of 2010, as well as critical leadership competencies and technical HR knowledge needed to succeed as a supervisor. The framework also includes the requirements outlined in 5 CFR 412.202 which indicates all leaders should be trained on managerial actions, options, and strategies that they may use:

- relating to employees with unacceptable performance,
- mentoring employees and improving employee performance and productivity, and
- conducting employee performance appraisals.

All agencies are required to provide training within 1 year of a critical career transition (e.g., non-supervisory to supervisory or manager to executive), and must follow up periodically, but at least once every 3 years, by providing each supervisor, manager and executive with additional training on the topics above (see 5 CFR 412.202).

The framework is available at <https://www.chcoc.gov/content/opm%E2%80%99s-supervisory-training-guidance-and-framework>.

Continuing training and development improves both individual and organizational effectiveness. It can take many forms including new job assignments; interagency task forces and projects; sabbaticals; mentoring and coaching; temporary assignments in other agencies, State or local governments, or the private sector; and formal classroom experiences. According to OPM's [Executive Best Practices Guide](#), many private organizations have recently shifted the focus of their leadership learning and development efforts from formal, classroom-based training programs to less formal on-the-job learning experiences. These organizations have largely made this shift in recognition of the abundant research demonstrating that **70%** of learning takes place on-the-job; **20%** of learning results from meaningful relationships and coaching; and **10%** of learning occurs through formal training. The *70-20-10* model of learning and development has been widely accepted by organizations and learning institutions.

### ***Coaching***

Coaching is one of the most effective leadership development practices and highly used in the private sector. OPM encourages agencies to provide coaching services as a supplement to leadership development efforts, particularly for new SES during their first year. Coaching is a practical, goal-focused form of one-on-one learning where the participant works with an internal or external coach who helps establish and monitor progress toward goals.

Coaching can be used to help individuals reach peak performance quickly and to support organizational change. Coaching is also a skill that Federal managers and executives can use to enhance employee performance and morale.

To be most effective coaching programs should:

- Support the agency's strategic plan and performance objectives
- Be aligned with the agency's training and continuous learning programs
- Include program evaluations

To learn more about Coaching Services offered by OPM's Center for Leadership Development, please click <https://cldcentral.usalearning.net/mod/page/view.php?id=258>.

### ***Federal Coaching Network***

A 2012 survey of agency leadership development efforts indicated coaching was being used widely at the executive level, often to remedy performance issues, and in a few agencies as a way to assist leaders' transition into new roles. Benchmarking done in the private sector indicated coaching is effective as a developmental tool to all employees. Studies are now emerging to indicate that developing a cadre of internal coaches can lead to significant increases in retention, engagement, productivity, and performance.

**The Federal Coaching Network** emerged in early 2013 under the partnership between OPM and the Chief Learning Officer's Council, in an effort to bring together a community of individuals across Government who are invested in the practice of coaching and support its role in leadership development. The Network has an overarching goal of building and sharing coaching services across Government at no cost, and in April 2014 began training a cadre of Internal Federal Coaches. These Internal Federal Coaches, along with other trained coaches in the Federal Government, are listed in an online inventory housed on MAX.gov. This Database of Internal Coaches is accessible to points of contact within each agency, which can use this resource to share coaching services across agencies.

For more information about the Federal Coaching Network, please send an email to [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

### ***OPM Approved SES Candidate Development Programs***

**STATUTE: 5 U.S.C. 3396**

**REGULATION: 5 CFR Part 412**

The SES candidate development program (SESCDP) is one succession management tool agencies may use to identify and prepare aspiring senior executive leaders. An SESCDP provides SES candidates with Governmentwide leadership challenges, interactions with senior employees outside their department and/or agency, interagency training experience, executive level development assignments, and mentoring. The combination of these experiences should enhance their executive competencies and increase their understanding of Governmentwide programs and issues beyond their individual agency and profession. Graduates of an OPM-approved SESCDP who are selected through civil service-wide competition and are certified by OPM's Qualifications Review Board (QRB) may receive an initial career SES appointment without further competition. Certified graduates typically tend to be those who entered their SESCDP with experiences normally obtained at the GS-15 level. Agencies must have a written policy describing their program. Requirements for agency candidate development programs are in 5 CFR part 412. Revised 5 CFR 412 requires all agencies to submit their program's written policy to OPM for approval before announcing subsequent programs.

### ***OPM Approval of SES Candidate Development Programs (SESCDPs)***

As indicated in revised 5 CFR 412, as of December 2009, agencies must obtain OPM approval before they conduct an SESCDP. An agency that received approval prior to December 10, 2009 must apply for re-approval before initiating a new SESCDP and whenever there are substantial changes to the program. Agencies must seek re-approval every five years thereafter.

***OPM Approval of SES Candidate Development Programs (SESCDPs)***

As indicated in revised 5 CFR 412, as of December 2009, agencies must obtain OPM approval before they conduct an SESC DP. An agency that received approval prior to December 10, 2009 must apply for re-approval before initiating a new SESC DP and whenever there are substantial changes to the program. Agencies must seek re-approval every five years thereafter.

Mail requests for OPM approval to:

U.S. Office of Personnel Management  
Senior Executive Services and Performance Management  
1900 E Street NW, Room 7412  
Washington, DC 20415

Email requests for OPM approval to: [Julie.Brill@opm.gov](mailto:Julie.Brill@opm.gov)

***Developing SESC DP Policies for OPM Approval***

OPM has developed an outline to assist agencies as they develop their SESC DP and operations document. The outline below includes program requirements, as stated in 5 CFR 412.302, which you must include to obtain OPM approval. Some of the components are described in more detail in the next sections of this chapter.

**A. Program Overview** – This section describes how your program’s objectives contribute to your agency’s workforce goals. The information in this section includes—

- Description of your program;
- Statement of program’s purpose, goals and objectives;
- Description of how the program supports the agency’s strategic plan;
- Description of how the program conforms to relevant statutory and regulatory authorities related to staffing and SESC DPs;
- Description of how the program’s success will be measured;
- Description of methods to be used to ensure program graduates are considered when executive vacancies occur and the ways in which the agency will facilitate placement of program graduates into the SES; and
- Description of how the program ties into the agency’s succession plan, how the program is linked to projected SES vacancies within the agency, and how the program will help the agency achieve its succession and workforce diversity goals.

**B. Program Administration and Oversight** – This section describes how an agency will organize and run the program. This section includes the program scope and the roles and responsibilities of team members. The information in this section includes—

- Defined program scope– duration (including procedures for documenting the dates each candidate starts and finishes the program); target audience (e.g., all qualified individuals or only civil service employees); and organizational level responsible for program oversight (e.g., agency level, component level, multi-level);
- Description of the program-related roles and responsibilities of the following: Agency Head, ERB, SES Mentors, Human Resources Office, SESCO Program Office, Developmental Assignment Supervisors, and SES Candidates;
- How the agency will—
  - Handle external agency selections for the purposes of placement and payment of program expenses;
  - Periodically evaluate the program and incorporate the evaluation results into planning for future programs (please see OPM’s Training Evaluation Field Guide for information on evaluating your programs -- [http://www.opm.gov/policy-data-oversight/training-and-development/reference-materials/training\\_evaluation.pdf](http://www.opm.gov/policy-data-oversight/training-and-development/reference-materials/training_evaluation.pdf));

5 CFR 410.202 requires all agencies to “evaluate their training programs annually to determine how well such plans and programs contribute to mission accomplishment and meet organizational performance goals.” There are several methods agencies can use to evaluate training programs. One common method is Kirkpatrick’s Four Levels of Evaluation. The four levels are reaction, learning, behavior, and results. OPM has created the Training Evaluation Field Guide to help agencies evaluate their training programs. The OPM presentation on Evaluating the Effectiveness of SESCO also contains helpful information, sample outcomes, metrics and a dashboard to further assist agencies in evaluating their CDPs at the results level; this presentation is available on OPM’s Training and Development wiki (see the SES Candidate Development Program page);

- Plan, budget, and manage the overall program;
- Document the specifics of the candidate selection process;
- Ensure proper merit staffing procedures are followed in recruiting and selecting program participants;
- Determine candidates’ development requirements and approve each candidate’s individual development plan;
- Document the completion of all program requirements;
- Monitor candidate performance (particularly in developmental assignments) and completion of all program requirements, as well as removing candidates who do not make adequate progress; and
- Submit for QRB review only those graduates the ERB determines possess the executive qualifications for career appointment to the SES.

**C. Program Announcement** – This section should describe all necessary vacancy announcement components. The information in this section must include—

- Scope of the announcement. For example, identify if the announcement will provide for recruitment from all groups of qualified individuals within the civil service, or from all groups of qualified individuals;
- Length of time announcement will remain open. The announcement must be open on **USAJOBS** at least 14 calendar days including the day of publication (5 CFR 317.501(b)(2));
- Minimum recruitment sources must include an announcement on **USAJOBS** and reflect efforts to solicit applications from women, minorities, and persons with disabilities to help create and maintain a diverse SES workforce; and
- Description of outreach recruitment plans which includes a list of diverse professional organizational groups.

OPM highly suggests agencies have their draft program announcements reviewed by OPM. Please send them to [HRDLeadership@opm.gov](mailto:HRDLeadership@opm.gov), or the current OPM SESCDP program manager, for review. In addition, please refer to the SESCDP announcement template on OPM's Training and Development wiki for additional guidance (<http://www.opm.gov/wiki/training/Senior-Executive-Service-Candidate-Development-Program.ashx>).

**D. Candidate Evaluation and Selection** – This section must describe the selection process and all relevant assessment criteria needed to evaluate the candidates. The information in this section must include—

- Information applicants must submit as part of the application process and the qualification requirements against which candidates will be evaluated (e.g., the five executive core qualifications and fundamental competencies);
- Basis for evaluating the degree to which candidates possess the required qualifications (e.g., demonstrated experience, executive potential, competencies, and training);
- Description of the mechanism(s) to be used to evaluate the candidates (e.g., review of applications, structured interviews, and assessment centers):
  - All eligible candidates must be rated and ranked on the same basis (5 CFR 317.501(c)(1)). Veteran's preference should be applied when necessary (i.e., to non-status candidates) in accordance with 5 CFR 412.302(d)(1).
  - **NOTE:** Supervisor evaluations and other recommendations on candidates may not be used in the rating and ranking process.

- Description on how Veteran’s preference will be applied during the selection process; and
- Documentation outlining the methodology used by the ERB to evaluate the qualifications of each candidate:
  - Preliminary qualifications screening, rating and ranking of candidates, which may be delegated by the ERB;
  - Provision of written recommendations on each candidate by the ERB to the appointing authority;
  - Identification of the appointing authority and an outline of his/her options for acting on the ERB's recommendations;
  - Description of how the merit staffing records will be maintained (i.e., for at least 2 years after the appointing authority approves the selections); and
  - Description of agency procedures for handling inquiries regarding the staffing process.

**E. Program Curriculum** – This section should describe the training program components including formal training, developmental assignments, assessment, mentoring and an executive development plan. The information in this section should include—

- Description of the process to be used to assess each candidate's individual executive development needs (e.g., 360 degree assessment and assessment center report);
- Description of how each candidate will develop the required executive development plan addressing developmental needs, which covers the entire period of the program. The development plan should include the following required components of an SESCOEP:
  - Documentation that candidates receive a minimum of 80 hours of formal, interagency training addressing the executive core qualifications. Description includes how the agency intends to address the “wide mix” requirement for interagency training;
  - Explanation of the kinds of developmental activities (e.g., projects and details) candidates will be expected to complete in general, and specifically the 4-month (120-day) executive level assignment(s) outside the candidate’s position of record. (It is required that at least one assignment be for a minimum of 90 consecutive days.) Minimum time interval for the executive level assignment(s) must be stated; and
  - Explanation of the agency's mentoring program and how the candidate will be matched with a current SES member mentor. Description also includes how often they will meet and any instructions both the mentor and protégé are provided; and
- Description of any required standard courses, seminars, activities, etc.

**F. Program Completion and Candidate Certification** – This section should describe criteria and documentation needed for candidates to complete the program and receive QRB certification. The information in this section should include—

- Agency procedures for monitoring candidate progress throughout the program including:
  - Procedures for documenting candidate’s in-program performance and progress;
  - Procedures for documenting successful completion of the program;
  - Procedures for a pause in the program (i.e., medical emergency);
  - Procedures for discontinuing a candidate’s participation in the program; and
- Description of the agency’s procedures for requesting Qualifications Review Board (QRB) certification including a requirement that certification should be completed in a timely fashion upon completion of the program; it is recommended all candidates’ QRB packages be sent to OPM for QRB certification *within 90 days of a candidate's successful completion of the program.*

### ***Organizational Oversight Level of SES Candidate Development Programs***

The organizational level at which OPM approval is granted becomes the organizational level responsible for assuring that all programs conducted by the covered components are consistent with the OPM-approved SESCO plan. This includes reviewing the documentation for proposed SESCO graduates, certifying compliance with program requirements, and successful completion of the individual’s executive development plan as approved by the agency Executive Resources Board (ERB). Departments and agencies may establish a single program on a department or agencywide basis, establish several programs at component levels, or pursue any combination of these options. However, a bureau or organization within a department may not independently propose a program to OPM without the approval of the department headquarters. The organizational oversight level of a candidate development program is entirely at the agency’s discretion.

**Department/Agency-level approval.** Departments/agencies may choose to obtain OPM approval of a single program at the department/agency level that covers all department/agency components. In this case, the department/agency is responsible for assuring that programs conducted meet the requirements of the department/agency approved plan. This includes reviewing the documentation and obtaining ERB certification of compliance with the plan and successful completion of the program.

**Component-level approval.** Departments/agencies may choose to allow major components to develop their own programs and individually seek OPM approval of their programs. In this case, each component is responsible for compliance with the plan and ERB certification.

**Multiple-level approval.** Departments/agencies may pursue a combination of these options. For example, they may permit major components to develop separate programs, while the department develops a program to cover those components that have not developed individual programs. In this case, the components may seek approval for their separate programs, while the department seeks approval for the remaining components.

### ***Conducting Candidate Development Program in Partnership With Other Agencies***

Agencies may conduct a program in partnership with other agencies (see 5 CFR 412.301(b)). The benefits of partnering with other agencies include sharing costs and other resources of a CDP, as well as sharing developmental assignments across agencies.

For example, two agencies partner to conduct a CDP. Each agency selects 10 candidates. The two agencies mutually decided to share the costs by having one agency pay for the development and administration of the assessment portion of the program and another agency pay for the candidate orientation and interagency training.

If agencies decide to partner to conduct an SESCDP, the partnership must be documented in the program overview submitted to OPM for approval. Agencies must describe in their policy overview document each agency's roles and responsibilities.

Agencies may announce a program using a joint or separate USAJOBS vacancy announcement. If separate, the vacancy announcements must be consistent. Agencies may jointly rate and rank candidates. Each agency's ERB is responsible for identifying its best qualified candidates for the program.

### ***Recruiting for Candidate Development Programs***

The merit staffing procedures described in Chapter 2 also apply to entry into an SES candidate development program.

**Area of Consideration.** Recruitment for SESCDPs is either from all groups of qualified individuals within the civil service, or all groups of qualified individuals whether or not within the civil service. Graduates of programs, who were excepted from the recruiting area under the previous regulations (prior to December 2009) and who have been certified by a QRB must compete for entry to the SES; however they do not have to obtain a second QRB certification before appointment.

**Non-status appointment requirements.** Candidates from outside Government and/or employees serving on other than career or career-type appointments (e.g., term and temporary) are considered "non-status." Agencies must consider non-status civil service employees when announcing their program to all qualified individuals within the civil service. These candidates must be appointed using the Schedule B authority, see 5 CFR 213.3202(j). The appointment may not exceed or be extended beyond 3 years.

Assignments must be to full-time non-SES positions created for developmental purposes connected with the SESCDP. Candidates serving under Schedule B appointment may not be used to fill an agency's regular positions on a continuing basis.

Schedule B appointments must be made in the same manner as merit staffing requirements prescribed for the SES, except that each agency shall follow the principle of veterans preference as far as administratively feasible. Positions filled through this authority are excluded under 5 CFR 412.302(d)(1) from the appointment procedures of part 302 pertaining to employment in the excepted service.

### ***Use of Recommendations in Selection Process***

Some agencies request an “executive letter of reference” during the application process. Solicitation of recommendations from supervisors for use in the rating and ranking process is not allowed. An ERB can take an executive letter of reference into account after candidates have been rated and ranked and the best qualified list has been determined. An appointing authority might also consider such recommendations when making selections from among candidates on the Best Qualified list.

### ***Memorandum of Understanding***

If an agency sponsors an SESCO and selects candidates from outside the agency, 5 CFR 412.302(d)(3) requires that the sponsoring agency develop a memorandum of understanding (MOU) with the candidate’s home agency. The MOU would indicate the candidate can participate in the program even if leadership changes occur within the candidate’s home agency. The MOU should be signed by an official at a higher level than the candidate’s first line supervisor (preferably the Chief Human Capital Officer). A copy of the MOU must be submitted to OPM.

Terms of the MOU must be consistent with applicable provisions of 5 U.S.C. chapter 41. Items that could be included in the MOU are:

- Candidate’s Name;
- Home Agency;
- SESCO Sponsoring Agency;
- Program Duration;
- Components of the program to be completed; and
- A provision that establishes which of the two agencies pays for what program-related costs (e.g., for training, details, travel, etc.).

Either agency may decline or discontinue a candidate’s participation if such terms cannot be negotiated or fulfilled.

### ***Formal Training Experience***

Candidates are required to complete at least 80 hours of formal training throughout the duration of the program. The formal training must address the ECQs and their application to SES positions, and it is recommended the training target competency gaps identified during the initial assessment phase of the program. Candidates’ training must include interaction with a wide mix of senior managers and executives outside the candidate’s department or agency to foster a broader perspective. A “wide mix” of senior managers and executives can also include state, local, and foreign governments, and private and non-profit sector personnel. The 80 hours of formal training requirement does not have to be met through one 80-hour course; it can be met through a series of courses. However, the formal training should target specific ECQs identified during the initial assessment for each candidate.

### ***“Grandfathering” Recently Attended Training***

To some extent, candidates do have the option to count training they have recently attended towards the 80-hour interagency requirement provided that training included the necessary interaction with senior employees from outside the candidate’s department or agency. For this purpose, “interagency” and “multi-sector” participation is credited and includes state, local, and foreign governments as well as private sector and non-profit organizations.

- **A maximum of 40 hours of training can be counted towards the 80 hour requirement.** Types of training include:
  - Classroom training
  - Training targeted to meet one or more ECQs the candidate is trying to develop
  - Online/web-based training – it is unlikely a candidate would utilize web-based training to meet the 80-hour training requirement because the candidate needs to show how interaction with other senior employees met the requirement for substantive interaction with other senior executives.
  - Graduate level courses in a degree program accredited by the U.S. Department of Education. Based on American Council for Education guidelines, 40 hours of instruction are equivalent to about 3 graduate semester hours.
- **The nature of the training must be interagency and/or multi-sector.** This should be verified through review of sufficient supporting information, such as:
  - Syllabus of the training;
  - List of speakers;
  - Description of the types of participants including the participant’s agency or organization; and the nature of interaction during the training.
- **The candidate must show evidence of course completion and the training must address one of the ECQs the candidate identified at the beginning of the program as needing development.** Agencies must verify the candidate’s completion of the training and ensure the training addressed the ECQs.
- **The training must have been completed within a 1-year period prior to selection.** However, the training could have begun any time before the 1 year period prior to selection.

The focus of the entire program should be on closing competency gaps identified at the beginning of the program. If after all the requirements are met and the candidate’s competency gap(s) are not all addressed, the agency will need to provide training or other developmental opportunities (e.g., developmental assignments) to the candidate prior to QRB certification. Ultimately, the agency must provide the appropriate developmental strategies to enable candidates to address their competency gap(s) to meet the Criterion B qualifications.

***Developmental Assignments***

One of the requirements listed in 5 CFR 412.302(c)(3) is a developmental assignment totaling at least 4 months of full-time service outside the candidate's position of record. One assignment must be at least 90 continuous days in a position other than, and substantially different from, the candidate's position of record. The purpose of the assignment is to broaden the candidate's experience and/or increase the knowledge of the overall function of the agency so the candidate is prepared for a variety of SES positions. The assignment(s) must include executive-level responsibilities and differ from the candidate's current and past assignments. The assignment(s) should challenge the candidate with respect to leadership competencies and the ECQs.

Developmental assignments do not need to be restricted to the candidate's home or sponsoring agency, the Executive Branch, or even the Federal Government, so long as the assignment(s) can be accomplished in compliance with applicable law and Federal and agency-specific ethics regulations.

Candidates are held accountable for organizational and/or agency results achieved during the assignment. If an assignment is in a non-Federal organization, the agency's ERB must provide for adequate documentation of the individual's actions and accomplishments and must determine the assignment will contribute to the development of the candidate's executive qualifications.

In line with the National Strategy for the Development of National Security Professionals, agencies should place particular emphasis on developmental assignments for SESCO candidates who are designated as National Security Professionals (NSP) under Executive Order 13434, May 17, 2007. A developmental assignment is almost essential if the SESCO candidate is currently in a NSP position or would like to develop NSP competencies. See OPM's November 13, 2008 memorandum to the Chief Human Capital Officers "Recommended National Security Professional Qualification for NSP SES" on Qualification for NSP SES" on <https://www.chcoc.gov/content/recommended-national-security-professional-qualification-nsp-ses> for more information.

An SESCO developmental assignment listing has been developed to aid SESCO candidates to find developmental assignments. Agencies submit developmental assignment opportunities to OPM by emailing [HRDLeadership@opm.gov](mailto:HRDLeadership@opm.gov) for review and approval. Once these developmental assignment opportunities are approved, they will be sent to SESCO coordinators. Agencies should use this listing as a tool to offer opportunities for all SESCO candidates and encourage their candidates to utilize this website when searching for developmental assignment opportunities.

***SES Mentors for SESCO Candidates***

All SESCO candidates are required to have an SES mentor. The SES mentor should have the knowledge and capacity to advise the candidate, consistent with the goals of the agency SESCO. The SES mentor must be approved by the agency ERB. Candidates have the option of finding their own mentors, or agencies can facilitate the selection of mentors and candidates through the following options:

- Develop a list of ERB-approved SES mentors. Candidates can indicate their top choices. The program coordinator matches the candidates with one of their choices, if possible.

- Match mentors and candidates using an automated tool. Candidates complete a profile online and indicate their top choices. The tool would assist the program coordinator in matching the candidate with a mentor.

Candidates and mentors are jointly responsible for developing a productive relationship during the program. However, agencies are responsible for establishing methods to assess these relationships, and facilitate or make appropriate changes, if necessary.

More information about SESCO DP Mentor Requirements and the SESCO DP Candidate Evaluation Form can be found on the OPM Training & Development Policy Wiki at <http://www.opm.gov/WIKI/training/Senior-Executive-Service-Candidate-Development-Program.ashx>.

**Documentation for a QRB Certification.** Participation in a CDP must be documented for each candidate in the ESCS data system, including the dates the candidate started and completed the program. Prior to submitting requests to OPM for a QRB certification of graduates' executive qualifications, the agency must update all pertinent data for the CDP in the ESCS (e.g., date individual completes SESCO DP), and create a request for the criterion B QRB case. Refer to the Criterion B cases in chapter 2 of this guide which details requirements for submitting Criterion B cases.

### **OPM RE-APPROVAL OF SES CANDIDATE DEVELOPMENT PROGRAMS (SESCDPs)**

As indicated in revised 5 CFR 412, agencies must submit for re-approval an updated or new program overview every five years from the approval date of their original plan to continue operating an SESCO DP. This approval helps to ensure the SESCO DP's continued and current alignment with the agency's succession plan. Agency should follow OPM's guidance for developing SESCO DP policies and complete a thorough analysis of their program evaluation efforts. Additionally, agencies should submit their SESCO DP's program evaluation results including:

- Description of cohort(s) characteristics (e.g., candidate demographic data, program completion rate, QRB-certification rate, SES placement rate, etc.);
- Description of candidate satisfaction with program components (e.g., interagency training, developmental assignment, mentoring relationship, etc.);
- Description of evaluation methods used to collect data (e.g., candidate surveys, focus groups, etc.);
- Description of the program impact on the agency's succession plan, SES vacancies within the agency, and workforce diversity goals;
- Description of evaluation conclusions and recommendations including: strengths of the program, recommendations for improvement, and other implications of the findings (e.g., policy implications, curriculum revisions, etc.).

Mail requests for OPM re-approval to:  
U.S. Office of Personnel Management  
Senior Executive Services and Performance Management  
1900 E Street NW, Room 7412  
Washington, DC 20415

Email requests for OPM re-approval to: [Julie.Brill@opm.gov](mailto:Julie.Brill@opm.gov)

## **QUALIFICATIONS REVIEW BOARD CERTIFICATION**

### ***QRB Action***

The criteria for QRB Criterion B certification are the same as criterion A cases – possession of the Executive Core Qualifications. The QRB reviews each candidate’s mentor assessment, EDP, and training and developmental experiences based on the documentation provided to ensure the information provides the basis for certification of the individual’s executive qualifications as required by 5 U.S.C. 3393. If the agency has an OPM-approved CDP and the candidate has completed the program requirements in 5 CFR 412.104(e), the QRB will determine if the candidate possesses the executive qualifications required for initial career appointment to the SES.

If a candidate is not initially approved by the QRB, the agency has the option to revise the package and clarify any areas identified by the QRB panel. If a candidate is disapproved a second time, then the agency must address any competency gaps identified by the QRB panel before submitting the candidate for approval a third time.

### ***Certification***

To distinguish between candidates who may be appointed to the SES without further competition and those who must still compete because their entry into an SESCDP was based on an exception to civil service-wide competition, the candidate’s QRB certificate will include either of the following statements:

- “This certification permits career appointment to the Senior Executive Service, without further competition, in any agency to any position for which this individual is determined to be otherwise qualified.”
- “This certification permits career appointment to the Senior Executive Service in any agency to any position for which this individual is determined to be otherwise qualified, after competition in accordance with 5 CFR 317.501.”

The option of providing less than civil service competition for an SESCDP was removed upon OPM’s revision of 5 CFR 412 published December 10, 2009.

## **APPOINTMENT OF SESCDP GRADUATES INTO THE SES**

SESCDP graduates, who competed at least civil service-wide, are eligible for an initial career appointment without further competition to any SES position for which they meet professional/technical qualification requirements. An agency may noncompetitively appoint any certified SESCDP graduate, regardless of whether they currently work in that agency. Positions filled noncompetitively do not need to be posted on USAJOBS or otherwise advertised. However, QRB certification does not guarantee placement in the SES.

The few SESCDP candidates who were selected through agency-wide competition under the previous 5 CFR 412 rule, not civil service-wide competition, must compete for their first SES career appointment even if they are certified by the QRB.

Certified graduates can also compete for any vacancy and be selected, and remain certified by the QRB.

### ***OPM Support For QRB-Certified SESCDP Graduates***

#### **CDP-Opps Listserv**

The U.S. Office of Personnel Management (OPM) has launched a new Senior Executive Service (SES) Candidate Development Program (CDP) Opportunities listserv (*CDP-Opps*) ([CDPOpps@listserv.opm.gov](mailto:CDPOpps@listserv.opm.gov)), to help ALL agencies recruit for SES vacancies as well as to help place current QRB-certified Candidate Development Program (CDP) graduates. The purpose of the listserv is to: (1) help agencies identify top talent for SES positions more quickly, and (2) increase the placement rate of QRB-certified CDP graduates. QRB-certified graduates who apply to vacancies and meet the position-specific technical qualifications can be immediately non-competitively appointed; allowing agencies to potentially identify top talent in a manner that will reduce time-to-hire from months to weeks.

Qualifications Review Board (QRB)-certified SES CDP graduates who register for the *CDP-Opps* listserv will be alerted to SES vacancies submitted by Agency Offices of Executive Resources. While agencies will still regularly announce SES vacancies on USAJOBS, *CDP-Opps* participants will receive notifications through the listserv and have opportunity to apply and have their applications immediately reviewed, including before the USAJOBS announcement needs to be posted or before it closes.

Agency Executive Resources (ER) offices are encouraged to share SES vacancies with certified graduates via the *CDP-Opps* listserv simply by sending an e-mail to [CDPOpps@listserv.opm.gov](mailto:CDPOpps@listserv.opm.gov). Each SES vacancy notification should include the following:

- Agency and Bureau
- Job Title
- Job Series
- Duty Location
- Travel
- Security Clearance

- Technical Qualifications Requirement
- Brief Description of Duties
- List of required application materials, for example:
  - Current Resume
  - Technical Qualifications Statements (if necessary)
  - OPM-issued SES Certificate
  - Any other required items
- Application Submission Deadline
- Agency ER Contact Information (where candidates send their resume and application)

**Offices of Executive Resources are encouraged to announce to CDP-Opps as soon as a vacancy opens, but if the vacancy announcement is already on USAJOBS, please send the following to the listserv:**

- Agency and Bureau
- Job Title
- USAJOBS link
- Agency ER Contact Information (where candidates send their resume and application for advance non-competitive consideration)

OPM will regularly evaluate the listserv in terms of usage, feedback, and requested improvements.

QRB-certified SES CDP graduates can register for the CDPOpps listserv by following these steps:

4. Click on the link: <http://listserv.opm.gov/wa.exe?A0=CDPOpps>
5. Click “Join or Leave CDPOpps” (*Only QRB-certified CDP graduates are eligible to enroll.*)
6. Enter your Name and Email Address and click “Join CDPOpps”

For more information on the CDP-Opps listserv, please send an email [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

### **CDP Registry**

The SES Candidate Development Program (CDP) Graduate Registry is a searchable database that contains profiles of Qualifications Review Board (QRB) certified CDP Graduates that are ready to be appointed to the Senior Executive Service (SES). QRB-certified CDP graduates are available to be non-competitively appointed to SES vacancies, saving weeks or months when compared to traditional hiring timeframes using USAJOBS.

The goals of the CDP Registry are to increase the placement rate of QRB-certified CDP graduates and to fill SES vacancies more rapidly.

While many agencies also utilize the CDP-Opps listserv to announce SES vacancies, the CDP Registry allows SES Hiring Managers to search for QRB-certified CDP graduates directly based on a number of search criteria. QRB-certified CDP graduates have been asked to send in their resume and profile form to [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov) and many have done so.

The CDP Registry is hosted at MAX.gov, offering SES Hiring Managers across government real-time access to a secure database of CDP Graduates. Points of Contact at each Agency will be identified to perform searches for their Agency in the CDP Registry. Version 1 of the CDP Registry will be administered by OPMs Leadership and Executive Development Team and future versions will be administered by Agency CDP Registry Points of Contact. Hiring Managers and other interested executives will then search the database based on their specific needs and will reach out to QRB-certified CDP graduates directly with invitations to interview for SES vacancies. The vision is that SES Hiring Managers will better recognize the existing talent that makes up the leadership bench and convert many to SES positions.

For more information on the CDP Registry, please send an email to [SESDevelopment@opm.gov](mailto:SESDevelopment@opm.gov).

## **OPM EXECUTIVE DEVELOPMENT PROGRAMS**

Through its Center for Leadership Development (CLD), OPM offers career-long professional leadership development programs delivered through the Federal Executive Institute (FEI) and the two management development centers in Washington, D.C. and Denver, Colorado. In addition, CLD includes USALearning which provides IT solutions for aligning workforce development with organizational goals in order to attain the client agency's mission; OPM's Innovation Lab which provides Human Centered Design services worldwide; and the Presidential Management Fellows program.

The mission of OPM's Center for Leadership Development is to develop visionary leaders to transform government. <https://cldcentral.usalearning.net/mod/page/view.php?id=234> CLD programs:

- Include government-to-government educational courses, certificate programs, tailored solutions and technology systems by USALearning to respond to immediate and emerging challenges.
- Are delivered at OPM's facilities in Charlottesville, VA, Denver, CO, and Washington, D.C., as well as in locations throughout the country. <https://cldcentral.usalearning.net/mod/page/view.php?id=261>
- Employ a wide range of learning methods and approaches (including e-learning) to address the Executive Core Qualifications and competencies as identified by OPM for success in the Federal work environment.
- Are open to leaders and managers in career and noncareer positions, senior policy specialists, political appointees, and participants in similar positions and at appropriate levels in local, state, and foreign governments.

The Federal Executive Institute (FEI) helps senior government leaders (SES and GS-15) improve the performance of their organizations. FEI programs exclusively for SES and SES-Equivalents are described below, followed by highlights of other CLD programs and divisions.

### ***SES Leading EDGE***

The FEI's new Executive Development Portfolio, *SES Leading EDGE*, strengthens the Federal senior executive through all phases of the senior executive life-cycle, starting with entry into the SES. Government-wide programs in the portfolio:

- Advance the enterprise leadership capacity of continuing networks of senior executives to deliver government excellence through constant and accelerating change;
- Promote cross-agency collaboration and innovation;
- Produce stronger performance across government;
- Deliver increased value to taxpayers, and
- Elevate esprit de corps and ideals of Federal service.

SES Leading EDGE provides senior executive development activities agencies are required to implement as indicated in the President's December 2015 Executive Order -- Strengthening the Senior Executive Service.

SES Leading EDGE, which came on line during FY 2016, implements the next generation of a government-wide program initiated by the President's Management Council and the Department of Veterans Affairs (VA) in conjunction with OPM's CLD/FEI, OMB, and participating agencies, which ran as *LeadingEDGE from 2012 to 2013*.

### ***Onboarding for New Senior Executives***

As a major component of the new SES Leading EDGE Executive Development Portfolio the CLD/FEI government-wide SES onboarding program is offered for new members of the Career Senior Executive Service (SES), SES-Equivalent, Senior Level (SL) and Scientific and Professional (ST), and is designed for senior executives in their first or second year of service. It includes the SES Orientation Briefings and the SES Onboarding Forums. Senior Executives will usually find the most value from this government-wide onboarding program when they attend the SES Orientation Briefing followed by the SES Onboarding Forums; however, the Orientation Briefing is not a prerequisite for attending the Forums.

Orientation Briefings accelerate the success of newly appointed senior executives in their first two years of Federal executive service. The program is designed to help new senior executives to "hit the ground running" in completing the transition into their new enterprise leadership roles.

These programs are purposely designed to complement agency-level onboarding programs and to add a unique, enterprise perspective to the onboarding discipline.

### ***Career SES Orientation Briefings***

Twice each calendar year, OPM, through its Federal Executive Institute and in conjunction with the White House Presidential Personnel Office, conducts Briefings for new members of the career Senior Executive Service (SES) and SES-Equivalents as part of OPM's government-wide executive onboarding framework.

Participants:

- Discuss the Administration's priorities and initiatives,
- Gain practical advice and expanded networks to navigate unique challenges new career SES members face,
- Explore strategies to ensure the executive management of the Government of the United States is responsive to the needs, policies, and goals of the Nation and is otherwise of the highest quality
- Appreciate the career SES role as the major link between top Presidential appointees and the rest of the Federal workforce

The program is delivered by keynote speakers and panels with small group and plenary discussions. Speakers include a range of policymakers, current and former members of the SES, and subject matter experts. Each SES Briefing provides an opportunity for new executives to interact as a community and build the corporate perspective to meet the challenges facing a Government undergoing change and to lead a results-focused organization. Each Briefing concludes with an Oath of Office swearing-in ceremony, an affirmation of our Constitutional heritage and responsibility, and presentation of SES certificates.

For details go to: <https://cldcentral.usalearning.net/mod/page/view.php?id=3897>

### ***SES Onboarding Forums***

SES Onboarding Forums are immersive, interactive development experiences that feature access to public-private sector strategies, structured networking with other newly appointed SES leaders and subject matter experts, heightened awareness of interrelationships among Executive Core Qualifications (ECQs), support for the construction of effective executive development plans, and promotion of continued learning. SES participants gain real-world perspectives and strengthen effectiveness as enterprise leaders applying the OPM Executive Core Qualifications (ECQs) synergistically to foster a more efficient, effective, performance-driven Federal government. The Forums feature:

- Content developed from agency and industry executive onboarding best practices.
- Keynote speakers and session moderators experienced with achieving results.

- Interaction and lessons learned with current and former SES members, public, private and nonprofit sector senior leaders.
- Discussions in small interagency groups; expert panel discussions.
- Individual study guides and self-assessment exercises.

The SES Onboarding Forums build upon the foundation created by the SES Leadership Onboarding Seminars which began in 2011 when the President’s Management Advisory Board partnered with OPM and several other agencies to create a pilot program of training sessions to help onboard and integrate individuals into the SES. For details go to:

<https://cldcentral.usalearning.net/mod/page/view.php?id=16422>

### ***Continuing Development for SES***

Following onboarding, FEI offers the *SES Enterprise Leadership Labs* for the continuing development for senior executives to hone their government-wide enterprise leadership skills to meet challenges inherent in leading federal agencies in a complex twenty-first century environment.

SES Enterprise Leadership Labs are immersive, interactive five-hour programs that generate new perspectives and approaches; and offer a safe, systemic, evidence-informed approach to hone skills to address enterprise and strategic “hot topics.” Two SES Enterprise Leadership Labs were offered during calendar 2016: “Using Strategic Foresight to Invent the Future” and “Cyber-Breach: What Every Senior Executive Needs to Know and Do When It Happens”.

For Details go to: <https://cldcentral.usalearning.net/mod/page/view.php?id=15414>

For more information on the SES Leading EDGE portfolio and its programs:

Federal Executive Institute

Voice: 434-980-6278

**Email:** [SES-Leading-Edge@opm.gov](mailto:SES-Leading-Edge@opm.gov)

### **Other CLD Leadership Development Programs**

The CLD faculty team designs and delivers innovative leadership development courses and [services](#) that build individual competencies and organizational capacity for outstanding leadership and management performance.

The full catalog of [courses](#) covers the competencies and methods to excel in leadership at all levels of public organizations. Courses may be taken separately or as an integrated 'Leadership Journey' through the very popular Leadership Education and Development (LEAD) Certificate Program. The [Leadership and Education Development \(LEAD\) Certificate](#) program provides a leadership development roadmap for [veterans](#) and employees who need to be qualified to lead at specific levels of their organizations.

**Federal Executive Institute.** One of the nation's leading centers for executive development, FEI was established in 1968 to serve the learning needs of our nation's senior public servants. No matter the program, FEI uses the U.S. Constitution and the notion of public service values as underlying foundations upon which participants build their talents and perspectives required for leadership in today's complex world. Whether in FEI's four-week Leadership for a Democratic Society program, in programs designed to meet specific needs of a single agency, or in one of FEI's open enrollment programs, FEI guides participants to explore their personal strengths and to further develop their leadership capabilities related to personal leadership, organizational transformation, the policy framework in which the public sector leadership occurs, and the broad context of international trends that shape Government agendas.

For more information about FEI programs contact:

Federal Executive Institute  
1301 Emmet Street  
Charlottesville, VA 22903-4899  
Voice: 434-980-6200  
Email: [fei@opm.gov](mailto:fei@opm.gov)

**Eastern Management Development Center.** EMDC delivers leadership courses in Washington, D.C.; Shepherdstown, WV; and at locations throughout the country in facilities designed for a variety of learning approaches that support knowledge acquisition and action learning. EMDC's proximity to the center of Federal operations allows expanding experiential learning opportunities as well as easy access to top government experts.

Eastern Management Development Center  
1900 E Street, NW  
Washington, D.C. 20415  
Voice: 202-606-2005  
Email: [emdc@opm.gov](mailto:emdc@opm.gov)

**Western Management Development Center.** WMDC is located in the heart of the downtown Federal District in Denver just three blocks from Denver's famous 16<sup>th</sup> Street Pedestrian mall and conveniently located near light rail and numerous restaurants. The WMDC space includes two innovative learning spaces for up to 35 participants with conversion to a large auditorium space for 80, as well as eight breakout spaces for coaching and small group activities..

Western Management Development Center  
Byron Rogers Federal Building  
1961 Stout Street, Suite 16-111  
Denver, CO 80294  
Voice: 303-671-1010  
Email: [wmdc@opm.gov](mailto:wmdc@opm.gov)

**USALearning.** USALearning<sup>R</sup> supports the development of the Federal workforce and advances the accomplishment of agency missions through simplified and one-stop access to high quality e-Learning products, information, and services. Offerings include the development and delivery of customized learning management systems (LMS); learning content management systems (LCMS) and associated services; e-Learning/Testing platforms; communities of practice; and other customized content and collaborative platforms to include object and document repositories, course development, and innovative software engineering services.

For details go to: <https://usalearning.gov>

USALearning  
1900 E Street, NW  
Washington, D.C. 20014  
Voice: 202-606-2029  
Email: [usalearning-info@opm.gov](mailto:usalearning-info@opm.gov)

**Customized Leadership Development.** OPM through its Center for Leadership Development can custom design a program to satisfy a one-time need or engage in a long-term strategic partnership to address an organization's ongoing needs or challenges. Such programs are tailored to meet agency specific requirements. Please contact any of the above CLD divisions for more information.

**Executive in Residence Program.** The Center for Leadership Development offers a limited number of Executive in Residence (EIR) developmental assignments at the Federal Executive Institute to members of the SES and senior managers. Individuals selected as EIRs are detailed to a center to serve as a member of the faculty for periods of up to 2 years. Information on the EIR program can be found at <https://cldcentral.usalearning.net/mod/page/view.php?id=252>.

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## **CHAPTER 8: REMOVALS AND SUSPENSIONS**

**STATUTE: 5 U.S.C. 3393(g), 3592, and 7541-7543**

**REGULATIONS: 5 CFR Part 359 and Part 752**

Procedural protections and placement or other rights to which an SES member is entitled are determined by law and regulation. They depend on the nature of the action being taken, the type of SES appointment held by the member and, at times, by the member's appointment status just before entry into the SES.

### **GENERAL INFORMATION**

**Discipline vs. unacceptable performance.** An agency may find it difficult at times to distinguish between unacceptable performance and misconduct, neglect of duty, or malfeasance. Each may result in the appointee's failure to carry out significant duties and responsibilities of the position. Unacceptable performance results when the employee cannot perform acceptably in their job because they lack the skill, specific knowledge, or the ability to meet the performance standard of an element or elements in their performance plan. Misconduct, neglect of duty, and malfeasance, on the other hand, denote a wrongful act on the part of the employee. Corrective action of Senior Executive Service employees does not require a finding of intent.

The U.S. Court of Appeals for the Federal Circuit ruled in *Berube v. General Services Administration* (820 F.2d 396, Fed Cir 1987) that "an employee's actions or inaction related to his job performance may or may not amount to misconduct, neglect of duty, or malfeasance depending on the circumstances. When they do not, the agency must proceed under 5 U.S.C. 3592 [performance removal]. When they do, the agency may proceed under 5 U.S.C. 7543 [adverse action removal]."

The MSPB ruled in *Beverly J. Berger v. Department of Energy* (DC07528610398, December 14, 1987) that although an agency may proceed to take an adverse action removal under 5 U.S.C. 7543 in a performance related case involving misconduct, neglect of duty, or malfeasance, there is nothing to preclude the agency from proceeding to take a performance removal action under 5 U.S.C. 3592.

**Off-duty conduct.** If an agency wishes to take disciplinary action based on the appointee's off-duty actions or misconduct, it must demonstrate a nexus between the off-duty actions and the appointee's ability to carry out the assigned responsibilities of the position to which assigned.

### ***Prohibited Actions***

Agencies should refer to 5 U.S.C. 2301 (merit system principles) and 5 U.S.C. 2302 (prohibited personnel practices) for information on practices that cannot be used as a basis for taking actions covered in this chapter.

Under 5 U.S.C. 3392(d), the removal of an individual from any SES position in an independent regulatory commission “shall not be subject, directly or indirectly, to review or approval by any officer or entity within the Executive Office of the President.”

Under 5 U.S.C. 3393(g), a career appointee may not be removed from the SES or the civil service except in accordance with specifically cited provisions in Title 5, U.S.C. If a career appointee takes a position outside the SES under other circumstances, the voluntary nature of the action should be agreed to in writing before the action is effected, and the agreement should be retained as a permanent record in the Official Personnel Folder.

### ***120-Day Moratorium on Certain Removals***

The law [5 U.S.C. 3592(b)(1)] prohibits removals of career appointees during the probationary period or for performance reasons after completion of the probationary period:

- within 120 days after an appointment of the head of the agency; or
- within 120 days after the appointment in the agency of the career appointee’s most immediate supervisor who is a noncareer appointee and has the authority to remove the career appointee. Time spent “acting” in the supervisory position does not count toward the 120 day time period.

The purpose of the moratorium is to prevent peremptory actions during transition periods when the agency head or noncareer supervisor does not have adequate knowledge of an SES career appointee.

**Definitions and interpretations.** See Career Reassignments in Chapter 3.

**Waiver.** An appointee may voluntarily waive application of the 120-day moratorium to a specific removal action. The waiver must be in writing and be retained as a temporary record in the Official Personnel File.

**Effect on advance notice.** Any advance notice requirements for a removal action may run concurrently with the 120-day moratorium, but the removal normally may not be effected until the moratorium has ended.

### ***Appeals***

Merit System Protection Board (MSPB) requirements on what a decision notice regarding matters appealable to the Board should include and the procedures for filing an appeal are found at 5 CFR 1201.21 through 1201.24.

## REMOVAL DURING THE PROBATIONARY PERIOD

**STATUTE: 5 U.S.C. 3592**

**REGULATIONS: 5 CFR Part 359, Subpart D**

An individual who receives an SES career appointment must serve a 1 year probationary period. Under 5 CFR 317.503, the probationary period as established by 5 U.S.C. 3393(d) is defined as a full calendar year. [See Chapter 2 for guidance on the probationary period.]

A career appointee may be removed from the SES during the probationary period for a variety of reasons, such as unacceptable performance, misconduct, conditions arising before appointment, and reduction in force. The procedural protections and placement rights to which the probationer is entitled are determined by the basis for the removal action and the individual's appointment status just before entering the SES.

**Timing.** Under a decision by an MSPB Chief Administrative Law Judge in the case of *Walton D. Morris, Jr. v. Department of Interior* (HQ35928610024, February 4, 1987), which was later affirmed by a U.S. District Court Order (*Walton D. Morris, Jr. v. Department of Interior, et al*, Civil Action 88-2063, August 9, 1993), the SES probationary period is considered to end when the individual completes his/her last scheduled tour of duty before the anniversary date of the appointment. After this, the individual is considered a non-probationary career appointee even if the anniversary date has not yet occurred. For example, when the last workday is a Friday and the 1-year anniversary date is the following Monday, any probationary separation would have to take place before the end of the tour of duty on Friday. An agency must also provide written notice to the employee before the effective date of a probationary removal for performance, conduct or reduction in force (5 CFR 359, subpart D). If the removal action takes effect on the individual's last workday, the removal notice must specify a time prior to the end of the individual's tour of duty. Otherwise, removal on the date would be presumed to be effective at the end of the day, which would normally be after the individual has completed the tour of duty and, consequently, the probationary period.

**Reemployed annuitants.** A career appointee who is a reemployed annuitant serves at the pleasure of the appointing authority. The removal of a reemployed annuitant who is serving a probationary period is effected under 5 CFR part 359, Subpart I. Actions taken under that subpart are discussed later in this chapter.

### ***Removal of Probationers for Unacceptable Performance***

Agencies use the probationary period to observe and evaluate the appointee's performance of assigned duties and responsibilities. If an agency finds that the probationer's managerial or professional/technical performance is unacceptable, the agency should consider whether remedial action (such as specialized training or assignment to other SES duties) or removal action is appropriate. Removal for unacceptable performance during the probationary period is effected under 5 CFR part 359, Subpart D.

The removal of a probationer for unacceptable performance need not be predicated on a formal Unsatisfactory rating under the performance appraisal system established under 5 U.S.C. 4312-14 and 5 CFR part 430, Subpart C. However, if the agency has given a probationer a formal Unsatisfactory (or Minimally Satisfactory) rating of record, it can use that rating as the basis for the removal action.

Even though one Minimally Satisfactory rating is not the basis for removal of an individual who has completed the probationary period, it does not prevent the removal of a probationer on the basis of the rating. Further, even if an individual receives a formal Fully Successful or higher rating of record during the probationary period, it does not prevent the removal of the individual later in the probationary period if the individual's performance has become unacceptable. A new formal rating is not necessary.

**Notice.** The agency must give the probationer a written notice at least 1 day before the effective date of the removal. However, the agency may want to consider a longer notice period. The notice must—

- state the agency's conclusions as to the inadequacies of the probationer's performance;
- state whether the probationer has placement rights to another position outside the SES and, if so, identify the position to which the individual will be assigned; and
- show the effective date of the action.

**Guaranteed Placement.** Guaranteed placement at GS-15 or above (e.g., Senior-level) upon removal from the SES is limited to those probationers who, at the time of appointment to the SES held a career or career-conditional appointment, or an appointment of equivalent tenure as defined in 5 CFR 359.701(a). Probationers who are not entitled to guaranteed placement are separated from the Federal service.

**120-Day Moratorium.** The removal of a probationer for performance reasons is subject to the 120-day moratorium described at the beginning of this section. However, it should be noted that:

- there is an exception to the moratorium if the removal is based on a formal Unsatisfactory performance rating given before the appointment of the new agency head or noncareer supervisor which initiated the moratorium; and
- the moratorium does not extend the probationary period. Thus, it is possible for a probationer against whom an agency is contemplating removal action to complete the probationary period during a moratorium. In such case, a subsequent removal action for performance could not be processed as a probationary removal under 5 CFR part 359, Subpart D, but would be taken under 5 CFR part 359, Subpart E.

**Appeal.** The removal of a probationer for performance reasons is not appealable to the Merit Systems Protection Board and does not entitle the employee to an informal hearing before the Board. [MSPB decision, Brenda J. Gaines vs. HUD, HQ 12018110066, February 2, 1983.]

### ***Removal of Probationers for Disciplinary Reasons***

Removal during the probationary period for disciplinary reasons is effected by 5 CFR part 752 or part 359, as appropriate. Part 752, Subpart F, applies when the probationer has adverse action coverage under 5 U.S.C. 7511 immediately before entry into the SES. Part 359, Subpart D, applies in all other instances. The requirements for taking a removal action under part 752 are discussed later in this chapter.

**Basis for action.** Under the CSRA, a removal under 5 U.S.C. 7543 had to meet the standard of “for such cause as would promote the efficiency of the service.” Subsequent legislation deletes that standard and substitutes for it “misconduct, neglect of duty, malfeasance, or failure to accept a directed reassignment or to accompany a position in a transfer of function.” Although these amendments do not directly alter the language dealing with the removal of probationers for disciplinary reasons under 5 U.S.C. 3592, equity considerations require the use of a uniform standard. Thus, the removal of a probationer for disciplinary reasons under 5 CFR part 359 should meet the same standard as in 5 U.S.C. 7543.

Off-duty actions or misconduct could support removal under 5 CFR part 359 provided there is a nexus between the off-duty actions and the probationer’s ability to discharge the responsibilities of the position.

**Notice.** Procedural requirements for effecting the removal of a probationer under 5 CFR part 359, Subpart D, for disciplinary reasons are similar to those governing removals for performance reasons. The agency must give the probationer a written notice at least 1 day before the effective date of the action. (To the extent that circumstances warrant and permit, it is recommended that the notice be given to the probationer at an earlier date.) The notice must indicate the basis for the removal action (e.g., misconduct, neglect of duty, or malfeasance), and show the effective date of the removal. These procedures are modified when a moratorium exists and the agency invokes a specific exception, as discussed below.

**120-day Moratorium.** The removal of a probationer under part 359, Subpart D, for disciplinary reasons is subject to the 120-day moratorium described at the beginning of this chapter, with the following exceptions:

- the disciplinary action was initiated before the appointment of the agency head or SES noncareer supervisor (i.e., before the appointment which initiated the moratorium); or
- there is reasonable cause to believe that the probationer committed a crime punishable by a prison sentence, or that retention of the probationer may pose a threat to the appointee or others; may result in loss of or damage to Government property; or may otherwise jeopardize legitimate Government interests. When this exception is invoked, the following additional procedural requirements must be met:
  - 1) the agency’s notice shall include the reasons for invoking the exception. The probationer shall be given a reasonable time (not less than seven days) to respond regarding the propriety of the exception.

The agency shall give the probationer a notice of decision on the propriety of using the exception at or before the time the action will be effective; and

- 2) when circumstances require immediate action, the agency may place the probationer in a nonduty status with pay for such time as necessary to effect the removal.

Imposing a moratorium does not extend the probationary period. Thus, it is possible for a probationer against whom an agency is contemplating disciplinary action to complete the probationary period during a moratorium.

In such case, a subsequent disciplinary removal action could not be processed under 5 CFR part 359, Subpart D, but would have to be taken under 5 CFR part 752, Subpart F (Adverse Actions).

**Guaranteed Placement.** A probationer removed for disciplinary reasons is not entitled to placement in a position outside the SES.

**Appeal.** The removal of a probationer for disciplinary reasons under 5 CFR part 359, Subpart D, is not appealable to the Merit Systems Protection Board.

### ***Removal of Probationers for Conditions Arising Before Appointment***

An agency may separate a probationer for conditions arising before appointment to the SES when those conditions have a bearing on the probationer's fitness or qualifications for continued employment in the SES. Cases of this type should occur infrequently. Generally, they would involve an appointee from outside the Federal service, and the derogatory information would become known as a result of a post-appointment background review. In such cases, a removal for pre-appointment conditions would be effected under 5 CFR part 359, Subpart D.

However, in the event that the probationer had coverage under 5 U.S.C. 7511 immediately before entering the SES, the removal would be affected under 5 CFR Part 752, Subpart F. If the circumstance does not satisfy the standard of action at 5 CFR 752.603, the agency may want to consider whether action should be taken under part 731 (Suitability) for such cause as would promote the efficiency of the service.

**Procedures.** The procedural requirements governing the removal of a probationer for pre-appointment conditions differ significantly from those governing removal for performance or misconduct. When the removal is based, in whole or in part, on conditions arising before appointment to the SES, the probationer is afforded an opportunity to answer or refute the derogatory information bearing on fitness or qualifications for continued employment. The probationer is entitled to the following:

- an advance written notice showing the reasons for the removal;
- a reasonable time to respond;
- the right to reply orally or in writing, to furnish documentary evidence in support of the answer, and to be represented by an attorney or other representative; and
- a written decision which shows the reasons for the action and the effective date and which is delivered at or before the time the action will be made effective.

As discussed below, these procedures are modified when a moratorium exists and the agency invokes a specific exception.

**120-day moratorium.** The removal of a probationer for pre-appointment conditions is subject to the 120-day moratorium described at the beginning of this chapter. The moratorium may be waived under the same conditions previously described in this section.

**Guaranteed placement.** A probationer removed for pre-appointment conditions is not entitled to placement in a position outside the SES.

**Appeal.** The removal of a probationer for pre-appointment conditions under 5 CFR part 359, Subpart D, is not appealable to the Merit Systems Protection Board.

### ***Removal of a Probationer Under a Reduction in Force (RIF)***

The provisions on competition for job retention in a RIF apply to all SES career appointees, probationers and post-probationers alike. All requirements for conducting a competition for job retention in a RIF situation are covered in Chapter 9.

**Placement rights.** A probationer who is affected by a RIF has no statutory or regulatory placement rights within the SES. However, an agency may on its own place the probationer in a vacant SES position for which qualified, if there is no post-probationer affected by the RIF who is entitled to the position.

If the probationer is not placed in another SES position, removal from the SES is effected under 5 CFR part 359, Subpart D, except that removal of a reemployed annuitant is effected under 5 CFR part 359, Subpart I.

**Notice.** The agency must give the probationer a written notice before the effective date of the removal showing—

- the action to be taken and its effective date;
- the reason for the action;
- the nature of the competition for job retention including the probationer's competitive area (if the competitive area is not agencywide) and competitive standing;
- a statement on whether the probationer has placement rights to another position outside the SES and, if so, the position to which he or she will be assigned;
- the probationer's eligibility for discontinued service retirement, if the applicable age and/or service requirements are met; [Chapter 11]
- the place where the probationer may inspect the regulations and records pertinent to the action; and
- the probationer's right of appeal to the Merit Systems Protection Board on the competitive procedures used for determining job retention, the time limit for making an appeal, and the MSPB office to which the appeal should be sent.

**120-day moratorium.** The removal of a probationer from the SES by RIF is not subject to the moratorium.

**Guaranteed placement.** The probationer's placement rights outside the SES, if any, are governed by 5 CFR part 359, Subpart G. Guaranteed placement upon removal from the SES by RIF is limited to those probationers who, at the time of appointment to the SES, held a career or career-conditional appointment, or an appointment of equivalent tenure as defined in 5 CFR 359.701(a). [See Chapter 10 on placement provisions.] Probationers who are not entitled to a guaranteed placement are separated from the Federal service.

## REMOVAL OF POST-PROBATIONERS FOR PERFORMANCE REASONS

**STATUTE: 5 U.S.C. 3592**

**REGULATIONS: 5 CFR Part 359, Subpart E**

This section covers the removal of a post-probationer from the SES for less-than-fully-successful executive performance under 5 CFR part 359, Subpart E. The term "post-probationer" refers to an SES career appointee who completed the SES probationary period or was not required to serve a probationary period.

A career appointee who is a reemployed annuitant serves at the pleasure of the appointing authority. The removal of a reemployed annuitant is effected under 5 CFR part 359, Subpart I. Actions taken under that subpart are discussed later in this chapter.

For those situations that involve both performance and conduct factors, see *Removal and Suspension for Disciplinary Reasons*, for guidance on whether to effect a removal under performance or adverse action procedures.

### ***Performance Appraisal***

Each agency is required to have an SES performance appraisal system. One of the purposes of an appraisal system is to provide a basis for determining that an individual's performance either merits retention in the SES or warrants some remedial action, including the individual's removal from the SES. [See Chapter 5 for performance appraisal systems.]

The removal of a career appointee from the SES under 5 CFR part 359, Subpart E, must be based on the appointee's final SES rating (or ratings) of record assigned by the appointing authority following recommendation of a Performance Review Board.

An agency may terminate a performance appraisal period before its completion when it finds there is adequate basis on which to appraise and rate the executive [5 U.S.C. 4314(b)(1)(D)].

This means that an agency need not retain an Unsatisfactory performer in a position until the end of the SES rating cycle, although the executive must be given a reasonable opportunity to demonstrate competence in a position before being appraised. At the least, the minimum appraisal period must be met and the agency must complete the full rating process, including action by a Performance Review Board, and final rating by the appointing authority.

If an executive receives an Unsatisfactory rating and is retained in the SES in another position, or if the executive receives a Minimally Satisfactory rating, the agency is required under 5 CFR 430.307 to provide the executive with advice and assistance, to improve his/her performance before the next annual summary rating is given.

### ***Optional Removal: One Unsatisfactory Rating***

An appointee who receives a final rating of “Unsatisfactory” cannot remain in the same position [5 U.S.C. 4314(b) (3)]. The agency must either place the appointee in a position outside the SES, or in another position in the SES for which the appointee is qualified. This may be done by reassignment within the agency, or with the appointee’s approval, by transfer to another agency. Placement in another SES position, rather than removal from the SES, would be appropriate when the individual is capable of performing at the SES level, but was not suited for the original SES position. However, should the agency choose to take a reassignment action, it cannot subsequently remove the individual from the SES solely on the basis of this one Unsatisfactory rating. The individual must receive another Unsatisfactory rating, or a Minimally Satisfactory rating, as described in the next paragraph.

### ***Mandatory Removal: Two Less-Than-Fully-Successful Ratings***

Under 5 U.S.C. 4314(b)(3) and (4), an agency must remove a career appointee from the SES when the appointee receives the following final ratings of record under an SES performance appraisal system:

- two ratings of “Unsatisfactory” within 5 consecutive years;
- two ratings of “Minimally Satisfactory” within 3 consecutive years; or
- one rating of “Unsatisfactory” and one rating of “Minimally Satisfactory” within 3 consecutive years.

The final ratings of record used to support the removal action may have been assigned under two different SES performance appraisal systems, or by two different agencies. Further, both ratings may be based on a shortened appraisal period when issued in accordance with the Performance Appraisal section above.

### ***Procedures***

The agency must give the career appointee a written notice at least 30 calendar days before the effective date of removal from the SES. The notice must include the following information:

- the reason for the removal, i.e., the annual summary rating(s) and date(s) when given that the agency is using to support the removal action;
- the appointee’s right to be placed in a position outside the SES. (If the agency makes a decision regarding the specific position to which the appointee will be assigned, this information should be included in the advance notice. As an alternative, the agency may advise the appointee of the new position in a supplementary notice issued at least 10 calendar days before the effective date of the action);

- the appointee's right to request an informal hearing before an official designated by MSPB. (Advise the appointee that the request should be made to the Headquarters Office of the MSPB at least 15 days before the effective date of the action);
- the effective date of the removal; and
- when applicable, the appointee's eligibility for discontinued service retirement under 5 U.S.C. 8336(h) for CSRS or 5 U.S.C. 8414(a) for FERS.

### ***120-Day Moratorium***

The removal of a career appointee for performance reasons is subject to the 120-day moratorium, except for a removal based on an Unsatisfactory rating given before the appointment of the new agency head or noncareer supervisor that initiated the moratorium. This exception covers—

- an optional removal based on one Unsatisfactory rating;
- a mandatory removal based on two Unsatisfactory ratings in 5 years; and
- a mandatory removal based on two less than Fully Successful ratings in 3 years when the second rating is an Unsatisfactory rating.

For additional information on the moratorium, see *Career Reassignments* in Chapter 3.

### ***Placement***

A post-probationer removed for performance reasons is entitled to placement in a position outside the SES (See Chapter 10 for placement provisions). Note also that an SES appointee removed for performance reasons is not eligible for reinstatement in the SES (See guidance on reinstatement in Chapter 3).

### ***Informal MSPB Hearing***

A removal for performance is not appealable to MSPB under 5 U.S.C. 7701. However, under 5 U.S.C. 3592(a), a career appointee may request (and MSPB shall grant) an informal hearing before an official designated by MSPB.

Under MSPB regulations [5 CFR 1201.143-1201.145], the appointee and/or a representative may appear and present arguments. A transcript is made of the hearing.

The MSPB indicates that it lacks authority to change a performance rating or to order a specific remedy such as reinstatement to the SES, as a result of the hearing. However, it can comment on the executive's arguments and recommend appropriate action if a serious defect in the personnel action is manifest (e.g., misapplication of relevant statutory provisions, departure from important procedural rights, or an error going to the heart of the agency's removal determination). [ *Alfredo Mathew, Jr. v. Equal Employment Opportunity Commission*, HQ 12018110009, October 19, 1981, and *Pauline G. Johnson v. Agency for International Development*, HQ359283 10004, August 11, 1983]. In March 21, 1995, (case *James R. Alliston*, CB-3592-95-0016-U-1), the Administrative Law Judge (ALJ) stated in the summary of proceedings: "There are no provisions for the submission of testimony or other evidence by the appointee."

There are no provisions for the presentation of evidence or arguments by the employing agency” and stated, “There are no provisions [the statute or regulations] for the issuance of a decision or for the granting of relief.”

The MSPB normally refers a copy of the record and any recommendations to the Special Counsel, as well as to OPM and the employing agency, for whatever action may be appropriate.

Conducting an informal hearing does not delay the effective date of removal.

## **REMOVAL AND SUSPENSION FOR DISCIPLINARY REASONS (ADVERSE ACTIONS)**

**STATUTE: 5 U.S.C. 7541-7543**

**REGULATIONS: 5 CFR Part 752, Subpart F**

This section deals with adverse actions resulting in the removal from the Federal service or suspension of SES career appointees and certain limited appointees for disciplinary reasons.

### ***Coverage***

Career appointees who have completed the SES probationary period or were not required to serve one.

Career appointees who are serving an SES probationary period if they were covered under 5 U.S.C. 7511 immediately before entering the SES. Essentially, 5 U.S.C. 7511 covers employees in the competitive service who are not serving a probationary period, preference eligible employees in the excepted service who have completed 1 year of current continuous service in an executive agency, and certain other employees in the excepted service who are not preference eligibles.

Limited emergency and limited term appointees who were covered by 5 U.S.C. 7511 immediately before entering the SES and who received their limited appointment in the same agency.

A career appointee who is a reemployed annuitant serves at the pleasure of the appointing authority. Removal of a reemployed annuitant is effected under 5 CFR part 359, Subpart I. Actions taken under this subpart are discussed later in this chapter.

### ***Standard for Action***

Adverse actions in the SES cover only two actions: removal and suspension for more than 14 days. Moreover, the standard for action in accordance with 5 U.S.C. 7543 is “misconduct, neglect of duty, malfeasance, or failure to accept a directed reassignment or to accompany a position in a transfer of function.”

**Removal.** “Removal” means removal from the Federal service.

**Suspension.** “Suspension” means more than 14 days. The law is silent on short-term suspensions, i.e., a suspension of 14 days or less. Since there is no statutory authority for such action, agencies may not take a suspension of 14 days or less against an SES member. However, this does not restrict the agency from issuing a reprimand or admonishment for offenses which do not warrant a suspension.

**Disciplinary reasons.** A disciplinary reason is defined as misconduct, neglect of duty, malfeasance, or failure to accept a directed reassignment or to accompany a position in a transfer of function. [**Note**, however, that 5 U.S.C. 8336(d) provides that separation for failure to accept a directed reassignment or a transfer of function outside of the commuting area shall not be considered a removal for cause on charges of misconduct or delinquency for purposes of determining eligibility for discontinued service retirement.]

### *Procedures*

Procedural requirements for taking an adverse action against an appointee are in 5 CFR part 752, Subpart F.

**Notice.** The agency must give the appointee a 30 day advance written notice that includes this information:

- the nature of the proposed action (If a proposed suspension, give the duration.);
- the specific reasons for the proposed action. (Identify and/or describe the instances of misconduct, neglect of duty, or malfeasance, or the reassignment or transfer of function the appointee declined);
- the appointee’s right to review the material the agency is using to support the charges;
- the appointee’s right to reply orally and in writing and to furnish affidavits and other documentary evidence (e.g. medical documentation). (Identify the agency official authorized to hear the oral reply. Advise the appointee of the time limit for making an oral and/or written reply);
- if agency regulations provide for one, the appointee’s right to a hearing in place of or in addition to the opportunity for written and oral reply; and [See 5 U.S.C. 7543(c)]
- the appointee’s right to be represented by an attorney or other representative.

**Exception to the 30-day notice period.** The 30-day advance notice period may be curtailed only if the agency has reasonable cause to believe that the appointee committed a crime for which a sentence of imprisonment may be imposed and is proposing a removal or suspension. In such cases:

- the advance notice must explain the reasons for curtailing the notice period;
- the agency may require the appointee to provide an answer to the proposed action, including any supporting affidavits or other documentary evidence within such time as the agency considers reasonable under the circumstances, but not less than 7 days; and

- if the appointee challenges both the curtailment of the notice period and the proposed adverse action and the agency's final decision is to proceed with the action in less than 30 days, the agency may want to include in the final decision notice a statement on its conclusion about the propriety of curtailing the notice period.

**Other considerations.** If the agency does not have reasonable cause to believe that the appointee committed a crime for which an imprisonment may be imposed, the appointee has a right to the 30-day notice period. Even so, there may be circumstances where keeping the appointee in his/her present position may pose a threat to the appointee or others, result in loss or damage to Government property, or otherwise jeopardize legitimate Government interests. In such cases, an agency may act to reduce or remove the threat during the notice period. Such actions could include:

- assigning the appointee to duties where he or she is no longer a threat;
- placing the appointee on leave with his/her consent; and
- carrying the appointee in an appropriate leave status (i.e., annual, sick, leave without pay, absent without leave) if the appointee is voluntarily absent for reasons not originating with the agency.

If these options are not available, the agency could place the appointee in a paid, nonduty status during all or part of the 30-day advance notice period.

**Appointee review and response.** The documentary evidence used by the agency to support a disciplinary action must be made available for review by the appointee or a representative or designated physician, as applicable. An appointee in an active duty status must be given a reasonable amount of official time to review the documentary evidence and prepare a response. The agency official designated to hear the oral reply must be one who has authority either to make or to recommend a final decision on the proposed action.

**Appointee representative.** The appointee is entitled to be represented by an attorney or other representative. The agency may, under certain circumstances, disallow an appointee's choice of representative. This may occur when the appointee's choice would result in a conflict of interest. In addition, if the proposed representative is an agency employee, the agency may disallow the choice when that employee's assumption of the representational responsibilities would give rise to unreasonable costs, or undue interruption of priority work assignments.

**Agency review of medical information.** When medical information is supplied by the appointee, the agency may, if authorized,

- require a medical examination under 5 CFR 339.301, or
- offer a medical examination in accordance with 5 CFR 339.302.

If the appointee has the requisite years of service under CSRS or FERS, the agency must provide information concerning disability retirement.

[**Note:** Agencies must be aware of the requirements pertaining to reasonable accommodation of a qualified individual with a disability.]

**Agency decision.** In arriving at a decision, the agency shall consider only the reasons specified in the advance notice and any written and/or oral response thereto by the appointee or a representative.

**Notice of decision.** The agency must give the appointee a notice of decision that:

- states the reasons for the agency's decision to take the removal or suspension action (The notice should indicate the agency's decision on each of the reasons specified in the advance notice.);
- shows the effective date of the removal or the duration and effective dates of the suspension (Except as provided for in the above paragraph on exceptions, the effective date may not be less than 30 calendar days from the date of the advance notice.);
- advises the appointee of the right of appeal to the Merit Systems Protection Board (The notice should indicate the time limit for making an appeal and the MSPB office to which the appeal should be sent.); and
- is delivered to the appointee at or before the time the action will be effective.

**Imposing a less severe penalty.** After consideration of the appointee's response, an agency may decide to substitute a less severe penalty. The substitute penalty may be a suspension for more than 14 days or a letter of reprimand. For the reasons discussed in the paragraph above, an agency may not impose a suspension of 14 days or less. The agency's decision to mitigate the penalty should be included in the notice of decision given the appointee.

### ***120-Day Moratorium***

The removal of a career appointee SES from Federal service or suspension from the SES under 5 CFR part 752, Subpart F, is **not** subject to the 120-day moratorium.

### ***Placement***

An appointee removed from the SES under 5 CFR part 752, Subpart F, is **not** entitled to placement in a position outside the SES.

Further, there is no authority for an agency to move the appointee directly from the SES to a non-SES position. However, following the action removing the appointee from the Federal service, an agency may subsequently as a separate action appoint the individual to a position outside the SES for which eligible.

[**Note:** The career transition regulations [5 CFR 330, Subparts F and G] apply to placement actions in the competitive service and in the excepted service in certain cases. Agencies should also make sure that the employee meets all the requirements pertinent to the new appointment, including suitability standards.]

### ***Appeals***

Removal or suspension from the SES under 5 CFR part 752, Subpart F, **is appealable** to the MSPB under 5 U.S.C. 7701.

Under 5 U.S.C. 7701(b)(3), the Board has the authority to mitigate an adverse action penalty of a career SES appointee (e.g., change a removal to a suspension or change a 30-day suspension to 15 days). The Board's policy on mitigation is addressed through case law [e.g., *Douglas v. Veterans Administration*, 5 M.S.P.R. 280 (1981)]. Generally, the Board will review a penalty only to determine if the agency conscientiously considered all of the relevant aggravating and mitigating factors and exercised management discretion within tolerable limits of reasonableness. The agency should be able to show that the penalty was appropriate and reasonable under the circumstances. The Board has indicated that it may review a penalty to determine whether it is clearly excessive, disproportionate to the sustained charge, or arbitrary, capricious, or unreasonable.

## **REMOVAL AND SUSPENSION OF NONCAREER AND LIMITED APPOINTEES AND REEMPLOYED ANNUITANTS**

**STATUTE: 5 U.S.C. 3592(c)**

**REGULATIONS: 5 CFR Part 359, Subpart I, Part 317, Subpart F, and Part 752, Subpart F**

This section covers the removal and suspension from the SES of noncareer appointees, limited emergency appointees, limited appointees, and reemployed annuitants holding any type of appointment under the SES. A reemployed annuitant serves at the pleasure of the appointing authority whether holding a career, noncareer, or limited appointment.

Limited appointees who were covered by 5 U.S.C. 7511 immediately before SES appointments are covered by 5 CFR part 752 in disciplinary cases. Removal and suspension of these limited appointees is discussed in the previous section on disciplinary removals.

### ***Removal***

**Notice.** An individual covered by this section can be removed at any time. Removal is effected under 5 CFR part 359, Subpart I. The agency must give the appointee a written notice at least 1 day prior to the effective date of the removal and the notice must show the effective date of the removal. The notice should be given on a workday for the employee and not be effective on a non-workday (i.e., Saturday, Sunday, or holiday), unless there is at least 1 intervening workday following the day on which the notice was given. The agency may include a statement of the reason for the action, but it is optional.

**Expiration of appointment.** A limited appointment must be terminated when the appointment expires, or when the employee completes the maximum period of service permitted under law. The termination is processed as prescribed in the material on noncareer and limited appointments in Chapter 3 and not as a removal.

**Placement.** The appointee is not entitled to placement in a position outside the SES, except as provided in the material on special conditions regarding limited appointments in Chapter 3.

***Suspension***

The law does not specify procedural requirements regarding the suspension for disciplinary reasons of appointees covered by this section. Thus, an agency may suspend these appointees under whatever procedures it establishes.

***120-Day Moratorium***

A removal or suspension covered by this section is **not** subject to the 120-day moratorium.

***Appeals***

A removal or suspension covered by this section is **not appealable** to the Merit Systems Protection Board.

**CHAPTER 9: REDUCTION IN FORCE (RIF), RIF PLACEMENT, AND FURLOUGH. 9-2**

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## **CHAPTER 9: REDUCTION IN FORCE (RIF), RIF PLACEMENT, AND FURLOUGH**

**STATUTE: 5 U.S.C. 3595, 3595a**

**REGULATIONS: 5 CFR Part 359, Subpart F and Subpart H**

### **GENERAL INFORMATION**

This chapter covers SES RIF, OPM's RIF placement program, and furlough. The procedures on competition for job retention in a RIF and the appeal rights described in this chapter, apply to both probationers and post-probationers. The procedures on placement, separation, and notices, apply only to post probationers (See Chapter 8 for procedures for probationers).

As defined in 5 U.S.C. 3595(d), RIF includes the elimination or modification of a position due to reorganization, lack of funds, curtailment of work, or any other factor. These would include OPM withdrawal of SES spaces, a total agency shutdown, or the determination that a position no longer meets the criteria for inclusion in the SES.

For RIF purposes, "agency" means an executive department or an independent establishment. For example, the Department of Defense is one agency, with Army, Navy, and Air Force being components within that agency.

### **REDUCTION IN FORCE**

Agencies are required by law to establish competitive procedures to determine who shall be removed from the SES in reductions in force. These procedures must be designed to ensure RIF determinations are based primarily on performance.

#### ***Agency RIF Plans***

Each agency is responsible for implementing the statutory provisions on RIF. An agency must publish its written RIF procedures before initiating any specific RIF action. These procedures should:

- identify the area or areas of competition, i.e., the full agency or a specified portion of the agency;
- indicate how positions or employees will be grouped within a competitive area;
- indicate how retention registers will be set up;
- describe the competitive procedures used to determine job retention;

- establish a mechanism for considering post-probationers for vacant SES positions and indicate whether probationers will be considered for such positions;
- establish a procedure for referring post-probationers to OPM for placement assistance when they cannot be placed in the SES within the agency;
- provide for placement outside the SES of post-probationers who cannot be placed in the SES;
- provide for the separation, or placement outside the SES, of probationers affected by RIF;
- provide for the separation from the Government of a post-probationer who declines a directed reassignment in his/her own agency (an adverse action taken under 5 CFR part 752); and
- set forth the notice requirements for implementing RIF actions.

Agencies may consult with Senior Executive Services and Performance Management when developing or significantly modifying their plans, to ensure the plans comply with law and regulation.

Agencies shall provide Senior Executive Services and Performance Management a copy of their final SES RIF plan and any substantive changes.

### ***Agency Pre-RIF Actions***

Agency management organizes the SES workforce to accomplish agency objectives within the given constraints on funds and personnel spaces. When faced with the possibility of a RIF, the agency should carefully examine its SES positions and determine how each may be affected. If necessary, the agency can draw up new SES staffing requirements.

**Minimize negative impact.** Agencies can take action to minimize the negative impact of a RIF on their SES members. For example, an agency may find that by taking a series of reassignment actions, it can reduce the number of SES members affected or, perhaps, obviate the need for a RIF. If an SES member's position is abolished, the agency can reassign the individual to a vacant SES position for which qualified, without invoking RIF procedures. In addition, the agency may help interested executives locate suitable positions in other Federal agencies or the private sector, either through its own efforts, or through OPM's RIF placement program. The agency may also consider contacting OPM about the appropriateness of discontinued service retirement or a voluntary "early out" retirement authority.

**Effect on SES spaces.** As soon as it is evident that a RIF cannot be avoided, the agency should decide how the cuts will be distributed among its career, noncareer, and limited appointees. In making this decision, the agency should consider the impact on its SES structure with respect to the position authorization requirements in 5 U.S.C. 3133 and the appointment limitation requirements of 5 U.S.C. 3134 (e.g., the 25 percent limit on noncareer authorities), and consult with OPM on any necessary adjustments. Depending on the circumstances, agencies that apply a RIF to their SES workforce are subject to withdrawal of the affected SES spaces, and should be prepared to justify any proposal to retain the spaces.

**Advance notice.** Agencies are asked to advise OPM as far ahead as possible about potential RIF activity, so that OPM can plan for placement assistance and ask other agencies for assistance. It would also be beneficial for agencies to advise executives early about possible RIFs, as they must search for job opportunities themselves, and obtain placement assistance provided by their agencies and OPM.

### ***Competitive Procedures***

5 U.S.C. 3595(a) requires competition for job retention. This requirement applies to all SES career appointees, probationers as well as post-probationers. However, reemployed annuitants who serve at the pleasure of the appointing authority, are excluded from SES RIF procedures by 5 CFR 359.601(a) (2), and may be removed without competition under 5 CFR part 359, Subpart I.

If an agency is being abolished (without a transfer of functions) and its SES members are being separated at the same time or within 3 months of the abolishment, it is not necessary to use competitive procedures [5 CFR 359. 602(a)(4)].

**Competitive Area.** As a first step, the agency establishes the area of competition. The competitive area may be the full agency or a major component of the agency (normally one that reports to the head of the agency). Agencies are advised to define the competitive area in such a way as to ensure adequate competition, especially in situations where the competitive area is other than the full agency.

**Retention Registers.** Retention registers must be developed for affected employees. There are different ways this can be done, and two examples are shown below:

(1) An agency can establish competitive levels within each competitive area and then develop a retention register for each level, as is done in the non-SES RIF [5 CFR part 351]. Competitive levels consist of all positions in the competitive area that are sufficiently alike in qualifications requirements, duties, and responsibilities, that the agency may readily assign the incumbent of any one position to any of the other positions, without unduly interrupting the work.

Under this procedure, when a position in a competitive level is abolished, selection for release is in inverse order of standing on the retention register for that level beginning with the employee with the lowest retention standing. If employees are listed by group, the agency may select for release any SES member in the lowest group on the retention register.

(2) An agency can develop a retention register that contains all SES incumbents within the competitive area. Under this procedure, when a position is abolished, the incumbent displaces the lowest ranking person on the retention register (or a person in the lowest group on the register). The incumbent must meet the qualifications requirements of the displaced person's position.

**Ranking.** An agency must have a method for ranking individuals on the retention register. The competitive procedures used for ranking must be designed to assure that retention determinations are primarily based on performance, as determined under an approved SES performance appraisal system.

Beyond this, however, the agency has a good deal of flexibility in developing a ranking plan. The agency could group employees by performance rating level and then use factors such as length of SES service or receipt of a Presidential Rank Award or a performance award to rank employees within the group. (Veterans' preference may not be considered since SES members are excluded by law from such preference.) As an alternative to grouping employees by performance rating level, the agency could use a point system, provided the majority of points are assigned for performance (e.g., 75 points for performance and 25 points for other factors).

**Performance Rating.** In ranking SES members on a retention register, an agency must use the final annual summary rating given under an SES performance appraisal system, and not any interim rating [5 CFR 359.602(a)(2)]. The agency may consider performance for more than 1 year.

The following are two examples of how an agency could group SES members on a retention register. As indicated below, individuals can be further ranked within each group. The use of unnecessarily large groups from which any employee can be chosen for release may subject the agency's actions to challenge as being arbitrary or capricious.

#### **Plan I**

Post-probationer with Outstanding rating  
Probationer with Outstanding rating  
Post-probationer with Exceeds Fully Successful rating  
Probationer with Exceeds Fully Successful rating  
Post-probationer with Fully Successful rating  
Probationer with Fully Successful rating  
Post-probationer with Minimally Satisfactory rating  
Probationer with Minimally Satisfactory rating  
Post-probationer with Unsatisfactory rating  
Probationer with Unsatisfactory rating

#### **Plan II**

Post-probationer with Outstanding rating  
Post-probationer with Exceeds Fully Successful rating  
Post-probationer with Fully Successful rating  
Probationer with Outstanding rating  
Probationer with Exceeds Fully Successful rating  
Probationer with Fully Successful rating

Post-probationer with Minimally Satisfactory rating

Probationer with Minimally Satisfactory rating

Post-probationer with Unsatisfactory rating

Probationer with Unsatisfactory rating

If a probationer and a post-probationer have the same retention standing, the post-probationer must be retained over the probationer.

### ***Placement in the SES***

**In the Agency.** A post-probationer who is selected by competition for release from the retention register, has a statutory right to be assigned to any vacant SES position in the agency for which the employee meets the qualifications requirements, whether in the same or a different commuting area, and without regard to the type of appointment used to fill the position in the past. Since “agency” refers to an executive department or an independent establishment, this placement right cannot be restricted to SES jobs in an organizational component, regardless of the competitive area established for the RIF.

[**Note:** The Department of Defense is considered one agency for this purpose.]

If an individual is qualified for two or more vacant positions, the agency may decide to place the individual in either position.

If two or more individuals released from a retention register are qualified for the same vacant position, the agency may decide which individual to place in the position.

[**Note:** A post-probationer has priority placement rights over a probationer.]

If an individual fails to accept a directed reassignment in a RIF placement, the agency may initiate an adverse action removal under 5 CFR part 752, Subpart F.

[**Note:** The agency cannot refer this individual to OPM for priority placement, if there is a vacant SES position within the agency for which he or she is qualified (See Chapter 8, Removals).]

If there is no vacant SES position within the agency for which a post-probationer is qualified, the executive is entitled to placement assistance by OPM. This includes individuals from abolished agencies where competitive RIF procedures were not used.

During the period of OPM placement assistance, the individual remains on the agency rolls in an SES pay status. Further, the agency has a continuing obligation during the period to place the post-probationer in the SES, should a vacancy occur in the agency for which the individual is qualified.

**OPM Placement Assistance.** The specifics of OPM’s RIF placement assistance program are described later in this chapter, including the responsibilities of agencies, SES members, and OPM.

For a post-probationer to receive OPM placement assistance, the agency head must certify in writing that there is no vacant SES position in the agency for which the employee is qualified. Placement assistance begins when OPM acknowledges the agency head’s

certification and continues for 45 calendar days, unless the employee is appointed to another SES position, declines a reasonable offer of placement, leaves the Government, or fails to request assistance.

If, in an emergency, the agency lacks work or funds for all or part of the period during which OPM is attempting to place the employee, the agency may, with or without the employee's consent, place the employee on annual leave or in a leave without pay (LWOP) or non-pay status. Placement in an LWOP or non-pay status, however, may require the use of furlough procedures.

### ***Removal and Placement Outside the SES***

If a post-probationer declines a reasonable offer of placement, OPM will advise the employing agency. OPM's notice will identify the agency that made the offer, the title of the position offered, its geographical location, the date the offer was made, and the date the offer was declined. Under 5 U.S.C. 3595(b)(4), the employing agency may initiate a removal action from the SES based on the declination.

If a post-probationer is not placed in another SES position by the end of the 45-day OPM placement period, OPM will notify the employing agency in writing that it may initiate a removal action from the SES.

A post-probationer is entitled to placement outside the SES (See Chapter 10 on Guaranteed Placement.). The agency must place the individual in a continuing position at the GS-15 level or above, or an equivalent position. An individual affected by a RIF may accept placement outside the SES before the end of the 45-day OPM placement period, if they voluntarily agree in writing.

### ***Notice Requirements***

**On release from the retention register and certification to OPM.** The agency must give a written notice to a post-probationer if the employee is released from a retention register and cannot be placed in another SES position in the agency. The notice must be given at least 45 days before the employee's removal from the SES. Typically, the notice should be given no later than the time when the employee is referred to OPM for the 45-day placement period. The notice must include the following information:

- the nature of the RIF competition, including the appointee's competitive area (if less than the agency) and standing on the retention register;
- the place where the appointee may inspect the regulations and records pertinent to the competition for job retention;
- efforts made to place the employee in a vacant SES position within the agency;
- the date on which the agency certified the employee to OPM for placement assistance;
- information about OPM's placement assistance program, including what the employee has to do to apply;

- the prospective effective date of removal if the individual cannot be placed elsewhere in the SES during the 45-day OPM placement period. If the specific date is not known, the agency may use a “no later than” date. (A specific termination date is needed to ensure eligibility for discontinued service retirement.); and
- the appointee’s right to appeal the competitive procedures used in the RIF to the Merit Systems Protection Board if removed from the SES, the time limit for making an appeal, and the MSPB office to which the appeal should be sent.

**Removal from the SES.** At least 1 day before removal the agency must inform the post-probationer in writing of:

- the basis for the removal, i.e., 5 U.S.C. 3595(b)(5) if the basis is expiration of the 45-day OPM placement period, or 5 U.S.C. 3595(b)(4) if the basis is declination of a reasonable placement offer. In the latter case, identify the position offered and the date the employee declined;
- the effective date of the removal;
- reminder of the employee’s appeal rights;
- placement rights outside the SES, i.e., the GS-15 or above position in which the executive will be placed;
- when applicable, the appointee’s eligibility for discontinued service retirement; and
- if the employee is being separated from the Federal service (e.g., due to the abolishment of the agency), information concerning how to apply for unemployment insurance. [See Chapter 11 for other provisions affecting the SES.]

### ***120-Day Moratorium***

The 120-day moratorium does not apply to a removal as a result of RIF.

The MSPB maintains that the 120-day moratorium addressed in 5 U.S.C. 3592(b)(1) on removals of career appointees following the appointment of a new agency head or noncareer supervisor, “is not applicable to a removal pursuant to a RIF” [*Gordon C. Facer v. Department of Energy* (DC035 18310289, November 9, 1984)]. The Board noted that in the case of post-probationers, section 3592 covered only performance removals and that Congress had created a separate provision for RIF removals in section 3595, because it does not have the 120-day moratorium.

[**Note:** RIF is traditionally understood as a means to take actions solely for bona fide management needs, such as lack of work or shortage of funds, and not for personal reasons related to the individual.]

However, agencies also need to consider the 120-day moratorium regarding involuntary reassignments in 5 U.S.C. 3395(e). When applicable, an agency must observe this restriction except when doing so would result in the violation of another law taking precedence. For example, an agency may involuntarily reassign a career appointee during the moratorium period if funding for an activity stopped, all the positions in the activity are being abolished in a RIF, or failure to make the reassignment would violate the Anti-Deficiency Act.

Also, an agency may offer a reassignment and, if the offer is acceptable to the appointee, make the reassignment without regard to the moratorium. [See Chapter 3 for information on the moratorium on reassignments.] Agencies should take care to ensure that RIF actions, even when legally permitted, are not used to circumvent the moratorium provisions on removals and involuntary reassignments. To the extent possible and practicable, agencies may want to avoid RIF actions while the moratorium periods are in effect, to avoid even the appearance of circumvention.

### ***Appeals***

5 U.S.C. 3595(c) provides a right of appeal to MSPB, under 5 U.S.C. 7701, for career appointees (both probationers and post-probationers) on the competitive procedures taken under a RIF.

### ***Noncareer and Limited Term Appointees and Reemployed Annuitants***

This section covers actions affecting SES noncareer, limited term, and limited emergency appointees, as well as reemployed annuitants holding career appointments.

Under a RIF situation, an agency is not required to use competitive procedures in making reductions from among these groups of employees, but may do so at its discretion. Noncareer and limited appointees must be placed on separate retention registers from career appointees and the agency plan should include information regarding the treatment of these employees.

The removal of an employee covered by this section is effected under 5 CFR part 359, Subpart I [See Chapter 8 on Removals.] The employee is not entitled to receive placement assistance from OPM, to be placed in a position outside the SES (except a limited appointee with “fallback” rights as described in Chapter 3), or to appeal to the MSPB.

### ***Records***

The agency must retain all records pertaining to a RIF for at least 2 years from the effective date of the RIF. These records include retention registers and information on efforts made to place the appointee within the SES. The agency shall allow the inspection of its retention registers and related records by an appointee to the extent that they have a bearing on the appointee’s situation.

## **OPM RIF PLACEMENT PROGRAM**

**STATUTE: 5 U.S.C. 3595(b)(3)**

**REGULATIONS: 5 CFR 359.603**

### ***Eligibility for Priority Placement***

OPM provides priority placement assistance to career SES members who successfully completed the SES probationary period and who, but for placement rights accorded under 5 U.S.C. 3595, would be removed from the SES because of a RIF within an agency. Eligible SES members are entitled to priority placement assistance from OPM for a period of 45 **calendar** days.

This 45-day period begins on the date OPM acknowledges receipt of the agency's certification that the individual cannot be placed in an SES position in that agency. Agency RIF certifications should be mailed to:

U.S. Office of Personnel Management  
Senior Executive Services and Performance Management  
1900 E Street NW, Room 7412  
Washington, DC 20415

The key to successful RIF placements is partnership; OPM, the agencies, and the executives share the responsibility for working together cooperatively to place career executives affected by a RIF. Agencies are expected to seriously consider referred executives. Executives are expected to join with agencies and OPM and actively search for placement opportunities and to tailor their application packages when they are referred to positions. OPM will promote the partnership, assist the agencies and the executives, and facilitate the placement initiative.

**Status during priority referral.** During the priority referral period, the executive remains an SES career appointee of the agency that certified him or her as surplus.

**Declination of offer.** If an SES member turns down an offer for a career SES appointment from any agency to which referred by OPM, OPM's placement efforts will cease immediately, and all outstanding priority referrals will be cancelled. The appointee may be removed from the SES at the expiration of the agency notice period.

### ***Agency Action***

**Agency placement action.** The agency must place the surplus employee internally in a vacant SES position for which the SES member is qualified.

**Agency head certification.** If the agency cannot place the surplus SES member in a vacant position, the agency head must certify, in writing, to the Director of OPM that there is currently no vacant SES position in the agency for which the individual is qualified. (By regulation, this certification authority may not be delegated below the Assistant Secretary level in departments, or an equivalent official above the director of personnel in other agencies.) The certification should include a copy of the employee's RIF notice and a statement describing internal placement efforts made on the employee's behalf.

**OPM acknowledgement.** OPM's 45-day placement assistance program begins after the OPM Director acknowledges receipt of the certification, in writing, to the agency head.

**Agency notice to SES member.** The agency should notify the SES member that he or she must apply to OPM for placement assistance.

**Agency action during OPM placement period.** The agency taking the RIF action has a continuing obligation to seek opportunities to place the SES member in an SES position if a vacancy occurs for which he or she is qualified.

**Certification on QRB cases.** If an agency has certified an SES member as surplus, that agency shall certify, in writing, any QRB case submitted to OPM during the OPM placement period. The certification must state that the RIF'ed executive does not meet the position's technical qualifications.

### ***SES Member Action***

**Application for assistance.** The SES member must apply to OPM for placement assistance. The individual provides Senior Executive Services and Performance Management a completed, signed, and current application for employment (resume, or equivalent) along with the most recent SES performance evaluation, information about geographic availability, information about the pay level the executive is willing to accept, and a Privacy Act statement that gives permission to release this information to other agencies and other potential sources of employment. If this information is not provided, OPM will consider the individual declined OPM placement assistance.

**Resumes.** Individuals are encouraged to prepare a one-to-two-page synopsis of their technical and managerial accomplishments, addressing the five executive core qualifications that is suitable for publication.

**Tailored applications.** Individuals are urged to tailor applications to meet specialized qualifications requirements of the positions to which they are referred in the OPM placement process.

### ***OPM Placement Activity***

**Information sources.** OPM reviews SES vacancy announcements on USAJobs to identify vacant positions to which surplus executives may be referred.

**Qualifications review.** OPM matches individual qualifications with qualifications requirements of vacant positions, based on information provided by the agency and SES member.

**Referral to agencies.** OPM Agency Officers call their SES contacts in agencies where there are vacancies, to give advance notice about potential referrals. Informal contacts are followed by formal letters referring surplus executives for particular vacancies and these referral letters specify action the agency must take and set a time limit for response. Executives may be referred to more than one agency at a time. OPM gives the executive a copy of each referral notice.

**Temporary space.** OPM may provide an additional SES space when appropriate, at the agency's request, to facilitate a priority placement.

**Intervention in the staffing process.** OPM has the authority to intervene in the staffing process to make a priority referral at any time before the QRB approves a candidate's executive qualifications. Such intervention could defer QRB consideration of one or more agency cases until the priority referral has been resolved. However, unless OPM determines that an agency is not giving serious consideration to referrals, it will not intervene in a staffing action after a selection has been approved by the appointing authority.

**Action at the end of the placement period.** At the end of the 45-day priority placement period, OPM will advise the agency that the placement period expired and summarize the results of the placement activity. The agency may then proceed with actions to separate from the SES the executives who were not placed during the 45 calendar days.

### ***Agency Action on OPM Referrals***

**Suspension of Appointment Action.** When OPM refers a priority candidate for a vacant SES position, the agency may not fill that position with anyone from outside the SES or another agency, until OPM informs the agency that the priority candidate was offered an SES position in another agency, or the agency informs OPM why it is not placing the priority candidate.

**Consideration of the Referred Executive.** The agency must place the referred executive in the position to which referred unless it determines that the individual does not meet the position's qualifications requirements (see *Agency Objections* below). The agency must ensure that the selecting official gives a priority referral bona fide consideration for the position. Agencies are strongly encouraged to interview priority referrals.

**Alternate position.** If there is another SES position in the agency for which the referred executive is qualified and which falls within his/her area of geographic availability, the agency may offer the executive that position instead of the one to which referred.

**Pay rate.** The agency must match a priority candidate's current rate of basic pay unless the individual voluntarily agrees to accept a lower rate.

**Timeframe.** The agency has 10 calendar days to respond in writing to the referral, unless OPM grants an extension. When an extension has been granted, the agency should keep OPM informed of consideration action. If an agency fails to respond to the referral in a timely manner, OPM may intervene in the staffing process or take other appropriate action.

### **Agency Objections.**

Qualifications. A referred executive is entitled to be placed in the agency unless the head of that agency determines that the appointee is not qualified for the position to which referred. Since all SES members whose performance is not in question meet the basic SES executive qualifications by virtue of QRB certification, any objection to placement of a priority candidate must be based on failure to meet the professional/technical qualifications for the position. Required professional/technical qualifications must be clearly justified by the duties of the position. It is inappropriate for an agency to object to an SES member on the basis that he or she lacks experience that can be gained only in that agency.

Certification to OPM. If an agency declines to place a priority candidate because it determines that the candidate is not qualified for the position, or for any other reason (e.g., cancellation of the position), the agency head (or acting agency head in the absence of the agency head) must certify this decision in writing to OPM. (The agency head may not delegate this authority below the Assistant Secretary level in departments or an equivalent official above the director of personnel in other agencies.) A certification that a priority candidate is not qualified for a position must be accompanied by a copy of the qualifications standard and a detailed explanation of why the candidate is not qualified.

Cancelled positions. If the agency fails to place a priority candidate because the agency cancels the position, the candidate will be entitled to priority consideration for the position if it or a successor position is reestablished in the SES within 1 year of the cancellation date (and the candidate has not been placed in another SES position).

***RIF in Inspector General Organizations***

SES reduction in force provisions in 5 U.S.C. 3595 apply to any Office of Inspector General (OIG) that employs career SES appointees. The Inspector General Reform Act of 2008, PL 110-409, October 14, 2008 (5 U.S.C. App 6(d)) provides that the Office of Inspector General is a separate agency and the Inspector General (IG) is the head of that agency for all provisions related to the Senior Executive Service (as determined by the Office of Personnel Management). However, the term “agency” in 5 U.S.C. 3595 has the meaning set forth in 5 U.S.C. 3132(a)(1). Consistent with this, 5 CFR 359.601(a)(3) specifies that “agency” means an executive department or an independent establishment for purposes of 5 CFR 359 subpart G, Removal of Career Appointees as a Result of Reduction in Force. OPM considers the statutory and regulatory definitions of agency to govern a career appointee’s placement right described in 5 U.S.C. 3595(b)(3)(A) and 5 CFR 359.602(b). Even though an OIG is a separate agency, it is not an executive department or an independent establishment. Accordingly, the following instructions apply.

**Competitive area.** As the head of a separate agency for purposes of SES statutes, an IG may determine when SES RIF is required in the OIG and establish any OIG competitive area separate and apart from the parent agency. An OIG should not be included in an SES RIF conducted by a parent agency.

**Competitive procedures.** Before conducting an SES RIF within the OIG, the IG must establish competitive procedures in writing to be used in identifying which career appointees will be displaced in any reduction in force of career appointees within the OIG. If the IG wants to adopt or adapt existing written competitive procedures of the agency within which the OIG is established, the IG must establish them in writing for the OIG and assure the written procedures meet the requirements of 5 CFR 359.602(a).

**Agency certifications of surplus executives.** Upon identifying through competitive procedures any career appointees to be displaced, the IG must determine and certify to OPM that there are no positions in the Office of Inspector General for which the surplus career appointee qualifies. However, 5 U.S.C. 3595(b)(3)(A) also requires the head of the agency within which the OIG is established to determine and certify that there are no vacant non-OIG SES positions within the agency for which the executive qualifies. To confirm the career appointee’s assignment entitlement has been addressed, the IG and the agency head must each provide the certification required under 5 CFR 359.603(a) to enable OPM to initiate placement efforts affecting other agencies.

**OPM priority referrals to agencies.** If OPM directs a priority referral to an OIG, the IG must consider the career appointee for SES vacancies within the OIG and OPM will accept technical objections from the IG. Such a referral will not obligate the head of the agency within which the OIG is established.

Similarly, if OPM directs a priority referral to an agency head, the agency head must consider the career appointee for non-OIG SES vacancies within the agency and OPM will accept technical objections from the agency head. The referral will not obligate the IG unless OPM so provides.

**Placement upon removal through SES RIF.** Under 5 CFR 359.703, the IG is responsible for placing an executive removed from the OIG under 5 U.S.C. 3595(b)(4) or (5) in an appropriate position within the OIG, arranging placement in an appropriate position in the agency within which the OIG is established, or arranging transfer to an appropriate position in another agency.

[See Chapter 11, *Other Actions Affecting the SES*, for information on actions affecting Inspector General Organizations.]

### ***Career Transition Regulations***

In accordance with 5 CFR 330, Subparts F and G, agencies are required to offer career transition services to their employees to give them the skills and resources needed to find other employment. Services may include such things as skills assessment; resume preparation counseling, and job search assistance. These career transition services are available to all employees, including SES members. Although not required, agencies are encouraged to develop career transition and outreach programs especially for executives that include information about job search techniques as well as employment opportunities in the private as well as the public sector.

Agencies are also required to establish Career Transition Assistance Plans (CTAP) and Interagency Career Transition Assistance Plans (ICTAP), which provide priority selections to well-qualified RIFed employees before other candidates from within or outside the agency and for reemployment priority to former employees separated through RIF. These programs and requirements do not apply to the SES, although they do apply to SL and ST employees in the competitive and excepted service in certain cases.

## **FURLOUGHS**

**STATUTE: 5 U.S.C. 3595a**

**REGULATIONS: 5 CFR Part 359, Subpart H.**

“Furlough” means placing an SES appointee in a temporary status without duties and pay because of lack of work or funds, or other nondisciplinary reasons.

Former career SES appointees who accepted appointments at level V of the Executive Schedule or higher and elected to retain SES leave benefits under 5 U.S.C. 3392(c) are subject to furlough at the agency’s discretion.

### ***Short Furloughs***

A short furlough is one that will last for 30 consecutive calendar days or less (or for 22 workdays or less if the furlough does not cover consecutive days) within a 12-month period beginning on the first day of the furlough.

An agency need not use competitive procedures in selecting the SES appointees to be furloughed for short periods. However, it should make its selections for sound management reasons.

### ***Long Furloughs***

A long furlough is one that will last for more than 30 consecutive calendar days (or for more than 22 workdays if the furlough does not cover consecutive days) within a 12-month period beginning on the first day of the furlough. The furlough may not exceed 1 year.

An agency may furlough an SES appointee for more than 30 days only when it intends to recall the appointee to a duty status with pay within 1 year from the beginning of the furlough. A furlough should not be used when an agency knows it will have to separate an SES appointee through a RIF action when the furlough ends.

An agency must use competitive procedures in selecting SES career appointees for long furloughs of more than 30 days. Agencies may use the same procedures they established for competition for job retention under a RIF situation.

Additional information on shutdown furloughs or administrative furloughs may be found at <http://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/>.

### ***Requirements For Career Appointees***

**Notice Requirements.** An agency must give the career appointee a written notice at least 30 calendar days before the effective date of the start of the furlough. The notice must include the following information:

- the reasons for the agency decision to take the furlough action;
- the expected duration and the effective dates of the furlough;
- the basis for selecting the appointee for furlough when some, but not all, SES appointees in a given organizational unit are being furloughed;
- the place where the appointee may inspect the regulations and records pertinent to the action;
- The reason if the notice period is less than 30 days;
- the appointee's right to appeal the furlough to MSPB, the time limit for making an appeal and the MSPB office to which the appeal should be sent; and
- if the appointee is serving a probationary period, the effect (if any) on the duration of the probationary period. [See information on Probationary Periods in Chapter 2.]

The 30-day notice period may be shortened or waived in the event of unforeseen circumstances, such as sudden emergencies requiring immediate curtailment of activities, or when furlough of employees is necessary to avoid violation of the Anti-Deficiency Act. If the notice period is shortened or waived, the agency must include the reason in the notice.

Agencies should inform SES members who are being put on long furloughs of any changes to their retirement, health benefits, or life insurance coverage during such furloughs.

**Appeals.** The furlough of an SES career appointee (for any length of time) is appealable to the MSPB.

***Requirements for Noncareer, Limited Term or Limited Emergency Appointees and Reemployed Annuitants***

An agency may furlough an SES noncareer, limited term, or limited emergency appointee, or a reemployed annuitant holding a career appointment, under agency designated procedures.

Agency procedures should meet certain minimum requirements. The appointee should be given a written notice, delivered at least one day prior to the beginning of the furlough, and it should indicate the reasons for, the duration of, and the effective dates of the furlough.

The furlough of noncareer and limited appointees and reemployed annuitants is not appealable to the MSPB.

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## **CHAPTER 10: GUARANTEED PLACEMENT**

**STATUTE: 5 U.S.C. 3594**

**REGULATIONS: 5 CFR Part 359, Subpart G**

### **GENERAL INFORMATION**

Guaranteed placement (“fallback”) to a position outside the SES applies to a career appointee (other than a reemployed annuitant) who is removed from the SES under the following circumstances:

- during the SES probationary period for other than disciplinary reasons, if at the time of appointment to the SES the individual held a career or career-conditional appointment, or an appointment of equivalent tenure as defined in 5 CFR 359.701(a) [See Chapter 8, Removals and Suspensions, for information on removal during probation.];
- after the SES probationary period as the result of less than Fully Successful performance [See Chapter 8 for information on removal for performance.]; and
- after the SES probationary period as the result of a reduction in force. [See Chapter 9, Reduction in Force, RIF Placement, and Furlough, for information on RIF removal of post-probationers.]

### **CONDITIONS OF OFFER**

The placement offer must meet the following conditions:

- the offer must be to a continuing position; (To be considered “continuing” a position must last at least 3 months.)
- the position must be one at GS-15 or above, or equivalent, even if the individual entered the SES from a position below the GS-15 level;
- the individual must meet the qualifications requirements for the position; and
- the tenure of the appointment must be equivalent to the tenure of the appointment held by the individual at the time of entry into the SES, if it was a career or career-conditional appointment (or an appointment of equivalent tenure). This provision does not apply if the agency does not have a position with an appointment of equivalent tenure or if the appointee is willing to accept a position having a different tenure.
- if a post-probationer does not have reinstatement eligibility in the competitive service and if there is no regular excepted appointment authority the agency can use, the agency may use the Schedule B authority under 5 CFR 213.3202(m).

The placement may not cause the separation or reduction in grade of any other employee. If there is no current vacant position for which the individual is qualified, the agency must create one.

## EQUIVALENT TENURE

Appointment to a position in the excepted service that is of “equivalent tenure” [defined at 5 CFR 359.701(a)] to that of a career or career-conditional appointment in the competitive service means an appointment other than—

- an appointment to a Schedule C position established under 5 CFR part 213;
- an appointment to a position that meets the same criteria as a Schedule C position (i.e., is policy determining or involves a close and confidential working relationship with the head of an agency or other key appointed official), but which is filled under a different appointment authority; or
- an appointment to a position where the incumbent traditionally changes when Presidential administrations change.

## AGENCY RESPONSIBILITY FOR PLACEMENT

It is the agency’s responsibility to place the employee in an appropriate position within the agency. In the rare event that internal placement is not possible, the agency is responsible for arranging a transfer to an appropriate position in another agency (5 CFR 359.703). Except when a transfer of function is involved, the transfer must be mutually acceptable to both the employee and the gaining agency.

**RIF situations.** A RIF will often affect both SES and non-SES positions and personnel. It may be difficult to find a position outside the SES in which to place an SES member. Even so, the agency is obligated by law to place the individual in a continuing position at GS-15 or above unless the action would violate the Anti-Deficiency Act or other applicable statute.

If it appears that the position in which the individual is placed outside the SES will be abolished sometime after the 3 month period, the agency should continue its effort to find an appropriate position for the individual, either internally or in another agency.

Any future RIF action affecting an individual after placement outside the SES would be taken under 5 CFR part 351. Although the agency could issue a part 351 RIF notice during the 3 month period, the action may not be made effective until the period is over.

**Abolished agencies.** If an agency is being abolished (without a transfer of functions) and an employee is being removed from the SES within 3 months of the effective date of the abolishment, the employee is not entitled to placement in a position outside the SES in the agency since there is no continuing position.

[**Note:** If an individual has placement rights outside the SES following removal, the agency is subject only to the notice requirements governing the removal and not to the notice requirements governing SES reassignments. For example, if the non-SES position is in a different geographic area, the agency does not have to provide a 60-day advance notice to the individual, but the agency would be subject to any advance notice requirements applicable outside the SES to geographic moves. If the individual fails to report to the new position, the individual may be removed from the civil service under adverse action procedures that are applicable for employees outside the SES, i.e., 5 CFR part 752, Subpart D.]

**Effect of Career Transition Requirements.** SES members exercise placement rights without regard to priority selection requirements for certain RIFed employees provided under the career transition regulations in 5 CFR part 330, Subparts F and G.

## SAVED PAY

Under 5 U.S.C. 3594(c)(1)(B), an employee placed in a non-SES position under the guaranteed placement provisions at 5 U.S.C. 3594 is entitled to be paid at the highest of:

- the rate of basic pay for the non-SES position to which assigned;
- the current rate of basic pay for the civil service position which the employee held immediately before entry into the SES; or
- the rate of basic pay held under the SES immediately before removal.

In determining which of the above three alternatives is highest for purposes of establishing the saved pay rate, the “basic rate of pay” for the first two alternatives includes any applicable locality payment under 5 U.S.C 5304, special rate supplement under 5 U.S.C. 5305, or similar payment under other legal authority (see 5 CFR 359.705(b)). However, for an employee placed in a General Schedule position, once the saved pay rate has been established, it is not to be supplemented by a locality payment, a special rate supplement, or a similar payment under other legal authority (see 5 CFR 359.705(c)(1)).

If placement is in a position in another agency, the employee is still entitled to saved pay. The saved pay of an employee receiving saved pay under 5 U.S.C. 3594(c) based on the rate of basic pay held in the SES immediately before removal is subject to the limitation on SES pay under 5 U.S.C. 5382 of EX-II if the individual is placed in a General Schedule position. [5 CFR 359.705(c)(2)]

**Effect of rate increase.** An employee receiving saved pay will have his/her basic pay rate increased by 50 percent of the amount of each increase in the maximum rate of basic pay for the grade in which placed (including any applicable locality payment, a special rate supplement, or a similar payment under other legal authority), until the pay rate is equal to the rate in effect for the position in which placed [5 U.S.C. 3594(c)(2)].

If, as a result of an increase in the scheduled rate(s) of the grade of the employee's position, the employee's saved pay becomes equal to or lower than the maximum rate of that grade, saved pay ceases and the employee receives the maximum rate. For example, if the saved pay falls to between GS-15/8 and GS-15/9, the employee is entitled to the GS-15/10 rate.

**Effect of limited appointment.** If an employee on saved pay at GS-15 receives a limited SES appointment and then returns to the GS- 15 position after the limited appointment terminates, without a break in service, the employee shall resume the saved pay based on what the pay would have been had the employee remained at GS-15.

**Limited appointees who return to the General Schedule.** These appointees are not eligible for retained pay, but they may have pay set under the "maximum payable rate" rule, as determined by the agency. It does not matter whether the return to the General Schedule is voluntary or is the result of a management decision. However, the SES appointment must have been for more than 90 days, even though the appointee may have not actually served that long. In determining the General Schedule rate, agencies may take into account such factors as how long the individual served under the limited appointment and what the individual's pay would have been had the individual remained in the General Schedule.

**Termination of saved pay.** Termination of saved pay is covered by 5 CFR 359.705(f).

## DISCONTINUED SERVICE RETIREMENT

An employee may elect discontinued service retirement if eligible in lieu of guaranteed placement. [See Chapter 11, *Other Provisions Affecting the SES.*]

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## **CHAPTER 11: OTHER PROVISIONS AFFECTING SES MEMBERS**

**STATUTE: 5 U.S.C. Chapter 61 and Chapter 34**

**REGULATIONS: 5 CFR Part 340, Chapters 13 and 24; and Part 610**

### **GENERAL INFORMATION**

The Civil Service Reform Act (CSRA) did not remove Senior Executive Service (SES) members from the normal provisions of law governing leave and hours of work. Therefore, as a general rule, it is necessary to establish a 40-hour basic administrative workweek under 5 U.S.C. 6101(a), for SES members on a full-time work schedule in the same way agencies must for other employees who are subject to the leave system. There are certain flexibilities, however, available to agencies. For example, agencies **may adopt** flexible or compressed work schedules under an alternative work schedule (AWS) program for SES members under 5 U.S.C. Chapter 61, Subchapter II. (For additional information, see 5 CFR part 610, subpart D, and OPM's Handbook on Alternative Work Schedules at <http://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/alternative-work-schedules/>.)

### **WORK SCHEDULES**

**Prohibition on compensatory time off (overtime and travel).** SES members **are not eligible** for overtime pay. Therefore, they also **may not receive** compensatory time off in lieu of overtime pay under 5 U.S.C. 5543 for work performed as an SES member. Each agency should establish policies governing the handling of accrued compensatory time off for an employee who is subsequently placed in an SES position and thus no longer covered by 5 U.S.C. 5543. The agency may choose to (1) provide payment for any balance of compensatory time off accrued before placement in the SES position at the rate at which it was earned; or (2) allow the employee to use the accrued compensatory time off while in the SES position, subject to the normal time limits established in 5 CFR 550.114.

Members of the SES **are not eligible** to earn compensatory time off for **travel** under 5 U.S.C. 5550b and 5 CFR 550, subpart N. If an individual has unused compensatory time off for travel at the time of appointment to the SES, the individual forfeits it.

**Credit hours.** SES members **are prohibited** from accumulating credit hours under a flexible work schedule program, effective December 1, 1993. SES members can use credit hours accumulated prior to their SES appointment. However, they may not receive compensation in lieu of any unused credit hours.

**Part-time and intermittent employment.** SES members **may be employed** on a part-time basis (regularly scheduled tour of duty) or an intermittent basis (no prearranged scheduled tour of duty), when appropriate. The employee must be able to perform at the SES level under the work schedule established.

Under 5 U.S.C. 3405(b), employees in positions paid at a rate equal to or greater than the minimum rate for SL positions are exempt from the part-time career program requirements (5 U.S.C. 5376) e.g., the 16 to 32 hours per week tour-of-duty requirements. Therefore it is possible for a part-time SES employee to be placed on a tour of duty that exceeds 32 hours per week.

Intermittent employment in the SES is rare, due to the nature of the duties SES members must perform, but might be used, for example, in a rare instance when someone may be returning from sick leave.

## LEAVE

### **STATUTE: 5 U.S.C. Chapter 63**

### **REGULATIONS: 5 CFR Part 630**

**General.** SES members are subject to the same annual and sick leave system and policies as other non-SES employees, except for the annual leave rate of accrual and a higher maximum annual leave carryover ceiling.

**Annual leave accrual.** SES members and employees in SL/ST positions are entitled to accrue annual leave at the rate of 8 hours per biweekly pay period, without regard to their length of service in the Federal Government.

**Annual leave accumulation.** SES members have a maximum annual leave ceiling of 720 hours. Public Law 103-356 amended 5 U.S.C. 6304 to place a 90-day (720-hour) limit on the amount of annual leave an SES member could carry over from one leave year to the next.

[**Note:** Previous to the amendment, there was no limit.]

Effective October 13, 1994, SES members who had fewer than 720 hours of annual leave and new SES members became subject to the maximum annual leave ceiling of 720 hours. However, SES members who had an accumulated annual leave balance of more than 720 hours were permitted to carry that balance forward as a personal leave ceiling (excluding any restored or advanced annual leave).

SES members employed on a part-time basis (regularly scheduled tour of duty) are also subject to an annual leave ceiling of 720 hours.

**Leave year.** Each new leave year begins on the first day of the first full biweekly pay period in a calendar year and ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year. Specific leave year beginning and ending dates are found at <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/leave-year-beginning-and-ending-dates>.

**Personal leave ceiling.** The personal leave ceiling is the maximum amount of annual leave in excess of 720 hours that may be carried over to a new leave year. The personal leave ceiling is subject to reduction under the rules in 5 U.S.C. 6304(c) and 5 CFR 630.301. An SES member's personal leave ceiling must be reduced at the beginning of any leave year in which the annual leave balance falls below the personal leave ceiling. When the personal leave ceiling falls below 90 days (720 hours), the personal leave ceiling is eliminated and the SES member becomes subject to the 90-day (720-hour) limit. Agencies are responsible for notifying employees of any reduction in the personal leave ceiling. Amounts of annual leave that are advanced or restored to SES members **are not included** in the personal leave ceiling.

**Use or lose leave.** If an SES member has annual leave in excess of the applicable leave ceiling on the last day of the leave year, he or she is subject to the "use or lose" rules for the forfeiture of excess annual leave under 5 U.S.C. 6304(c) and 5 CFR 630.301. Thus, an SES member who has 1,000 hours as a personal leave ceiling at the start of a leave year and earns 100 hours more than he or she uses in that year, will lose those 100 hours, and his or her personal ceiling remains at 1,000 hours at the beginning of the next leave year. Conversely, an SES member who has 1,000 hours as a personal leave ceiling at the start of the leave year and a balance of 920 hours of annual leave at the beginning of the next leave year will have his or her personal leave ceiling reduced to 920 hours for that next leave year.

**Lump-sum payments upon separation.** At the time of an SES member's separation from Federal service, the member is entitled to a lump-sum payment for any unused accumulated and accrued annual leave to his or her credit, including any restored annual leave. Generally, a lump-sum payment will equal the pay the employee would have received had he or she remained employed until expiration of the period covered by the annual leave and used that leave. Therefore, if an SES member had remained in Federal service and would have received a pay adjustment, the lump-sum payment is adjusted to reflect the increased rate beginning on the effective date of the pay adjustment (5 U.S.C. 5551). See <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/factsheets/lump-sum-payments-for-annual-leave/> for additional information.

Example: The agency appointing authority approved a 3 percent performance-based pay adjustment for an SES member in December 2016 to be effective on January 8, 2017. The SES member retires effective December 31, 2016, with 500 hours of unused accumulated and accrued annual leave. The member's lump-sum payment for 40 hours of annual leave (January 1 and January 2-6) is calculated using the employee's pay prior to the pay adjustment and 460 hours of annual leave is calculated to include the 3 percent pay adjustment. (Note that the January 2 holiday is counted as a day on which the annual leave would have been used. See 5 U.S.C. 5551(a) and 5 CFR 550.1204(a).)

**Home leave.** SES members who have completed 24 months of continuous service outside the United States may be granted leave of absence at a rate not to exceed 1 week for each 4 months of service. The leave is for use in the United States or if the employee's residence is outside the area of employment, in its territories or possessions (5 U.S.C. 6305 and 5 CFR 630, subpart F).

**Military leave.** SES members are entitled to military leave for certain types of active or inactive duty in the Armed Forces' Reserves and National Guard. Any full-time Federal civilian employee whose appointment is not limited to 1 year is entitled to military leave under 5 U.S.C. 6323(a) and (b). For additional information on military leave, see <http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/factsheets/military-leave/>.

**Movement to an SES appointment.** If an individual moves from a non-SES appointment to an SES appointment, any annual leave at the time of the move in excess of the employee's maximum accumulation level is subject to forfeiture, if not used by the beginning of the first full biweekly pay period in the leave year immediately following entry into the SES. (5 CFR 630.301(f)(1)) Annual leave can be restored under conditions provided at 5 U.S.C. 6304(d). Entry into the SES does not change the time limit under 5 CFR 630.306 during which restored leave must be used to avoid forfeiture.

Example: A GS-15 employee with a maximum accumulation level of 240 hours of annual leave is selected for an SES position. At the time of appointment, the employee has 300 hours of accumulated annual leave, i.e., 60 hours in excess of the 240-hour ceiling. The employee earns 100 additional hours in the SES before the end of the leave year. If the employee uses less than the 60 hours of excess leave (e.g., 40 hours) during the remainder of the leave year while in the SES, the employee's leave balance at the beginning of the new leave year is 340 hours (the maximum 240 hours that the employee could accumulate as a GS-15 plus the 100 hours earned in the SES). The employee forfeits 20 hours of leave (i.e., the 60 hours excess leave brought into the SES, minus the 40 hours used). If the employee uses more than the 60 hours of excess leave (e.g., 80 hours) during the remainder of the leave year while in the SES, there is no forfeiture since the amount of leave used exceeds the 60 hours of excess leave. In this case, the employee's leave balance at the beginning of the new leave year is 320 hours (the maximum 240 hours that the employee could accumulate as a GS-15, plus the 100 hours earned in the SES, minus the 20 hours used above the 60 hours of excess leave).

**Movement from an SES appointment.** If an SES member moves to a non-SES or equivalent position, any annual leave in excess of that which otherwise would be permitted remains to the employee's credit. Subsequently, if the individual uses more annual leave in a leave year than earned, the balance carried forward will become the new personal leave ceiling if it is still above the maximum limit normally permitted for the position (5 CFR 630.301(g)). The employee's annual leave balance is subject to reduction under the rules in 5 USC 6304(c).

Example with a personal leave ceiling: An individual was in the SES in October 1994 with accumulated leave in excess of 720 hours and became entitled to retain that leave as a personal leave ceiling when 720 hours was set as the annual limit on the accumulation of annual leave for SES members. Later, the SES member moved to a GS-15 position with a retained personal leave ceiling of 800 hours of accumulated annual leave. The employee earned an additional 100 hours before the end of the leave year.

If the employee uses 150 hours of annual leave in the GS-15 position (i.e., 50 hours more than the 100 hours earned), the employee's personal leave ceiling for the next leave year is reduced to 750 hours. However, if the employee uses only 40 hours (i.e., 60 hours less than the 100 hours earned), the personal leave ceiling for the next leave year remains at 800 hours and the employee loses 60 hours of annual leave.

Example without a personal leave ceiling: An SES member with 750 hours of accumulated annual leave moves to a GS-15 position. The individual does not have a personal leave ceiling as described in 5 CFR 630.301(h). The employee earns 100 additional hours in the new (GS-15) position before the end of the leave year. If the employee uses 150 hours of annual leave in the new position (i.e., 50 hours more than the 100 hours earned), the employee's carry over amount to the next leave year is 700 hours. However, if the employee uses only 40 hours (i.e., 60 hours less than the 100 hours earned), the carry over amount to the next leave year is 720 hours, and the employee loses 90 hours of annual leave.

In addition, an SES member who moves to a non-SES or equivalent position will no longer be entitled to the higher annual leave accrual rate. The employee's annual leave accrual rate is determined based on years of creditable service as provided in 5 U.S.C. 6303(a). (5 CFR 630.301(d)).

**Appointed by the President with or without Senate confirmation.** In general, officers and employees who are appointed by the President to a PAS or PA position are not covered by the Federal leave system established by 5 U.S.C. chapter 63 if their rate of basic pay equals or exceeds the rate for level V of the Executive Schedule. (See 5 U.S.C. 6301(2)(x) and 5 CFR 630.211(a)(3).) These Presidential appointees do not earn annual and sick leave and cannot be charged leave for absences from work. Nevertheless, OPM has determined that an individual who is appointed by the President to an SES, SL or ST position (regardless of his or her rate of basic pay) is covered by the Federal leave system unless the individual is an officer designated (for exclusion) by the President under 5 U.S.C. 6301(2)(xi). The President has delegated the responsibility for making exclusions under section 6301(2)(xi) to OPM, and OPM has delegated responsibility to the head of each agency consistent with the provisions of 5 CFR 630.211.

Career SES members who are appointed by the President, with Senate confirmation, to a civil service position outside the SES at a rate of pay equivalent to Executive Schedule level V or higher, are entitled to elect to retain SES annual and sick leave coverage (and certain other career SES benefits, including SES basic pay) in accordance with 5 U.S.C. 3392(c)(1). Career SES members who are appointed by the President (without Senate confirmation) to a civil service position outside the SES, which is covered by the Executive Schedule, or the rate of basic pay for which is fixed by statute at a rate equal to one of the levels of the Executive Schedule, have the same entitlement under 5 U.S.C. 3392(c)(2). If Federal leave system coverage is retained, the individual continues to accrue leave and is charged leave as if still in the SES. If the individual separates from the Government immediately following the Presidential appointment, any lump-sum annual leave payment is based on his/her current pay (i.e., SES pay, if retained, or Executive Schedule or equivalent pay, if SES pay was not retained). (See 5 CFR 550, subpart L)

A current Federal employee who receives a Presidential appointment to a civil service position (other than an SES, SL or ST position) with a rate of basic pay that equals or exceeds level V of the Executive Schedule (including such an employee who held a career SES position immediately before the Presidential appointment and who does not retain leave coverage under 5 U.S.C. 3392(c)(1) or (2)), is not covered by the Federal leave system but does not receive a lump-sum payment for his/her unused annual leave at the time of the Presidential appointment. The unused annual leave is held in abeyance for re-credit if and when the employee is subsequently reemployed in a position covered by the Federal leave system. If the individual separates from Federal service while under a Presidential appointment, he or she will receive a lump-sum payment for unused annual leave based on the rate of pay in effect for the position the employee held immediately before the employee accepted the Presidential appointment. (5 U.S.C. 5551(b) and 5 CFR 550, subpart L). (If the Presidential appointment is to an SES or SL/ST position, the employee is covered by the Federal leave system regardless of the employee's rate of basic pay.)

## UNEMPLOYMENT COMPENSATION

### STATUTE: 5 U.S.C. Chapter 85

#### *Unemployment Compensation for Federal Employees*

Presidential appointees, noncareer SES appointees, and Schedule C employees who resign by request due to a change in agency leadership, or as a result of the transition to a new Presidential Administration or Term, may be eligible for Unemployment Compensation for Federal Employees (UCFE). Career and limited SES appointees who are involuntarily separated from the civil service may also be eligible for unemployment compensation, depending on the reason for the involuntary separation.

In general, unemployment compensation is provided through the State of the individual's last official duty station. Eligibility requirements and benefit levels vary from State to State. For further information about UCFE requirements and benefits, contact the appropriate State Employment Security Office.

Whether an individual's resignation is requested or not requested may affect entitlement to unemployment compensation. Resigning before receiving a request to resign is generally considered an unprompted resignation and is not usually viewed as sufficient for unemployment compensation purposes. To assure that State unemployment offices are aware that the separation by request is due to a change in agency leadership, it is important that this reason is clearly indicated on the SF-50 and all UCFE claims inquiry forms. Individuals are advised to provide a copy of the request for resignation to the State unemployment compensation office when filing.

For additional information about these services, see <http://workforcsecurity.doleta.gov/unemploy/unemcomp.asp>.

***Dislocated Worker Services***

These employees may also be eligible for dislocated worker services, including retraining and placement assistance, which are funded through Department of Labor grants. Benefits and eligibility requirements vary from state to state. For further information about Dislocated Worker Services and eligibility requirements, contact the State Dislocated Worker Unit in the state in which the individual was employed.

For additional information about these services, see [www.dol.gov/dol/topic/training/dislocatedworkers.htm](http://www.dol.gov/dol/topic/training/dislocatedworkers.htm).

**RETIREMENT**

**STATUTE: 5 U.S.C. Chapters 83 and Chapter 84**

**REGULATIONS: 5 CFR Parts 841 – 847, 850, 880, 891**

**THE GUIDE TO PROCESSING PERSONNEL ACTIONS: Chapter 30**

**Coverage.** For individuals appointed to the SES after December 31, 1986, with no prior civilian service that is creditable for retirement:

- all career appointees are covered by the Federal Employees' Retirement System (FERS);
- all noncareer appointees are covered by FERS even if the appointment is designated as "indefinite"; and
- a limited appointee is covered by FERS if the appointment is for more than 1 year.

For individuals appointed to the SES after December 31, 1986 with prior Government service, refer to the CSRS and FERS Handbook for Personnel and Payroll Offices to determine the retirement coverage. Some provisions to note regarding noncareer and limited SES appointees:

- noncareer appointees; (These individuals are covered by Social Security, even though they may have continuous service without a break in service of more than 365 after December 31, 1983, from an appointment where they were under regular CSRS); and
- limited appointees. (Individuals normally are excluded from FERS or CSRS if they are serving under an appointment limited to 1 year or less. This exclusion does not apply, however, if the individual moves from a position covered by FERS or CSRS into the excluded type of appointment with no break in service or a break of 3 days or less.)

Certain noncareer appointees who were covered by CSRS on December 31, 1983 and were mandatory covered by Social Security on January 1, 1984, had a special retirement election opportunities during the July-December 1987 FERS open season. At that time, they could elect to retain the coverage previously elected (full CSRS with Social Security, reduced CSRS and Social Security, or Social Security only) or to have CSRS Offset or FERS coverage.

These elections generally remain in effect upon subsequent appointments. See Chapter 101, Appendix A of the FERS & CSRS Handbook for Personnel and Payroll Offices

Under Pub. L. 100-647, if an SES career appointee takes a PAS appointment on or after November 10, 1988, where the maximum rate of pay payable for their position is at or above the rate for level V of the Executive Schedule, and the position is listed in 5 U.S.C. 5312-5317, the appointee is subject to mandatory Social Security coverage even if the appointee elected to continue SES benefits under 5 U.S.C. 3392(c). (See the CSRS and FERS Handbook, Chapter 101, Special Retirement Provisions for Senior Officials.)

If the appointee was under full CSRS in the SES and had at least 5 years of creditable civilian service at the time of the Presidential appointment, the appointee is under CSRS Offset and has a six month opportunity to elect FERS.

If the appointee was under FERS or CSRS Offset in the SES, the appointee remains under FERS or the CSRS Offset.

If an individual under Social Security coverage in a civil service position (e.g., in a Presidential or noncareer SES appointment) takes an SES career appointment on or after November 10, 1988, the individual remains subject to full FICA deductions in the SES position, in addition to CSRS or FERS coverage, as appropriate.

Under FERS there is no authority to allow credit for service performed after 1988 under appointments excluded from FERS coverage. Thus, service after 1988 under an SES limited appointment that is for 1 year or less not only is not covered by FERS at the time of the appointment, but also is not creditable for eligibility or computation purposes, if the individual takes an appointment that is covered by FERS.

**Optional retirement.** Eligibility for optional retirement is the same for SES members as for other employees.

If the individual is covered by CSRS, eligibility is at least age 55 with 30 years of service or more, at least age 60 with 20 years of service or more, or at least age 62 with 5 years of service or more.

If the individual is covered by FERS, eligibility is at least 5 years of service and age 62, at least 10 years of service and the Minimum Retirement Age (reduced benefits), at least 20 years of service and age 60, or at least 30 years of service and the Minimum Retirement Age. The Minimum Retirement Age is the first year in which an individual can receive benefits and varies according to the year born. See Chapters 41 and 42 of the CSRS & FERS Handbook for more information about the minimum Retirement Age.

Under both CSRS and FERS, a minimum of 5 years of civilian service is required. There are special provisions for law enforcement officers and certain other personnel.

**Discontinued service retirement.** To be eligible for discontinued service retirement (DSR), an individual must have completed 25 years of service or have completed 20 years of service and be 50 years of age. Further, the individual must be involuntarily separated other than for cause on charges of misconduct or delinquency. General information on DSR is in the CSRS and FERS Handbook for Personnel and Payroll Offices, Chapter 44.

**[Note:** Although the eligibility criteria for DSR are the same under CSRS (5 U.S.C. 8336(d)) and FERS (5 U.S.C. 8414(b)), the benefit formulas differ.]

Subject to the requirements described in Chapter 44 of the CSRS and FERS Handbook, after a notice of specific action, a resignation in lieu of involuntary is qualifying for discontinued service retirement.

- separates from the SES as the result of a reduction in force following notification that there is no vacant SES position in the agency for which qualified. (Eligibility exists even if the individual declines OPM placement assistance, declines an SES position offer in another agency, separates during the OPM placement period, or declines placement in a position outside the SES.);
- separates from the SES following position abolishment, even though no reduction in force was conducted, if the employee did not have an offer of another SES position in the agency at the time of separation;
- separates from the SES following notice of directed reassignment to another commuting area or transfer of function to another commuting area, and the notice indicates the employee would be subject to removal under adverse action procedures for declining the proposed move; or removed under adverse action procedures (or during the probationary period) for declining to accept the proposed move. (The individual is eligible for DSR even if the separation occurs before the effective date of the reassignment. The employee is not eligible for DSR, however, if at the time of appointment the employee's position description, or other written agreement or understanding, provided for geographic mobility. SES employment in itself does not automatically establish a mobility agreement.);
- separates from the SES, when reporting directly to a Presidential appointee, in response to a specific written request from a recognized representative of a new Administration having authority to request such resignation or from a new department or agency head  
**[Note:** The separation of a career appointee in these circumstances cannot be required; the appointee must voluntarily agree to the request.]; or
- separates from the SES, if a noncareer appointee, when reporting directly to a Presidential appointee who is leaving; (Otherwise a noncareer appointee who resigns without being asked is not eligible for DSR.); and
- length of service even if the appointee has placement rights in a position outside the SES:

(1) removed from the SES for less than Fully Successful performance under 5 U.S.C. Chapter 43, Subchapter II; or

(2) removed from the SES during the probationary period for reasons not involving conduct.

A Presidential appointee who is eligible for DSR upon separation maintains that eligibility even if entitled to reinstatement to the SES as a former career SES appointee. This is true even if the appointee has received a job offer in the SES since tenure is different in the SES from that under the Presidential appointment.

**Disability retirement.** The eligibility requirements for disability retirement are the same for SES as for non-SES personnel and the same under FERS as under CSRS. The individual must have at least 18 months of civilian service for FERS and 5 years for CSRS.

## TRAVEL AND TRANSPORTATION

**STATUTE: 5 U.S.C. 5723 and 5724**

**REGULATIONS: 5 CFR Part 572**

**Pre-employment interviews.** An agency may pay candidates' travel expenses incurred for pre-employment interviews requested by the agency. This authority may be used regardless of whether the candidate is presently in another SES position, is currently employed by a Federal agency in a non-SES position, is applying for reinstatement to the SES from outside the Government, or never worked for the Government. The authority covers candidates for career, noncareer, or limited SES appointment (5 U.S.C. 5752).

**Travel to first duty station.** An agency may pay travel expenses of a new appointee (career, noncareer, or limited) to the SES from outside the Government. (A new appointee includes not only individuals first appointed to Government service, but also individuals appointed after a break in Government service.) An agency may also pay transportation expenses of the appointee's immediate family and household goods and personal effects, to the extent authorized by 5 U.S.C. 5724, from the appointee's place of residence at the time of selection to the duty station (5 U.S.C. 5723(a)).

Payment may be made only after the individual agrees in writing to remain in Government service for 12 months after appointment, unless separated for reasons beyond the individual's control which are acceptable to the agency concerned. If the individual violates the agreement, the payment is recoverable from the individual as a debt due the United States (5 U.S.C. 5723(b)).

**Change of duty station.** The provisions in law (5 U.S.C. 5724) and the travel regulations concerning payment of travel and transportation expenses when an employee is moved in the interest of the Government are applicable to SES members, including those individuals newly appointed to the SES from other positions in Government without a break in Government service. A permanent change in duty station which is outside the employee's commuting area shall take effect only after the employee has been given advance notice for a reasonable period.

**Last move home.** Under 5 U.S.C. 5724(a)(3), an SES career appointee is entitled to travel, transportation, and household goods moving expenses upon retirement from Government service, to the place where the individual will reside, if the individual:

- retires on or after September 22, 1988;
- was moved geographically by the Federal Government as a career appointee in the SES; and

- was eligible for optional retirement, or within 5 years of optional retirement; or was eligible for discontinued service retirement at the time of the last Federal Government directed move.

Entitled individuals include:

- individuals who were geographically moved while a career appointee in the SES as the result of a reassignment or a transfer;
- individuals who at the time of the move were going from an appointment outside the SES (e.g., at GS-15) to a career appointment in the SES; and
- individuals who at the time of the move were going from a limited or noncareer SES appointment to a career appointment in the SES.

Coverage includes families of deceased employees who were eligible for the benefits at the time of death, effective January 1994.

Noncareer and Limited appointees are not eligible for “last move home”.

**Regulatory provisions.** See the Federal Travel Regulation issued by the General Services Administration for further information. The information on Relocation Allowances is codified in 41 CFR Chapter 302. For more information visit [www.gsa.gov/transportationpolicy](http://www.gsa.gov/transportationpolicy).

## STUDENT LOAN REPAYMENTS

The Federal student loan repayment program permits agencies to repay certain types of Federally made, insured, or guaranteed student loans as a recruitment or retention incentive for job candidates or current employees of the agency. The program implements 5 U.S.C. 5379, which authorizes agencies to set up their own student loan repayment programs to attract or retain highly qualified employees. The authority is used at the discretion of the agency. SES members are eligible, unless otherwise excluded in the agency’s implementation plan. Agencies may wish to consider the following when implementing this program:

- limiting SES eligibility to executives serving on career appointments only, and
- using the standard recruitment incentive as a first choice in recruiting new executives.

For more information visit <http://www.opm.gov/policy-data-oversight/pay-leave/student-loan-repayment/>.

## OFFICE OF INSPECTOR GENERAL POSITIONS

The Inspector General Reform Act of 2008 (Pub. L. 110-409, October 14, 2008) revised the Inspector General (IG) Act of 1978 (Pub. L. 95-452). A key provision of the Act designated the Office of Inspector General (OIG) a separate agency for the purpose of applying statutory provisions relating to the SES but did not make it an executive agency, as that term is defined in 5 U.S.C. 105. Otherwise, every OIG could be considered an executive agency covered by the SES under 5 U.S.C. 3132(a)(1) whether or not the agency within which the OIG is established is covered by the SES. If the agency within which an OIG is established is covered by the SES, so is the OIG, but if the agency within which an OIG is established is not covered by the SES, then neither is the OIG. In an OIG to which the SES applies, a reference to the agency head in any SES statute is considered to be a reference to the IG. Where there is a question of how this principle specifically applies, agencies should consult with Senior Executive Services and Performance Management. It should be noted that the IG Reform Act of 2008 did not designate the OIG a separate agency, and the IG the head of that agency, with respect to senior-level (SL) positions or scientific and professional positions (ST). However, for allocation requests of SL/ST positions the OIGs should independently submit separate requests from the ones submitted by their agencies.

Section 4(a) of the IG Reform Act of 2008 revised the pay of Inspectors General in an “establishment” (as defined in section 12(3) of the IG Act of 1978) by providing for a rate of basic pay equal to EX-III plus 3 percent. For these IGs, biweekly pay is computed by multiplying the applicable hourly rate by 80 hours. The applicable hourly rate is derived by dividing the annual rate of EX-III plus 3% by 2,087 hours and rounding to the nearest cent.

Section 4(b) of the IG Reform Act of 2008 also provided rules for establishing and compensating IGs in a “designated Federal entity” (DFE) (as defined in section 8G of the IG Act of 1978). First, section 4(b) provided that an IG at a DFE must be classified at a grade, level, or rank designation, as the case may be, at or above those of a majority of the senior-level executives of that DFE. For example, this provision could result in an IG at a DFE being placed in the SES pay system instead of the General Schedule classification and pay system. Second, section 4(b) provided that the pay of a DFE IG shall be not less than the average total compensation (including performance awards) of the senior-level executives of that designated Federal entity calculated on an annual basis—i.e., section 4(b) establishes a pay floor. The DFE agency head must continue to determine the IG’s pay in accordance with the applicable pay system rules (i.e., regular pay entitlement without regard to the pay floor) and the resulting pay will be compared to the pay floor established by section 4(b). The higher amount will be payable.

OPM established a pay plan code “IG” for IGs in establishments whose rate of basic pay is fixed at the rate for EX-III plus 3 percent. In addition, OPM established a pay rate determinant code “D” for IGs in DFEs to recognize their coverage under a provision providing a special classification authority and pay floor.

[**Note:** There is no new pay plan code for IGs at DFEs. The pay floor provision in section 4(b) does not constitute a pay system but rather interacts with the applicable pay system. (The applicable pay system may have been determined under the other provision in section 4(b) guaranteeing that a DFE IG has the same grade or level as the majority of senior executives in the same DFE).]

Career SES members who are appointed to an IG position and are entitled to elect to continue certain SES benefits under 5 U.S.C. 3392 may do so with the exception that SES performance awards and awarding of ranks will not apply. Furthermore, notwithstanding any provision of law, career Federal employees serving on an appointment under an authority other than 5 U.S.C. 3392 may not suffer a reduction in pay (not including any bonus or performance award) as a result of being appointed to an IG position. (See section 4(c) of the IG Reform Act of 2008.) An IG of an establishment or a designated Federal entity may not receive any cash award or cash bonus, including any cash award under 5 U.S.C. chapter 45. (See section 3(f) of the IG Act of 1978, as added by section 5 of the IG Reform Act of 2008.) These provisions apply solely to an IG and not to other SES members within an OIG. Accordingly, other SES members in IG offices are eligible for performance and other awards. Career SES appointees in an OIG may be nominated for rank awards. (See Chapter 6, Presidential Rank Awards, for additional information.)

Each IG or agency head, as applicable, is responsible for implementing and administering the provisions of the IG Reform Act; however, OPM has responsibility to determine how to interpret and apply SES provisions with respect to the designation of each OIG as a separate agency and the IG as the head of that agency. Where there is a question of how to apply SES provisions, agencies should consult with Senior Executive Services and Performance Management.

As head of a separate agency, each IG has the authorities and responsibilities of an agency head with respect to the OIG with respect to the administration of any SES statute. (See section 6(d) of the IG Act of 1978, as amended by section 14 of the IG Reform Act of 2008.) For example, each IG establishes an Executive Resources Board (ERB) to conduct merit staffing for career appointments and establishes a Performance Review Board (PRB) to make recommendations regarding SES performance ratings and SES performance awards for OIG senior executives. IGs normally establish a separate performance appraisal system to cover OIG SES members. With respect to such a system, the IG is the highest-level official in the OIG; therefore, higher-level review is not available to a senior executive for whom the IG is the initial rater, although the IG can administratively provide for an alternative review. IGs determine rates of basic pay for their senior executives and may provide SES performance awards from an SES performance award pool calculated based upon salaries of career SES appointees within the OIG. As head of a separate agency, each IG is independent of the agency within which the OIG is established with regard to SES actions, e.g., recruitment and selection of executives, reassignment or transfer of executives, position management, performance appraisal, compensation, awards, adverse actions, and reduction-in-force.

When an IG is appointed as a career SES member by the head of a DFE, normal application of SES rules would require the DFE agency head to appraise the DFE IG's performance annually. Based upon the results of appraisal, the DFE agency head could adjust the pay of the DFE IG or even remove the DFE IG. However, OPM considers such authority would contradict the purpose of the IG Reform Act of 2008 to "amend the Inspector General Act of 1978 to enhance the independence of Inspectors General." We therefore advise, pursuant to OPM's authority under section 6(d)(1)(B)(iii) of title 5 Appendix to determine how SES provisions apply for purposes of section 6(d), that for the purpose of SES performance appraisal a DFE IG should not be considered to occupy a DFE position but a position in the DFE Office of Inspector General, which under section 6(d)(1)(A)(i) "shall be considered to be a separate agency."

Since the DFE IG does not occupy a position in the DFE for this purpose, a DFE agency head should not establish performance requirements for the DFE IG under 5 U.S.C. 4312(b)(1) or appraise the DFE IG's performance. It follows that a DFE agency head will not be able to adjust SES pay for a DFE IG under SES rules or remove a DFE IG from the SES based upon performance ratings. A DFE agency head must still set pay in accordance with section 4 of the IG Reform Act of 2008, which includes setting the DFE IG's pay at his or her existing SES rate of basic pay—computed under normal rules without regard to the section 4(b) pay floor—if it is higher than that pay floor. The head of a DFE may also take an adverse action against a DFE IG under 5 U.S.C. 7543, consistent with section 3 of the Act, including a removal action that is not based on a performance rating.

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## **CHAPTER 12: SENIOR POSITIONS OUTSIDE THE SES**

### **EXECUTIVE SCHEDULE POSITIONS**

At the top of the Federal civilian personnel hierarchy are positions placed by statute in the Executive Schedule, or established at pay rates equivalent to the Executive Schedule. This personnel system is divided into five levels, EX-I (the highest) through EX-V (the lowest). The Executive Schedule includes cabinet secretaries; under, deputy, and most assistant secretaries; heads of most of the independent agencies; members of regulatory commissions; and a number of other key officials (e.g., certain general counsels and bureau directors). Executive Schedule and equivalent positions are generally filled by Presidential appointment with Senate confirmation.

#### ***Title 5 Listings***

Positions placed by statute in the Executive Schedule are listed in 5 U.S.C. 5312 through 5316. By Executive order, the President may also place up to 34 positions in EX-IV and V combined, under 5 U.S.C. 5317. Requests should be sent to the Office of Management and Budget; however, section 5317 is not appropriately applied to any position that would meet the definition of an SES position at 5 U.S.C. 3132(a)(2) if placed in EX-IV or V.

[**Note:** Many positions listed in 5 U.S.C. section 5315 (EX-IV) and 5316 (EX-V) or that have been placed in EX-IV or V under section 5317 are established as positions in the SES if they are in an agency to which the SES applies and meet the definition of an SES position at 5 U.S.C. 3132(a)(2), e.g., a position at EX-IV or EX-V, or equivalent, that performs SES functions and is not required to be filled by Presidential appointment with Senate confirmation.]

Occasionally, a new law will establish a position that performs SES functions and place it in level IV or V of the Executive Schedule without providing for it to be filled by Presidential appointment with Senate confirmation. Unless the law specifies that the position is exempt from the SES definition at 5 U.S.C. 3132(a)(2), the position is to be established in the SES and becomes subject to SES provisions, including determination of pay by the agency head under 5 U.S.C. 5382 and 5383.

#### ***Pay***

Section 5318 of title 5, United States Code, provides for annual adjustment of the rates of pay for Executive Schedule positions at the beginning of the first applicable pay period commencing on or after the first day of the month in which an adjustment takes place under 5 U.S.C. 5303 in the rates of basic pay under the General Schedule. OPM calculates the rates of basic pay for levels I through V of the Executive Schedule annually based upon the formula in section 5318 and publishes them online at: <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>.

See the chapter notes for chapter 4 regarding the pay freeze for certain senior political appointees.

**SENIOR-LEVEL (SL) AND SCIENTIFIC AND PROFESSIONAL (ST) POSITIONS****STATUTE: 5 U.S.C. 5376, 5108, 3324, 3104, 3325****REGULATIONS: 5 CFR Part 319 and Part 534, Subpart E**

Unless an agency is excluded from the SES by statute (e.g., 5 U.S.C. 3132(a)(1)) or by the President under 5 U.S.C. 3132(c), any agency position classified above the GS-15 level or in level IV or V of the Executive Schedule, or an equivalent position, that is not required to be filled by Presidential appointment with Senate confirmation is to be placed in the SES, if it meets any of the functional criteria set forth in 5 U.S.C. 3132(a)(2). Positions that are classified above the GS-15 level in an agency covered by the SES but do not meet the SES functional criteria are established as SL positions or ST positions depending on the nature of the work. [See *Establishing SES Positions* in Chapter 1 for information on the SES functional criteria and determining whether a position should be established as SES, SL or ST.]

***Scientific and Professional Positions***

Under 5 U.S.C. 3104, OPM is authorized to determine, and from time to time revise, the maximum number of scientific and professional positions for carrying out research and development functions requiring the services of specially qualified personnel that may be established outside the General Schedule. OPM authorizes agencies to establish such positions under 5 CFR 319.202 and they are assigned the pay plan code ST. By regulation, a position is appropriately established as ST only if it is classified above the GS-15 level and involves performance of high-level research and development in the physical, biological, medical, or engineering sciences, or a closely related field (e.g., cybersecurity research). However, the statute also provides that 5 U.S.C. 3104 shall not apply to a position that is an SES position under 5 U.S.C. 3132(a). Therefore, a position classified above GS-15 that meets the SES functional criteria is to be established as SES even if it involves research and development functions otherwise supporting establishment of an ST position.

Research and development positions are characterized by the following features:

- systematic investigation of theory, experimentation, or simulation of experiments;
- application of the scientific method, including problem exploration and definition, planning of the approach and sequence of steps, execution of experiments or studies, interpretations of findings, and documentation or reporting of findings; and
- exercise of creativity and critical judgment, variation in which may materially affect the nature of the end product.

Research and development functions are defined in the Guide to Data Standards, Human Resources under the data element “Functional Classification” (<http://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/reporting-guidance/part-a-human-resources.pdf?clearcache=1>).

The qualifications, stature, and contributions of an individual involved in research and development have a direct and major impact on the level of difficulty and responsibility for the work performed. ST incumbents would be expected to possess a graduate degree, significant research experience, and a national or international reputation in their field. Typically, the incumbent of an ST position—

- has authored fundamental papers in the field of expertise that are widely used and cited;
- has received significant honors from major organizations for his/her accomplishments and contributions; and
- is sought as an advisor and consultant on scientific and technological problems that extend beyond his/her specialty.

### ***Senior-Level Positions***

A position classified above GS-15 that is established in an executive agency based upon a position allocation from OPM under 5 U.S.C. 5108 is called a Senior-level (SL) position and is assigned the pay plan code SL. OPM allocates these positions to agencies under 5 CFR 319.202. Before the Civil Service Reform Act (CSRA), positions classified above GS-15 were in GS-16, 17 and 18 of the General Schedule and were covered by the Executive Assignment System. When CSRA was implemented in agencies covered by the Senior Executive Service, most of those positions became SES because they met the SES functional criteria. In general, positions that remained in GS-16, 17 and 18 (also called supergrades) were classified at those levels based on other criteria, or were executive positions in agencies not covered by the SES. The Federal Employees Pay Comparability Act of 1990 (FEPCA) abolished grade levels GS-16, 17 and 18, authorized OPM under 5 U.S.C. 5108 to determine the maximum number of positions in any executive agency that may be classified above GS-15 (i.e., SL positions) and included those positions, along with Scientific and Professional (ST) positions established under 5 U.S.C. 3104, in the new pay system for “certain senior-level positions” established by 5 U.S.C. 5376.

### ***Distinguishing Among SES, SL and ST Positions***

In an agency that is covered by the Senior Executive Service, an SL or ST position may not be established based upon duties classified above GS-15 that meet the SES functional criteria because 5 U.S.C. 3132(a)(2) defines such positions as SES positions.

In any agency, an SL position should not be established based upon duties classified above GS-15 that involve performance of high-level research and development in the physical, biological, medical, or engineering sciences, or a closely related field because 5 U.S.C. 3104 states that it provides for the maximum number of such positions (i.e., ST positions) that may be established outside the General Schedule.

By regulation, a position classified above GS-15 is not established as ST if it involves performance of high level research and development **in a field other than** the physical, biological, medical and engineering sciences or a closely related field. For example, a position classified above GS-15 that performs research in the field of economics or social sciences is not appropriately established as ST; however, an SL position could be established for that purpose.

In an agency that is not covered by the Senior Executive Service, a position that is classified above GS-15 that meets the SES functional criteria normally will be an SL position. An ST position could also be used for such a position if it involves performance of high-level research and development in the physical, biological, medical and engineering sciences, or a closely related field. As in any of these cases, establishment of such position requires the appropriate position allocation from OPM.

### ***Supervisory Duties***

Among the five SES functional criteria identified in 5 U.S.C. 3132(a)(2)(A) through (E), questions are most frequently asked about paragraph (D), which includes in the SES a position above GS-15 that—

(D) supervises the work of employees other than personal assistants.

In particular, agencies ask about how to determine whether the extent of supervision exercised by a position classified above GS-15 precludes it from being established as an SL or ST position. Generally, for those agencies covered by the SES, an appropriately established SL or ST position will not include duties incorporating the full range of supervisory authorities (e.g., authority to hire, promote, reward etc.), as such duties would cause the position to meet the SES criterion in paragraph (D) of § 3132(a)(2). Instead, SL and ST positions usually involve leading projects and teams in a capacity similar to that of a Team Leader position. SL positions incorporate duties that are broad and complex enough to be classified above GS-15 but do not involve supervisory authority to an extent that meets the SES criterion. The same holds true for ST positions that are focused primarily on performance of high-level research and development. If an agency determines that an SL or ST position incorporates some supervisory responsibilities, it should carefully examine each of the SES criteria at § 3132(a)(2). If the position meets any of the other SES criteria, the position is to be established as an SES position.

### ***SL/ST Employment and Pay Provisions***

**Recruitment.** An SL position is in the competitive service as provided in 5 U.S.C. 2102, unless the position is excepted from the competitive service by or under statute. Under 5 U.S.C. 1104, OPM has delegated authority to agency heads through 5 CFR 319.401 to recruit and examine for SL positions in the competitive service, establish competitor inventories, and issue certificates of eligibles. Recruitment actions under this delegation must conform to section 319.401 and other applicable statutory and regulatory requirements, e.g., use of the category rating approach (as authorized by section 3319, U.S.C.) to assess and select job applicants for positions filled through competitive examining. Veteran's preference must be applied to SL positions consistent with rules of competitive and excepted service examining. OPM provides training, guidance and oversight in the conduct of delegated examining activities and certifies individuals identified by agencies to conduct examining operations. Employees involved in delegated examining must receive initial training from OPM, and instructions in the Delegated Examining Operations Handbook

([http://www.opm.gov/deu/Handbook\\_2007/DEO\\_Handbook.pdf](http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf)) are applicable to recruitment for SL positions in the competitive service.

Actions to fill SL positions in the competitive service by reassignment, promotion, transfer, or reinstatement of individuals with competitive status are subject to the regulatory provisions applicable to those actions in general. Under 5 CFR 335.103(a), an agency may establish a promotion or internal placement program that will apply in recruiting to fill SL positions from among individuals with competitive status. Under 5 CFR 335.103(c)(3)(vii), an agency has discretion to except from such competitive procedures the appointment of a career SES member who has competitive service reinstatement eligibility (at any level) to any position in the competitive service for which he or she qualifies, including an SL position. If the agency has a vacant allocated SL space, OPM approval is not required for such an appointment. An agency may make a temporary or term SL appointment in accordance with 5 CFR 316, if the position is in the competitive service.

Regulatory provisions related to the excepted service in general apply to SL positions in the excepted service. SL positions may be established and filled in the excepted service under schedules A, B or C, as applicable, in accordance with the requirements of 5 CFR parts 302 and 213, provided that there is no grade level or other applicable restriction on use of the particular excepted service appointment authority. Temporary or time-limited appointments may be made consistent with the requirements of 5 CFR 213.104.

As provided at 5 U.S.C. 3325, all ST positions are in the competitive service but are filled without competitive examination upon approval of the qualifications of the proposed appointee by OPM or its designee. Accordingly, competitive procedures are not required for any appointment to an ST position, including a temporary or term ST appointment under 5 CFR 316. An agency that elects to hold a competition for an ST position is not obligated to follow delegated examining rules. An ST appointee has competitive status immediately, and no probationary period is required. OPM has delegated to agency heads authority to approve the qualifications of SL and ST appointees under 5 CFR 319.302.

**Pay.** The Senior Professional Performance Act of 2008 (Pub. L. 110-372, October 8, 2008) changed the pay system for SL/ST employees effective April 12, 2009. Under the law, the pay range for both SL and ST positions has a minimum rate of basic pay equal to 120 percent of the basic pay rate for GS-15, step 1, and the maximum rate of basic pay is equal to the rate payable for level III of the Executive Schedule (EX-III). However, for any agency certified under 5 U.S.C. 5307(d) as having a performance appraisal system which, as designed and applied, makes meaningful distinctions based on relative performance, the maximum rate of basic pay is the rate payable for level II of the Executive Schedule (EX-II). As of April 12, 2009, pay for all SL/ST employees converted to a single base pay rate. This rate was equal to current rate of basic pay plus any applicable locality pay, the sum of which was capped at EX-III. The amount of SL/ST cash awards was **not** changed by the law and remains the same. Under 5 CFR part 534, subpart E, agencies are required to set and adjust pay for SL and ST employees based on individual performance, contribution to the agency's performance, or both, as determined under a rigorous performance appraisal system. Agencies must also establish written procedures that provide transparency in the processes for making pay decisions.

The aggregate compensation limit for an SL or ST employee not covered by a certified performance system is level I of the Executive Schedule (EX-I). Agencies that obtain certification of their SL/ST performance appraisal system must apply a higher aggregate compensation limitation that is equivalent to the total annual compensation payable to the Vice President.

Section 1912 of the National Defense Authorization Act for Fiscal Year 2010 (Pub. L. 111-84, October 28, 2009) provides that SL and ST employees whose official worksite is in one of the nonforeign areas on the day before the effective date of the section (defined as the first day of the first pay period beginning on or after January 1, 2010) will receive the locality pay rate for that area. The locality rates are subject to the limitations in 5 U.S.C. 5304(g) and section 1915(b) of the Act. Employees who are assigned to SL and ST positions in the nonforeign areas on or after the effective date are not eligible for locality payments, but will be eligible for an offset COLA rate in effect for their official worksite. The nonforeign cost-of-living allowance (COLA) areas include Alaska, Hawaii, Guam and the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. For additional information see CPM 2009-27, available at <https://www.chcoc.gov/content/nonforeign-area-retirement-equity-assurance-act>.

SL or ST employees are eligible to earn compensatory time off in lieu of overtime pay and compensatory time off for travel (<http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off/> and <http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off-for-travel/>). They may also earn credit hours if an agency's policies for flexible work schedules or union agreements permit (<http://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/credit-hours-under-a-flexible-work-schedule/>).

### ***SL/ST Annual Leave Maximum Carryover Ceiling***

Effective January 28, 2008, the annual leave carryover ceiling for employees in SL and ST positions is 90 days (720 hours). Any restored annual leave that an SL or ST employee may have does not count towards the 90 day annual leave carryover ceiling. Under the provisions of 5 U.S.C. 6304(d)(2), restored annual leave is credited to a separate leave account, and leave in a restored leave account does not count towards an employee's annual leave carryover cap.

**Movement to an SL/ST appointment.** If an employee moves from a GS position to an SL/ST position, any annual leave accumulated prior to the move in excess of the employee's maximum accumulation limit for the former position is subject to forfeiture, if not used by the beginning of the first full biweekly pay period in the leave year immediately following appointment to an SL/ST position (5 CFR 630.301(f)(1)). Annual leave can be restored under conditions provided by 5 U.S.C. 6304(d). The SL/ST appointment does not change the time limit under 5 CFR 630.306 during which restored leave must be used to avoid forfeiture.

Example: A GS-15 employee with a maximum accumulation level of 240 hours of annual leave is selected for an SL/ST position. At the time of appointment, the employee has 300 hours of accumulated annual leave, i.e., 60 hours in excess of the 240-hour ceiling. The employee earns 100 additional hours in the SL/ST position before the end of the leave year.

If the employee uses less than the 60 hours of excess leave (e.g., 40 hours) during the remainder of the leave year while in the SL/ST position, the employee's leave balance at the beginning of the new leave year is 340 hours (the maximum 240 hours that the employee could accumulate as a GS-15 plus the 100 hours earned in the SL/ST position). The employee forfeits 20 hours of leave (i.e., the 60 hours excess leave brought into the SL/ST position, minus the 40 hours used). If the employee uses more than the 60 hours of excess leave (e.g., 80 hours) during the remainder of the leave year while in the SL/ST position, there is no forfeiture since the amount of leave used exceeds the 60 hours of excess leave. In this case, the employee's leave balance at the beginning of the new leave year is 320 hours (the maximum 240 hours that the employee could accumulate as a GS-15, plus the 100 hours earned in the SL/ST position, minus the 20 hours used above the 60 hours of excess leave).

**Movement from an SL/ST appointment.** If an employee moves from an SL/ST position to a GS-15 position, any annual leave in excess of that which otherwise would be permitted remains to the employee's credit (5 CFR 630.301(g)). The employee's annual leave balance is subject to reduction under the rules in 5 U.S.C. 6304(c). Subsequently, if the employee uses more annual leave in a leave year than earned, the balance carried forward will become the new personal leave ceiling if it is still above the maximum limit normally permitted for the position (5 CFR 630.301(g)).

Example: An SL/ST member with 750 hours of accumulated annual leave moves to a GS-15 position. The employee earns 100 additional hours in the new GS-15 position before the end of the leave year.

- If the employee uses 150 hours of annual leave in the new position (i.e., 50 hours more than the 100 hours earned), the employee's carry over amount to the next leave year is 700 hours.
- If the employee uses only 40 hours (i.e., 60 hours less than the 100 hours earned), the carry over amount to the next leave year is 750 hours, and the employee loses 60 hours of annual leave. Under 5 U.S.C. 6304(c), the expanded annual leave ceiling is reduced by the amount used that is *in excess* of the amount accrued. The employee does not exceed the amount accrued (using only 40 of the 100 hours accrued), so his/her leave ceiling remains as 750 hours. The 60 hours accrued, but not used, exceeds the leave ceiling and is forfeited.

## MISCELLANEOUS POSITIONS

### *Experts and Consultants*

In accordance with 5 U.S.C. 3109 and 5 CFR part 304, agencies may make expert and consultant appointments without regard to competitive civil service requirements, to positions which primarily require performance of advisory services rather than performance of operating functions.

**Experts.** Have unique or superior education, skills, and accomplishments in a particular field, and are regarded as authorities by others in the field. The expert performs unusually difficult work beyond the usual range of competent employees in the field.

**Consultants.** Provide advice, options, or recommendations on issues or problems and usually have a high degree of administrative, professional, or technical experience. A consultant may also be a person affected by a program who can provide public input based on personal experience.

**Limitations on work.** There are limits on the nature of the work. Experts and consultants may not serve in an SES position or a position requiring Presidential appointment and/or Senate confirmation (but may serve in an advisory capacity pending confirmation). It is not appropriate to assign consultants to the policy-making or managerial work that characterizes the SES.

Experts and consultants may not do work performed by the agency's regular employees or function in the agency's chain of command. For example, they may not supervise agency employees, direct the preparation of a report or special study, or make decisions regarding agency policies or programs. Their work must be strictly advisory in nature (reviewing/recommending) or limited to a special project requiring an exceptional level of expertise.

## INTERCHANGE AGREEMENTS AND COOPERATION

Under Civil Service Rule 6.7 and 5 CFR 214.204, OPM and any agency with an executive personnel system essentially equivalent to the SES may, pursuant to legislative and regulatory authorities, enter into an agreement providing for the movement of persons between the SES and the other system. Such agreements may be established when it is mutually determined that movement between the two systems is in the interest of good administration and is consistent with the intent of civil service and other applicable laws. Each agreement must prescribe the conditions for interchange of persons and define the status and tenure acquired by persons when they move from one system to another.

***Criteria for Approval***

The criteria OPM considers in a proposal to authorize the interchange of personnel between the SES and another Federal executive system are—

- the basic framework of the system is established through law, rules, regulations, or instructions in written form; is designed to ensure that personnel management is based on and embodies merit system principles; and is free from prohibited personnel practices;
- positions covered by the system are fully comparable to Senior Executive Service positions, as defined in 5 U.S.C. 3132(a)(2), i.e., being classified above GS-15 and performing work characteristic of the SES functional criteria;
- provisions for career-type appointment in the system include competition and certification of qualifications commensurate with Senior Executive Service requirements such that appointees who will be eligible for noncompetitive movement can be expected to perform effectively in SES positions; and
- provisions for movement between systems specify that executives eligible for movement are serving in permanent, continuing career-type positions and that executives meet the technical and managerial qualifications of any position to which movement is proposed.

Procedures allow for periodic personnel management evaluations conducted by OPM, or by the independent agency with OPM representatives on the evaluation team.

The system includes a stipulation for discontinuance of the interchange agreement at the request of either party.

***Current Agreements***

Currently, only the following agencies have an interchange agreement:

- the Government Accountability Office;
- the Transportation Security Agency; and
- the Office of the Inspector General of the United States Postal Service.

**From:** Pletcher, Mary  
**To:** [Michael Black](#)  
**Cc:** [David Bernhardt](#); [James Cason](#); [John Tahsuda](#); [Alan Mikkelsen](#)  
**Subject:** Notice of reassignment  
**Date:** Friday, October 06, 2017 8:46:24 AM  
**Attachments:** [Black Reassignment Memo.pdf](#)

---

Dear Mike,

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of members. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. The Executive Resources Board has approved your reassignment from your current position. You are being reassigned to Senior Advisor, with the Bureau of Reclamation, located in Billings, Montana. The attached memorandum provides formal notice of your reassignment. You may scan and email your acknowledgement of receipt and decision electronically or send via mail.

If you have any questions about the memorandum, please let me know. I can be reached at (202) 208-4505.

Best,

Mary

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

OCT 06 2017

## Memorandum

To: Michael Black

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Senior Advisor to the Director with the Bureau of Indian Affairs, duty station Billings, Montana to Senior Advisor, ES-0301, with the Bureau of Reclamation, duty station Billings, Montana. You will retain your career appointment and your pay level will remain the same. As Director of the Bureau of Indian Affairs, you had executive oversight of a full range of water resources, water delivery management and associated infrastructure management on Indian lands, as well as oversight of Indian water rights matters. Prior to becoming the BIA Director, you served as the Regional Director, Great Plains Region in Aberdeen, South Dakota, where you had oversight of water resources management projects, including water rights, irrigation projects, and dam safety. Your extensive experience leading the full spectrum of water resource management programs, your understanding and experience in Indian water rights issues, and your professional training and experience as a mechanical engineer makes you well qualified to serve as Senior Advisor with the Bureau of Reclamation.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Subject:** Black - Senior Executive Service Directed Reassignment  
**Date:** Thursday, October 05, 2017 4:31:39 PM  
**Attachments:** [Black Reassignment Memo.pdf](#)

---

Dear Michael Black,

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of members. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

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If you have any questions about the memorandum, please let me know. I can be reached at (202) 208-4505.

Best,

Mary



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

OCT 06 2017

## Memorandum

To: Michael Black

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

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This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**From:** Pletcher, Mary  
**To:** [Owens, Glenda H.](#); [Ted Woronka](#)  
**Cc:** [Raymond Limon](#)  
**Subject:** HR Director detailee resume  
**Date:** Monday, October 02, 2017 2:04:22 PM  
**Attachments:** [Oxyer Resume Oct 2017.docx](#)

---

Hi Glenda and Ted,

Michelle Oxyer from the Department's Office of Human Resources would be interested in detailing as OSM's HR Director. I've had the opportunity to work with Michelle for years now and can't say enough good things about Michelle. Michelle is a GS 14 so this would provide her a temporary promotion opportunity. I have attached her resume.

Thanks,  
Mary

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**Michelle Oxyer**

(b) (6)

Cell Phone: (b) (6) /Work Phone: 202-208-6943

Email: (b) (6)

**Work Experience:**

07/2013-present

Department of the Interior, Office of the Secretary, Office of Human Resources, Executive Resources Division, Washington, DC

**Human Resources Specialist, GS-0201-14, Full Time**

Serve as Departmental expert in executive resources matters and liaison with bureau executive resources coordinators. Manage Department-wide executive resources programs, including Performance Cycle Management and System Certification, Presidential Rank Awards, Biennial Allocation, Presidential Transition/Plum Book, and Senior Executive Service Candidate Development Program (SESCDP). Develop Department-wide policies and guidance on executive resources programs. Provide staff support to the Department's Executive Resources Board (ERB). Analyze requests for action for Senior Executive Service (SES), Senior Level (SL) and Scientific and Professional (ST) positions and make recommendations to the ERB for their consideration. Work closely with ERB members, the Deputy Assistant Secretary-Human Capital and Diversity and the Director, Office of Human Resources on Department-wide executive resources issues. Analyze and track data, identify trends, generate unique reports, and develop recommendations for consideration by the Department's senior leadership. Manage and track SES/SL/ST allocations. Work closely with candidates and SESC DP graduates on the development of Executive Core Qualifications. Serve as liaison with the Office of Personnel Management (OPM) on executive resources matters. Provide Departmental oversight of political appointments. Manage Department-wide data in OPM's Executive and Schedule C System (ESCS) database.

11/2002-06/2013

Department of the Interior, Bureau of Safety and Environmental Enforcement, Washington, DC

**Human Resources Specialist/Executive Resources Coordinator/Supervisory Human Resources Specialist, GS-0201-13/14, Full Time**

Provided staffing, classification and employee relations advisory services. Recruited for a variety of high-level administrative, technical and staff level positions. Wrote crediting plans and job analyses, developed vacancy announcements, requested Delegated Examining Unit (DEU) certificates, rated applicants, issued certificates, and made job offers. Reviewed and approved personnel actions via Federal Personnel/Payroll System (FPPS). Conducted desk audits, wrote position descriptions and evaluations, and reviewed and classified position descriptions submitted by managers. Advised managers on employee relations issues. Wrote various employee relations correspondence such as leave restriction letters, reprimands, proposal and decision letters, and requests for information. Consulted with employee relations experts and attorneys on employee relations issues. Researched difficult and complex human resources questions and inquiries. As Executive Resources Coordinator, managed Senior Executive Service (SES), Senior Level (SL), and Schedule C programs for serviced clients. Managed entire recruitment process for SES/SL positions, including preparing recruitment packages; developing vacancy announcements; determining basic qualifications; conducting rating and ranking panels; writing position descriptions and evaluations; and preparing selection packages. Managed SES/SL performance management program including, coordinating completion/submission of performance plans; providing advice on the development of plans; reviewing

submitted plans for accuracy/compliance with regulations; reviewing ratings/recognition to ensure alignment with regulations and pay caps; providing guidance to rating officials on recognition options; and facilitating Performance Review Boards. Prepared packages for Schedule C and non-career SES appointments, including writing qualifications/salary analyses and writing position descriptions. Developed unique reports and status trackers to manage workload and identify issues. Managed ESCS data for serviced organizations. Guided tentative non-career SES and Schedule C appointees and career selectees through onboarding process. Managed the recruitment of two SESCO classes. Served as branch chief supervising 4 HR Specialists and 1 Office Assistant. Assigned, coordinated and reviewed work, managed performance including completing performance appraisals and providing feedback throughout the year, resolved issues, and approved leave.

09/1998 - 11/2002

Department of the Army, Northeast Civilian Personnel Operations Center, Aberdeen Proving Ground, MD  
**Lead Personnel Staffing Specialist/Staffing Specialist, GS-0212-11/12, Full Time**

Served as team leader for a regional recruitment team. Managed, distributed, reviewed and approved work, monitored workload and work progress, identified and resolved issues, and trained employees. Worked closely with other team leaders to ensure even distribution of work and to shift assignments when there are anticipated increases in workload. Recruited for a wide variety of technical, administrative, clerical and blue-collar positions using a wide variety of recruitment methods. Collaborated with Civilian Personnel Advisory Centers (CPACs) specialists in determining best mode of recruitment and identifying strategies for hard to fill positions. Developed crediting plans, job analyses, and vacancy announcements, posted announcements on USAJOBS/commercial websites, rated applications, and issued referral lists. Cleared a variety of placement programs. Provided assistance and advice to CPAC personnel, managers, employees and co-workers on technical staffing issues. Prepared a variety of written correspondence. Reviewed established position descriptions for accuracy, classified positions, wrote position evaluations, and advised management on classification matters. Served as the branch super user of the Modern Defense Civilian Personnel Data System. Assisted and advised co-workers and CPAC partners in efficient system utilization. Analyzed system problems, developed solutions, and made recommendations for system improvements. Served as acting branch chief in his absence.

**Education:**

University of Maryland - University College Adelphi, MD  
Master's Degree 08/2004 (b) (6) /Credits Earned: 39  
Major: Management with a concentration in Human Resources

University of Maryland - University College Adelphi, MD  
Bachelor's Degree 05/2001 (b) (6) /Credits Earned: 123  
Major: Business and Management Honors: Magna Cum Laude

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Subject:** Resume  
**Date:** Monday, October 02, 2017 11:00:15 AM  
**Attachments:** [Oxyer Resume Oct 2017.docx](#)

---

Thanks again for thinking of me.

**Michelle Oxyer**

Executive Resources Division

Office of Human Resources

Department of the Interior

Phone 202-208-6943

[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

Michelle Oxyer

(b) (6)

Cell Phone: (b) (6)

/Work Phone: 202-208-6943

(b) (6)

**Work Experience:**

07/2013-present

Department of the Interior, Office of the Secretary, Office of Human Resources, Executive Resources Division, Washington, DC

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11/2002-06/2013

Department of the Interior, Bureau of Safety and Environmental Enforcement, Washington, DC

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submitted plans for accuracy/compliance with regulations; reviewing ratings/recognition to ensure alignment with regulations and pay caps; providing guidance to rating officials on recognition options; and facilitating Performance Review Boards. Prepared packages for Schedule C and non-career SES appointments, including writing qualifications/salary analyses and writing position descriptions. Developed unique reports and status trackers to manage workload and identify issues. Managed ESCS data for serviced organizations. Guided tentative non-career SES and Schedule C appointees and career selectees through onboarding process. Managed the recruitment of two SESCDP classes. Served as branch chief supervising 4 HR Specialists and 1 Office Assistant. Assigned, coordinated and reviewed work, managed performance including completing performance appraisals and providing feedback throughout the year, resolved issues, and approved leave.

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Department of the Army, Northeast Civilian Personnel Operations Center, Aberdeen Proving Ground, MD  
**Lead Personnel Staffing Specialist/Staffing Specialist, GS-0212-11/12, Full Time**

Served as team leader for a regional recruitment team. Managed, distributed, reviewed and approved work, monitored workload and work progress, identified and resolved issues, and trained employees. Worked closely with other team leaders to ensure even distribution of work and to shift assignments when there are anticipated increases in workload. Recruited for a wide variety of technical, administrative, clerical and blue-collar positions using a wide variety of recruitment methods. Collaborated with Civilian Personnel Advisory Centers (CPACs) specialists in determining best mode of recruitment and identifying strategies for hard to fill positions. Developed crediting plans, job analyses, and vacancy announcements, posted announcements on USAJOBS/commercial websites, rated applications, and issued referral lists. Cleared a variety of placement programs. Provided assistance and advice to CPAC personnel, managers, employees and co-workers on technical staffing issues. Prepared a variety of written correspondence. Reviewed established position descriptions for accuracy, classified positions, wrote position evaluations, and advised management on classification matters. Served as the branch super user of the Modern Defense Civilian Personnel Data System. Assisted and advised co-workers and CPAC partners in efficient system utilization. Analyzed system problems, developed solutions, and made recommendations for system improvements. Served as acting branch chief in his absence.

**Education:**

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University of Maryland - University College Adelphi, MD  
Bachelor's Degree 05/2001 (b) (6) /Credits Earned: 123  
Major: Business and Management Honors: Magna Cum Laude

**From:** Applegate, David  
**To:** [Mary Pletcher](#)  
**Cc:** [Andrea Travnicek](#); [Scott Cameron](#); [Rae, Kerry](#); [William Werkheiser](#)  
**Subject:** follow-up from (b) (5)  
**Date:** Friday, September 29, 2017 10:13:49 PM  
**Attachments:**

(b) (5)

---

Dear Mary,

Thanks to you, Scott, Andrea and Kerry for meeting with Bill Werkheiser and me earlier this week (b) (5)

[Redacted]

[Redacted]

[Redacted]

Please let Bill or me know if you have any questions ahead of our putting together a package for ERB consideration.

Regards, Dave

-----  
David Applegate, Ph.D.  
Acting Deputy Director  
U.S. Geological Survey  
12201 Sunrise Valley Drive MS 111, Reston VA 20192  
703 648 6600 voice, 703 648 7031 fax  
[applegate@usgs.gov](mailto:applegate@usgs.gov)

**From:** Pletcher, Mary  
**To:** [Laura Joss](#)  
**Cc:** [David Bernhardt](#); [Todd Willens](#); [Reynolds, Michael](#); [Bob Vogel](#)  
**Subject:** Notice of Reassignment  
**Date:** Friday, September 29, 2017 5:05:40 PM  
**Attachments:** [Joss Reassignment Notification Memo.pdf](#)

---

Dear Laura,

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of members. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. The Executive Resources Board has approved your reassignment from your current position. You are being reassigned to Superintendent, Golden Gate National Recreation Area, with the National Park Service, located in San Francisco, California. The attached memorandum provides formal notice of your reassignment. You may scan and email your acknowledgement of receipt and decision electronically or send via mail.

If you have any questions about the memorandum, please let me know. I can be reached at (202) 208-4505.

Best,

Mary

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

SEP 29 2017

## Memorandum

To: Laura Joss

From: David Bernhardt  
Deputy Secretary   
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Regional Director, Pacific West Region with the National Park Service, duty station San Francisco, California to Superintendent, Golden Gate National Recreation Area, ES-0340, with the National Park Service, duty station San Francisco, California. You will retain your career appointment and your pay level will remain the same. As Regional Director, Pacific West Region, you have been responsible for managing 62 diverse park units, including Golden Gate National Recreation Area. You have held a series of progressively more responsible positions with the National Park Service, including Deputy Regional Director, Intermountain Region, Associate Regional Director, Resources Stewardship and Research with the Intermountain Region, Superintendent, Arches National Park, Superintendent, Fort McHenry National Monument and National Historic Site, and Chief of Cultural Resources at Yellowstone National Park. The extensive experience you gained in these position in park operations, business management, visitor services, visitor protection, natural and cultural resources issues, and management of complex partnership relationships, makes you well qualified for the position of Superintendent, Golden Gate National Recreation Area.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Subject:** Joss - Senior Executive Service Directed Reassignment  
**Date:** Friday, September 29, 2017 3:57:06 PM  
**Attachments:** [Joss Reassignment Notification Memo.pdf](#)

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Dear Laura Joss,

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of members. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. The Executive Resources Board has approved your reassignment from your current position. You are being reassigned to Superintendent, Golden Gate National Recreation Area, with the National Park Service, located in San Francisco, California. The attached memorandum provides formal notice of your reassignment. You may scan and email your acknowledgement of receipt and decision electronically or send via mail.

If you have any questions about the memorandum, please let me know. I can be reached at (202) 208-4505.

Best,

Mary



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

SEP 29 2017

## Memorandum

To: Laura Joss

From: David Bernhardt  
Deputy Secretary   
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Regional Director, Pacific West Region with the National Park Service, duty station San Francisco, California to Superintendent, Golden Gate National Recreation Area, ES-0340, with the National Park Service, duty station San Francisco, California. You will retain your career appointment and your pay level will remain the same. As Regional Director, Pacific West Region, you have been responsible for managing 62 diverse park units, including Golden Gate National Recreation Area. You have held a series of progressively more responsible positions with the National Park Service, including Deputy Regional Director, Intermountain Region, Associate Regional Director, Resources Stewardship and Research with the Intermountain Region, Superintendent, Arches National Park, Superintendent, Fort McHenry National Monument and National Historic Site, and Chief of Cultural Resources at Yellowstone National Park. The extensive experience you gained in these position in park operations, business management, visitor services, visitor protection, natural and cultural resources issues, and management of complex partnership relationships, makes you well qualified for the position of Superintendent, Golden Gate National Recreation Area.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Date:** Friday, September 29, 2017 12:30:58 PM  
**Attachments:** [0929 Executive Resources Board Agenda.docx](#)

---

## **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

**Executive Resources Board Agenda**  
**9/29/2017**

- 1) Reassignment Action: Bryan Rice  
From: Director of the Office of Wildland Fire (OWF)  
To: Director of the Bureau of Indian Affairs
- 2) Reassignment Action: Richard Cardinale  
From: Senior Policy Program Manager in ASLMM  
To: PMB – Director of Management and Business Operations in the Office of the Chief Information Officer
- 3) Reassignment Action: Michael Ryan  
From: BOR Great Plains Regional Director, Billings, Montana  
To: Senior Advisor to the Assistant Secretary for Water and Science, Washington, DC
- 4) Reassignment Action: Michael Black  
From: Senior Advisor to the Director of Bureau of Indian Affairs, Billings, Montana  
To: Senior Advisor to the Commissioner, Bureau of Reclamation, Billings, Montana
- 5) Reassignment Action: James Kurth  
From: Deputy Director (Operations) in FWS, Washington, DC  
To: Regional Director, Atlanta in FWS, Atlanta, GA
- 6) Reassignment Action: Laura Joss  
From: Regional Director, Pacific West Region in NPS, San Francisco, CA  
To: Superintendent, Golden Gate National Recreation Area in NPS, San Francisco, CA
- 7) Reassignment Action: Thomas Melius  
From: Regional Director, Twin Cities in FWS in Minneapolis, MN  
To: Assistant Director, International Affairs in FWS in Washington, DC
- 8) Change in Duty Station: Bruce Downs (Deputy CIO)  
From: Washington, DC  
To: Boise, Idaho
- 9) Approval of rating panel for announced position: NPS – Yosemite Superintendent  
Primary Rating Panel: Rick Obernesser, Bert Frost, Janine Velasco  
Alternates: Cam Sholly, Stan Austin, Paul Souza
- 10) Review requests to announce vacancies and approve rating and ranking panels
  - a) SOL – Regional Solicitor – Northeast (vice: Romanik)
  - b) SOL – Regional Solicitor – Alaska (vice: Darnell)
  - c) SOL – Designated Agency Ethics Official (vice: Loftin)

**From:** Soave, Caroline (Carrie)  
**To:** [Mary Pletcher](#)  
**Subject:** Memos  
**Date:** Friday, September 29, 2017 9:10:52 AM  
**Attachments:** [SES - reassignment notification period - cardinale.docx](#)  
[Black memo.docx](#)

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We are walking these up as well.

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**Carrie Soave**  
HR Specialist, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-513-0874  
Fax: 202-208-5285

Memorandum

To: Richard Cardinale

From: David Bernhardt  
Deputy Secretary  
Chairman, Executive Resources Board

Subject: Senior Executive Service Reassignment

This is to advise you that the Executive Resources Board has approved your reassignment to the Senior Executive Service position of Director of Management and Business Operations, ES-0340, located in Washington, DC, with the Office of the Chief Information Officer. You will retain your career appointment and your pay level will remain the same.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Memorandum

To: Executive Resources Board

From: James E. Cason  
Associate Deputy Secretary

Subject: Request for Approval to Reassign Michael Black

Approval is requested to reassign Michael Black to SES General position of Senior Advisor, ES-0301, with the Bureau of Reclamation, located in Billings, Montana. This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to Commissioner, Bureau of Reclamation on key mission-critical issues, programs and initiatives.

The Senior Advisor is responsible for facilitating the review and coordination on items of a sensitive policy nature between the Commissioner, Bureau of Reclamation and other senior bureau leadership and high level officials throughout the Department. The Senior Advisor will provide viewpoints on programs, correspondence, proposed legislation and related matters. Further, the Senior Advisor will provide executive level advice, guidance and technical support to the Commissioner, Bureau of Reclamation on a broad range of bureau program, policies and initiatives.

Mr. Black currently serves as Senior Advisor to the Director with the Bureau of Indian Affairs, located in Billings, Montana, and is well qualified for this position. Upon ERB approval, Mr. Black will be provided written notification 15 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(1). Mr. Black may elect to waive the 15 days and be reassigned earlier. Mr. Black will retain his career appointment and current rate of pay, which is \$183,751.

Attachments

Approved:

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for the Executive Resources Board

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Date

Memorandum

To: Michael Black

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Senior Advisor to the Director with the Bureau of Indian Affairs, duty station Billings, Montana to Senior Advisor, ES-0301, with the Bureau of Reclamation, duty station Billings, Montana. You will retain your career appointment and your pay level will remain the same. As Director of the Bureau of Indian Affairs, you had executive oversight of a full range of water resources, water delivery management and associated infrastructure management on Indian lands, as well as oversight of Indian water rights matters. Prior to becoming the BIA Director, you served as the Regional Director, Great Plains Region in Aberdeen, South Dakota, where you had oversight of water resources management projects, including water rights, irrigation projects, and dam safety. Your extensive experience leading the full spectrum of water resource management programs, your understanding and experience in Indian water rights issues, and your professional training and experience as a mechanical engineer makes you well qualified to serve as Senior Advisor with the Bureau of Reclamation.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**From:** Keable, Edward  
**To:** [Pletcher, Mary](#)  
**Subject:** Fwd: ERB matters (b) (5)  
**Date:** Thursday, September 28, 2017 4:46:24 PM  
**Attachments:** (b) (6)

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\*\*\* ATTORNEY-CLIENT PRIVILEGED COMMUNICATION \*\*\*

Mary,

(b) (5)

(b) (5)

Please let me know if you have any questions.

Ed

----- Forwarded message -----

From: **Pletcher, Mary** <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>

Date: Wed, Sep 27, 2017 at 10:31 AM

Subject: ERB matters (b) (5)

To: "Richardson, Karen" <[karen.richardson@sol.doi.gov](mailto:karen.richardson@sol.doi.gov)>, Edward Keable <[edward.keable@sol.doi.gov](mailto:edward.keable@sol.doi.gov)>

Cc: Michelle Oxyer <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)>, Jonathan Mack <[jonathan\\_mack@ios.doi.gov](mailto:jonathan_mack@ios.doi.gov)>

Attached are two cases for your review. These are currently on the docket for Friday.

Thanks,  
Mary

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

--

Edward T. Keable  
Deputy Solicitor-General Law  
Office of the Solicitor  
U.S. Department of the Interior  
Phone: 202-208-4423  
Fax: 202-208-5584  
[edward.keable@sol.doi.gov](mailto:edward.keable@sol.doi.gov)

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**From:** Pletcher, Mary  
**To:** [Edward Keable](#)  
**Subject:** other cases  
**Date:** Thursday, September 28, 2017 1:26:06 PM  
**Attachments:** (b) (5)

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Here are the other two cases. (b) (5)

Thanks,  
Mary

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Date:** Thursday, September 28, 2017 12:48:46 PM  
**Attachments:** [Melius memo.docx](#)  
[Kurth memo.docx](#)

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**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

Memorandum

To: Executive Resources Board

From: Todd Willens  
Assistant Deputy Secretary

Subject: Request for Approval to Reassign Thomas Melius

Approval is requested to reassign Thomas Melius to the SES General position of Assistant Director – International Affairs, ES-0480, with the U.S. Fish and Wildlife Service in Washington, DC. This position was recently vacated when the former incumbent, Bryan Arroyo, was reassigned in July 2017.

The Assistant Director – International Affairs serves as the principal international affairs advisor to the Director and is the bureau’s representative in all areas of international relations, including policies and programs, treaties, and foreign travel of bureau employees. The Assistant Director – International Affairs directs the conduct of international programs, oversees permitting activities, and coordinates all international programs and activities for the bureau. The Assistant Director – International Affairs oversees the Division of International Conservation, the Division of Management Authority and the Division of Scientific Authority.

Mr. Melius currently serves as the Regional Director – Twin Cities with the U.S. Fish and Wildlife Service, located in Minneapolis, Minnesota, and is well qualified for this position. Upon ERB approval, Mr. Melius will be provided written notification 60 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(2). Mr. Melius may elect to waive the 60 days and be reassigned earlier. Mr. Melius will retain his career appointment and current rate of pay, which is \$187,000.

Attachments

Approved:

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for the Executive Resources Board

---

Date

## Memorandum

To: Thomas Melius

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Regional Director – Twin Cities, U.S. Fish and Wildlife Service, duty station Minneapolis, Minnesota to Assistant Director – International Affairs, U.S. Fish and Wildlife Service, duty station Washington, DC. You will retain your career appointment and your pay level will remain the same. Throughout your tenure at the U.S. Fish and Wildlife Service, you have served in a variety of leadership positions. You have served as Regional Director of both the Midwest and Alaska Regions. As Regional Director, you have served as a U.S. Commissioner on the Great Lakes Fishery Commission working with United States and Canadian counterparts. Prior to serving as Regional Director in Alaska, you served as Assistant Director External Affairs where you oversaw the national programs for Public Affairs, Congressional and Legislative Affairs and the Office of the Native American Liaison. You also served as the Assistant Director for Migratory Birds and State Programs where you oversaw policy development and led programs on conservations and management of migratory birds, implementation of the North American Waterfowl Management Plan and wetlands programs, Federal Duck Stamps, federal grant programs and conservation partnerships. The Assistant Director for International Affairs is responsible for coordinating domestic and international efforts to protect, restore and enhance the world's diverse wildlife and their habitats with a focus on species of international concern. Your extensive knowledge of Service programs and on-the-ground operations gained as Regional Director in two different regions and strong experience working with domestic and international partners to advance Service priorities make you well qualified to serve as Assistant Director for International Affairs.

This letter provides the required 60 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(2). Failure to accept this directed reassignment may subject you to removal under adverse action procedures. Your involuntary separation may entitle you to discontinued service retirement (if eligible) or severance pay. Your servicing personnel office can provide you guidance in this area.

If you choose to accept the reassignment, your relocation will be at Government expense, and you will receive all travel and relocation benefits to which you are entitled.

The effective date of this action will be no earlier than 60 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and your decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

\_\_\_\_\_ I accept the directed reassignment to the position of Assistant Director – International Affairs, U.S. Fish and Wildlife Service, duty station Washington, DC, with an effective date no earlier than 60 days from my receipt of this notification.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I accept the directed reassignment as described above and hereby waive the 60-day notice and request that the reassignment action be effective as soon as practicable.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I hereby decline the geographic reassignment.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

Memorandum

To: Executive Resources Board

From: Todd Willens  
Assistant Deputy Secretary

Subject: Request for Approval to Reassign James Kurth

Approval is requested to reassign James Kurth to the SES General position of U.S. Fish and Wildlife Service (FWS) Southeast Regional Director located in Atlanta, Georgia. This position became vacant upon the retirement of Cynthia Dohner. The Southeast Region serves Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico and the U.S. Virgin Islands.

The Regional Director, Atlanta, Georgia is responsible for implementation of Service programs, policies and procedures within the Southeast Region and adjacent coastal areas subject to Service jurisdiction. The Regional Director participates in decisions on national fish and wildlife conservation goals and objectives, budget priorities and funding levels and organization and staffing patterns. The Regional Director administers and directs activities involved in the maintenance and operation of 131 Southeast region national wildlife refuges. The Regional Director ensures effective consultation and partnerships with states and federal partners on ways to balance the needs of wildlife with the needs of people. The Regional Director directs fishery technical assistance and management programs for Federal and state agencies and other public and private entities. The Regional Director directs and coordinates the efforts to assess the ecological effects of resource decisions. The Regional Director oversees education and information programs to provide public understanding of, and participation in, fish and wildlife resource programs throughout the Region.

Mr. Kurth currently serves as Deputy Director for Operations for FWS in Washington, DC. He is well qualified for this position. Upon ERB approval, Mr. Kurth will be provided written notification 60 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(2). Mr. Kurth may elect to waive the 60 days and be reassigned earlier. Mr. Kurth will retain his career appointment and current rate of pay, which is \$187,000.

Attachments

Approved:

---

for the Executive Resources Board

---

Date

## Memorandum

To: James Kurth

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Deputy Director of Operations to Regional Director, Atlanta, Georgia. You will retain your career appointment and your pay level will remain the same. The Southeast Region is vast – serving Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico and the U.S. Virgin Islands. The Regional Director is responsible for implementation of Service programs, policies and procedures within the Southeast Region and adjacent coastal areas subject to Service jurisdiction including the maintenance and operation of 131 national wildlife refuges.

You possess extensive qualifications for this position. Since 1999, you have served in various leadership roles in the Washington, DC office. From May of 1999 to January 2015 you served as the Deputy Chief and later the Chief of the National Wildlife Refuge System. In these roles you modernized the Refuge System, spearheaded the development of national policies, and directed and led the vast administrative operations of the National Wildlife Refuge System. As Deputy Director for Operations, you discharged the full powers and authorities of the Service Director in the administration and development of programs and operational plans necessary to implement and enhance the Service's mission. In this role, you oversaw regional implementation of programs and priorities. Prior to 1999, you gained over 15 years of field experience as an Assistant Refuge Manager at refuges in Mississippi, Florida, Louisiana, and Michigan and as a Refuge Manager in Rhode Island and Alaska. Your on-the-ground field experience including in the Southeast region, deep understanding of the National Wildlife Refuge System, and leadership experience as the Deputy Director for Operations makes you well qualified to serve as the Regional Director for the Southeast Region.

This letter provides the required 60 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(2). Failure to accept this directed reassignment may subject you to removal under adverse action procedures. Your involuntary separation may entitle you to discontinued service retirement (if eligible) or severance pay. Your servicing personnel office can provide you guidance in this area.

If you choose to accept the reassignment, your relocation will be at Government expense, and you will receive all travel and relocation benefits to which you are entitled.

The effective date of this action will be no earlier than 60 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and your decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

\_\_\_\_\_ I accept the directed reassignment to the position of Senior Advisor to the Assistant Secretary – Water and Science, ES-0301, with the Office of the Assistant Secretary – Water and Science, duty station Washington, DC, with an effective date no earlier than 60 days from my receipt of this notification.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I accept the directed reassignment as described above and hereby waive the 60-day notice and request that the reassignment action be effective as soon as practicable.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I hereby decline the geographic reassignment.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Date:** Thursday, September 28, 2017 11:58:35 AM  
**Attachments:** [0929 Executive Resources Board Agenda.docx](#)  
[Austin Resume.pdf](#)  
[Foster Resume.pdf](#)

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Most recent Foster resume is from 2004.

**Michelle Oxyer**

Executive Resources Division

Office of Human Resources

Department of the Interior

Phone 202-208-6943

[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

**Executive Resources Board Agenda**  
**9/29/2017**

- 1) Reassignment Action: Bryan Rice  
From: Director of the Office of Wildland Fire (OWF)  
To: Director of the Bureau of Indian Affairs
- 2) Reassignment Action: Richard Cardinale  
From: Senior Policy Program Manager in ASLMM  
To: PMB – Director of Management and Business Operations in the Office of the Chief Information Officer
- 3) Reassignment Action: Michael Ryan  
From: BOR Great Plains Regional Director, Billings, Montana  
To: Senior Advisor to the Assistant Secretary for Water and Science, Washington, DC
- 4) Reassignment Action: Michael Black  
From: Senior Advisor to the Director of Bureau of Indian Affairs, Billings, Montana  
To: Senior Advisor to the Director of the Bureau of Reclamation, Billings, Montana
- 5) Reassignment Action: James Kurth  
From: Deputy Director (Operations) in FWS, Washington, DC  
To: Regional Director, Atlanta in FWS, Atlanta, GA
- 6) Reassignment Action: Laura Joss  
From: Regional Director, Pacific West Region in NPS, San Francisco, CA  
To: Superintendent, Golden Gate National Recreation Area in NPS, San Francisco, CA
- 7) Reassignment Action: Thomas Melius  
From: Regional Director, Twin Cities in FWS in Minneapolis, MN  
To: Assistant Director, International Affairs in FWS in Washington, DC
- 8) Change in Duty Station: Bruce Downs (Deputy CIO)  
From: Washington, DC  
To: Boise, Idaho
- 9) Approval of rating panel for announced position: NPS - Golden Gate Superintendent  
Primary Rating Panel: Joshua Laird, Bob Vogel, John Burden  
Alternate Rating Panel: Gay Vietzke, Chris Lehnertz, and Jim Kurth
- 10) Approval of rating panel for announced position: NPS – Yosemite Superintendent  
Primary Rating Panel: Rick Obernesser, Bert Frost, Janine Velasco  
Alternates: Cam Sholly, Stan Austin, Paul Souza
- 11) Review requests to announce vacancies and approve rating and ranking panels
  - a) SOL – Regional Solicitor – Northeast (vice: Romanik)
  - b) SOL – Regional Solicitor – Alaska (vice: Darnell)

c) SOL – Designated Agency Ethics Official (vice: Loftin)

# STANLEY JOSEPH AUSTIN

(b) (6)

stan\_austin@nps.gov

Mobile: (b) (6)

US Citizen

NPS-SES-12-07

## WORK EXPERIENCE

**National Park Service  
Cuyahoga Valley National Park  
Brecksville, Ohio**

**08/10 - present**

### **Park Manager (Superintendent) GS-025-15**

Supervisor: Mike Reynolds/Patty Trap\*

Telephone: 402-661-1520

Cuyahoga Valley National Park (CUVA) is approximately 33,000 acres sitting between Cleveland and Akron, Ohio with annual visits of over 2.5 million. I manage and program a budget of almost \$12 Million. Listed below are work activities in all of my park GS-15 management work experiences which can be similar in overall management. However, what makes CUVA an exception in park management is the complexity inherent in an urban park. Also, the unique management challenge of changing an organizational culture when replacing a Superintendent in the job for 22 years, and at the same time working within a unique urban landscape with 150 employees. This provided me with additional challenges and experiences in addition to those already acquired in previous Park Superintendent assignments:

- Work with 17 municipalities (Mayors), 3 Congressional Districts and two County Metro Park systems within Park boundaries with estimated combined budgets of over \$300 million.
- Also manage the 103 mile Ohio and Erie Canal way Heritage Area which connects 103 miles of managed tow-paths for biking and hiking.
- Manage and collaborate with three major Park Partners
  - A. Conservancy for Cuyahoga Valley National Park, (Friends Group) with 3000 members and operating budget of almost \$2.8million
  - B. Cuyahoga Valley Scenic Railroad with over 160K passengers in FY10 with an operating Budget of \$3 million, and the only daily passenger railroad entirely within a National Park
  - C. The Countryside Conservancy, which manages 13 working farms within the Park and the only farmers market in a National Park providing produce grown in the park. Budget of \$1.5 million.

### **Accomplishments**

- Executed new programs to manage and operate with Conservancy for Cuyahoga National Park (partner) the largest day and residential Environmental Education Center in a National Park to attract more inner city and diverse schools. Over 10K children attended our programs in 2012 increased diversity by 20 percent.
- Manage almost 6000 volunteers that donate 155k hours each year- one of the highest numbers in the National Park Service. I developed programs to better consolidate training and management of all volunteers.
- Developed and lead the Call to Action #13 NPS Directors Priority – the first NPS pilot working with the NPS Advisory Board and the NPS Deputy Director.
- Approved and managed the first prescribed burn in the park working closely with local Mayors and community leaders. Immediately we identified increase species diversity and wildlife in area which as 20years ago a landfill.
- I closed the Park funding in FY12 within 1% in the black and managed our 80% recreation fees successfully obligating funds with no more than 30% carry-over.

- Identified a need and worked with the WASO comptroller office to obtain two business management Interns to complete Partners Business Management Plan to show a cost analysis in CUVA, it was so successful WASO is using it as a NPS model for other Parks.
- Assisted with obtaining a \$1million grant from America's Scenic Byways to provide for new interpretive signs and displays for thoroughfares in the Park
- Lead the park Division Chiefs to commit that all park staff would have Operational Leadership Training by 2013 more than half have been trained and we are ahead of schedule. Also programed and hired a park safety officer which was not on the organization chart when I arrived.
- Initiated organization changes by getting both Sarah Conlon and George Liscic WASO Staff to help me with staff training and team building to change the culture of the organization.

**National Park Service  
Yosemite National Park  
Yosemite, CA**

**01/10 - 08/10**

**Park Manager (Acting Deputy Superintendent) GS-025-15**

Supervisor: George Turnbull / Don Neubacher\*  
Telephone: 415-623-2108

Acting Deputy Superintendent; managed staff of over 900 and a budget of \$30 million.

- Worked closely with Acting Supt. 5 months and new Supt. 3 months on all external and internal operations – helped with transition for new Superintendent
- Managed Partnership Programs and Youth and Outdoor Education Programs
- Worked with Communities leading public meetings on the complex EIS for the Merced River Plan

**National Park Service,  
Glen Canyon National Recreation Area  
Page, Arizona 86040**

**01/07-08/10**

**Park Manager (Superintendent) GS-340-15**

Supervisor: John Wessels/Laura Joss\*  
Telephone: 303-969-2503

Glen Canyon National Recreation area encompasses 1.3 million acres across the Colorado Plateau from northern Arizona into southern Utah that sees 1.5 million visitors annually.

- Responsible for a budget of approximately \$11 million annually.
- Led 200 employees, including direct supervision of one Deputy Superintendent (GS-14), five Division Chiefs (GS-13), and three Program Managers (GS-12).
- Managed one of the largest and most complex concession contracts in the NPS with one of the highest LSI and gross revenues in the Service.

**Accomplishments**

**1. Leadership**

- Completed a management oversight review of all park operations that led to many significant changes to Park operations;
  - Hired a new Chief of Resource and Cultural Branch Chief to focus on our natural and cultural resources
  - Brought in experts to review the Park's Administration program, and balanced the budget for the park in my first year which had not been done in three years.
  - Developed a program for team building training for GLCA. By doing this I empowered management team to be more innovative and creative in the park's management style
  - Elevated our GLCA's interpretive program from Branch to Division to better reflect the goals of public outreach and education of the park
  - Encouraged more diversity in hiring; hired three Native Americans in my first year- not done before in a Park surrounded by the Navajo Nation.

2. Visitor and Resource Protection:

- Brought to resolution GLCA's long standing high profile grazing issue with BLM, local ranchers and NPS- moved from stalemate to collaboration and prevented White House intervention
- Developed a communication strategy to combat the quagga mussel, resulting in none in Lake Powell
- Dealt with two plane crashes, two major fires, and eight fatalities in only a few months
- Prevented several other casualties with a strong Ranger program, EMS, Aviation, and Dive teams

3. Administration:

- Completed fiscal year (FY 2007) by exceeding GLCA's deferred maintenance targets by obligating 126% of fee revenues on projects (helped other parks)
- Hired two teacher-ranger-teacher position, one Native American- first time done at GLCA
- Filled all 27 centennial seasonal positions
- Encouraged management team to share positions and resources

4. Partnerships and Community Service:

- Developed community relations through meetings with Page City Mayor and Town Administrator
- Worked closely with concession partners to address concerns and to provide better service for visitors
- Reached out to tribal neighbors, preventing future communication issues
- Provided better community programs through a partnership with the Natural History Association, resulting in increased revenue and participation
- Gained a monthly local radio spot to highlight what it is doing and keep public informed

5. Human Capital, Organizational and Employee Development

- Placed safety and operational leadership as a major component of my goals and objectives
- Decreased the DART rate from 3.19 to 1.75 in one year
- Received an award from WASO for continuing efforts in supporting and maintaining GLCA Structural Fire Training Program for the Service
- Provided employee training and development opportunities including: EEO, Safety, and Diversity and Cultural differences

**National Park Service  
Rocky Mountain National Park  
Estes Park, Colorado**

**12/04-01/07**

**Deputy Superintendent GS-340-14**

Supervisor: Vaughn Baker\*  
Telephone: 970-586-1200

- Responsible for Park Operations of Rocky Mountain National Park
- Directly managed five program areas: Interpretation, Resource Management, Administration, Facilities, Ranger, and Fee and Concession operations
- Managed the largest 19JJ case in NPS history with damage estimates of \$13million
- Dealt with several incidents per year from SAR and Wild Fire events, including loss of one of our own Rangers. Following his death, ROMO was the first to establish a back country tracking program for all employees now used throughout the NPS
- Hosted special events for government officials and community leaders
- Worked closely with the Superintendent, IMRO, WASO, DOJ and the Congressional delegation on such issues as: The Wilderness Bill, Elk Management Plan, CO/NPS Air Quality Plan

## **Accomplishments**

- Developed and managed a \$12 million annual budget and set priorities for the implementation of programs and projects
- Provided direct supervision for over 200 permanent and seasonal employees during peak season
- Updated the Superintendent on activities within and outside of the park
- Served as the policy advisor and consultant on park related internal and external management issues
- Developed the Park Fire Management Plan, responsible for the Fire Management Plan of ROMO
- Provided direct oversight and control of park wildfires, prescribed burns, hazardous fuel reduction, prescribed natural fires, and inter-agency wildfire dispatch operations
- Developed and managed strategies to encourage adjacent government jurisdictions to manage lands outside of the park to be compatible with ROMO goals
- Reviewed land use plans, developed proposals, created comments, and presented at Agency meetings
- Worked with land trusts and non-profit groups to further the protection of lands outside of ROMO
- Worked on a National Work Group for the NPS Director on developing a National Training Guidance and Policy for the NPS; consisted of Superintendents from around the country and training professionals, completed and approved by NPS Leadership Council in 2007
- Worked closely with other Federal, State, and Local agencies on developing short and long term plans for protecting Air and Water quality resources within ROMO

**United States Environmental Protection Agency  
Washington, DC 20460**

**02/95-12/05**

## **Branch Chief, Program Manager GS-340-14/15**

Supervisor: Craig Hooks\*  
Telephone: 202-566-1146

- Served as Branch Chief of the Outreach and Technical Assistance Section in the Office of Wetlands, Oceans, and Watersheds (OWOW)
- Promoted to the Wetlands division as Branch Chief of the State and Tribal Programs and Outreach Branch
- Managed a multi-faceted staff of 26 high level GS-13 and 14 scientists and program managers.
- Made daily assignments, determined responsibilities, set priorities, evaluated performances, recommended appropriate incentives, and initiated corrective actions when necessary
- Created one of the most diverse and sought after Branches to work in all of OWOW, received manager of the year award.

## **Accomplishments**

- Developed and implemented the outreach strategy for the division's external and internal communications- used to guide relationships with other federal agencies, partners, and stakeholders, also coordinated responses to Congressional inquiries
- Prepared the Coastal Wetlands Strategic Restoration Plan and Storm Water Management Guidance
- Managed the EPA project with NOAA on three major joint programs, Coastal Wetlands Strategic Restoration plan, Coral Reef Protection Plan and the Marine Mammal Protection Act.
- Lead development of EPA wetland restoration plans with Army Corps of Engineers, FWS and Florida Dept. of Water Resources on concept plans for Everglades Restoration Plan
- Served as Division liaison to the Army Corps of Engineers, the Fish and Wildlife Service, the National Park Service, the National Marine Fisheries Service, FEMA, the Bureau of Indian Affairs, and others.
- Managed \$22 million in contracts and grants each year
- Lead an EPA task team to Nicaragua to help the country restore potable drinking water supplies after hurricane Mitch in 1999.

- Identified and built alliances among different, often competing groups to maintain dialogue and reach consensus on a host of issues

**Mansfield Center for Pacific Affairs Tokyo, Japan      Detail to State Department      10/95-09/97**  
**Mike Mansfield Fellow (Japan Ministry of Environment)**

- Assisted the Japanese with their water management challenges and approaches while communicating U.S. strategies and solutions to educate Japanese program managers.
- Broadened my knowledge of environmental programs and their integration into larger programs
- Learned how to communicate ideas by adapting to a different culture, language, and work environment
- Gained a broader knowledge about myself as a manager, team player, analyst, and leader

**U.S. Environmental Protection Agency, Office of Groundwater and Drinking Water      02/84-02/95**  
**Washington, DC 20460**

**Environmental Protection Specialist /Biologist GS- 401-11/12/13**

Supervisor: Janette Hansen\*

Telephone: 860-455-6227

- Completed three publications on managing land to protect groundwater from contamination
- Worked very closely with all ten EPA regional offices
- Developed and managed a series of workshops on managing and protecting public water supplies from contamination through wellhead protection programs
- Developed a broad knowledge of major environmental laws, regulations and related issues including: the Clean Water Act (CWA), the Safe Drinking Water Act (SDWA), RCRA, SARA, CERCLA, FIFRA, and Clean Air Act

**Accomplishments**

- Developed work assignments and provided guidance to contractors to monitor costs, work plans, products and services
- Discussed and resolved all issues with contractors, reviewed their final for approval, and evaluated their overall performance
- Developed and analyzed policies, rules, regulations, and guidelines for the Nation's groundwater protection
- Managed projects that assisted state and local governments in developing plans for protection of groundwater from contaminants (e.g. best management practices for storm water management, farming/livestock runoff, and other non-point source controls)
- Determined how state and local governments could identify institutional obstacles to resource protection and assess and control contamination of groundwater

**National Park Service Gateway NRA, Sandy Hook Unit**  
**Highlands, NJ 07732**

**01/78-03/83**

**Supervisory Park Ranger GS-025-5/7/9**

Supervisor: Ken Morgan (Retired)

Contact: 201-872-0115

- Directed strategic planning and oversaw park programs in Resource Management, Interpretation, and Park Regulation Law Enforcement
- Developed communication and partnership-building skills among stakeholders with very different scientific, regulatory, military, and educational interests
- Supervised five permanent and 26 seasonal park employees; led trainings and orientations for new hires
- Represented the park in developing the New Jersey coastal zone management plans
- Identified potential threats (e.g. leaks from underground storage tanks from prior military activities, illegal dumping, sewage runoff, discharges from marine vessels, etc.) within the park's watershed

- Worked cooperatively with NOAA and the New Jersey Department of Environmental Protection (NJDEP) to survey and monitor erosion, marine debris, water contamination, and other hazards to the public and wildlife.
- Assisted in developing the Sandy Hook coastal emergency evacuation plans; coordinated two actual evacuations
- Reviewed the Corps of Engineers controversial plans to use dredged sand from Sandy hook channel to replenish the eroded beaches of the park; recommended them for approval, resulted in an extension of 50 years of beach life
- Developed and negotiated Memorandums of Understanding (MOUs) with each agency within the park so all agencies clearly understood and supported the park's missions and regulations

## EDUCATION

- **B.S. Environmental Sciences: Biology/Environmental Science and Education** earned at Rutgers University in New Brunswick, NJ in 1981
- **Graduate Certificate in Natural Sciences (Hydrology)** earned at Duke University in Durham, NC in the summer of 1988
- **Graduate Certificate in Marine Biology/Oceanography** earned at the Marine Sciences Consortium at Brookdale College in Sandy Hook, NJ in the summer of 1979

## JOB-RELATED TRAINING

<u>Date</u>	<u>Hours</u>	<u>Course Title</u>
2011	24	Operational Leadership for Managers
2010	24	SOL Leadership for Senior Managers (Peter Senge)
2007	40	Fire management for Senior Managers
2005	40	Natural Law and Policy for Superintendents Course
2004	16	Motivating Employees for Results: Leadership Training for Managers
2003	16	Understanding and Managing Conflict for Managers
2001	16	Employment Civil Rights Training for Managers
2001	160	OPM-SES Career Management Training Program 268
1997	80	Partnership Management Development Training
1994	40	Management Development Training (managing successful teams)
1993	16	Team Building Training, OPM Washington, DC
1992	80	Management Development Training, Federal Executive Institute
1992	8	Watershed Management Training
1991	24	Total Quality Management (TQM), US EPA
1989	16	Groundwater Issues and the Potomac River Basin
1988	24	Delineation of Wellhead Protection Areas for Groundwater Drinking Supplies
1988	24	Grant Management Training (refresher 1990, 1995 & 2001)
1986	8	Best Management Practices (BMPs) for Pesticide Control
1985	8	Pesticides Use and Farm Worker Protection
1984	8	FIFRA Pesticide Registration Requirements
1983	16	Workshop on Environmental Interpretation for Special Populations
1983	40	Personnel Management for Supervisors and Managers
1982	200	Management Training (Ranger Skills) Albright Training Center
1982	20	Managing Search and Rescue Operations
1982	8	Wildfire Training Certification (Red Card)
1982	24	EEO Training for Managers
1981	364	Basic Law Enforcement Training (US Code and Code of Federal Regulations)
1981	40	Advanced First Aid Instruction
1981	8	Coastal Tree Management (salt spray damage)
1981	8	Public Health Sanitation Seminar: Food Safety (Concessions)
1981	24	EEO Training for Supervisors
1980	24	Wetlands Remediation Training (fuel spills)
1979	24	Basic Interpretive Skills (speaking to large groups)

**JOB-RELATED SKILLS**

Basic proficiency in Japanese and Spanish  
Information Systems

Desktop publishing, Microsoft Office: Excel, Database, PowerPoint

**JOB-RELATED AWARDS**

Received exceptional ratings, cash awards and/or certificates of achievement every year for the last 25 years of Federal Service.

\*All Supervisors may be contacted and additional references available upon request

Cert #: SA-USGS-0001

Vacancy: ER-2004-0367 Research Fishery Biologist, GS-0482-11 / 12  
(PM-DEU)

Grade: 11/12

Locations: Oswego, New York

Applicant: WALSH, MAUREEN

## Personal Data

First Name:	MAUREEN	
MI:	G	
Last Name:	WALSH	
Address1:	<b>(b) (6)</b>	
Address2:		
City:		
State:		
Zip Code:		
Plus 4:		
Phone:		
Email:		
US Citizen:		Y
Veteran Preference:		Not a veteran
Start of Service:		
End of Service:		

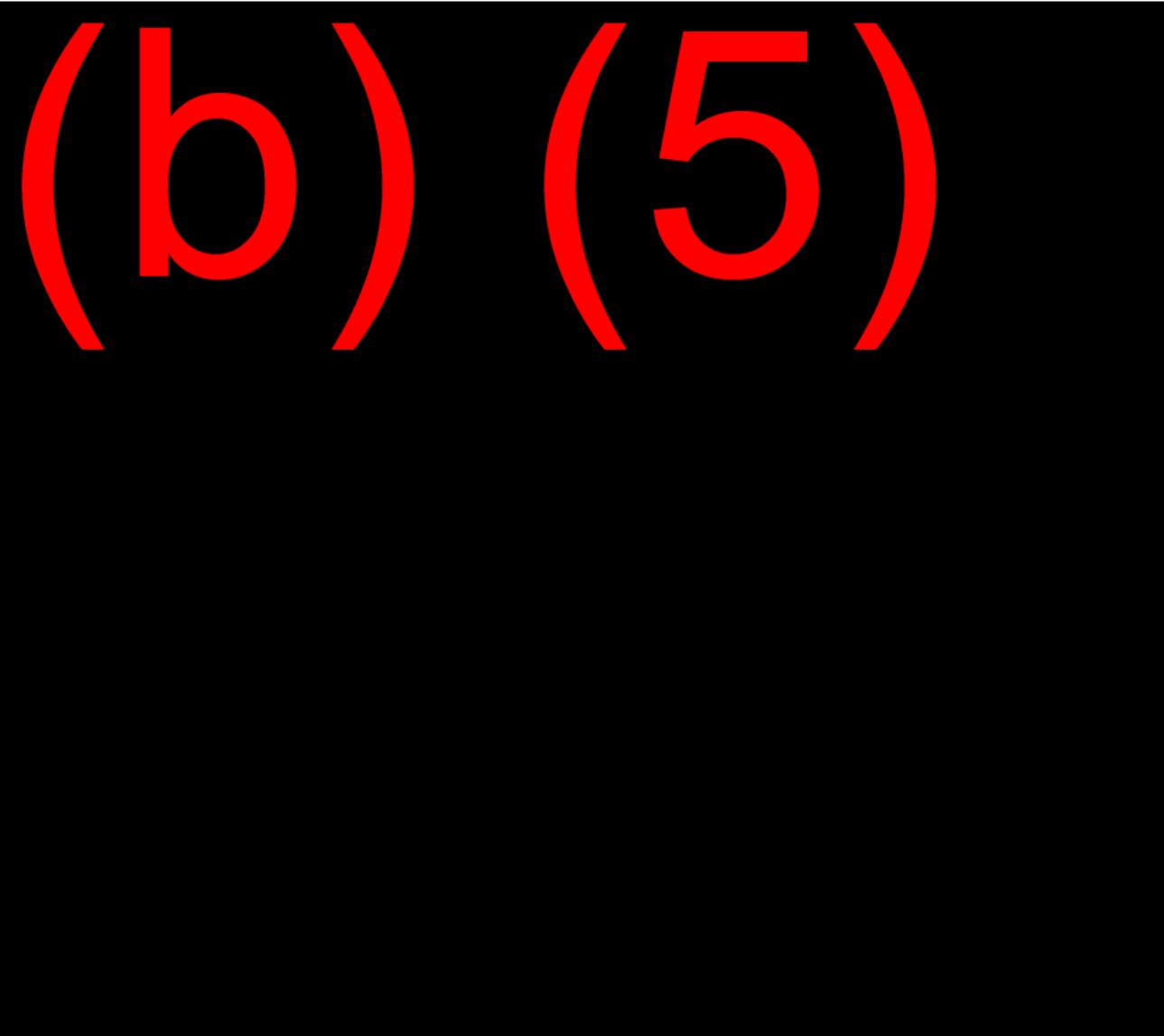
## Core Questions

1	Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?
	No
2	Are you a current Federal employee?
	No
3	Are you a current Federal employee serving under either a Veterans Readjustment Authority or Veterans Recruitment Authority (VRA) appointment?
	No

4	If you are a current Federal employee, by what agency and organization are you employed? Not applicable
7	If you are a Federal employee, under what type of appointment are you currently serving? Not applicable
8	Are you a student appointee under the Student Career Experience Program who has completed all requirements for graduation and conversion under the SCEP appointing authority and is in the 120 day period for conversion to term, career or career-conditional appointment? Not Applicable
9	If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service? Not Applicable
10	If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held: Not applicable
15	May we contact your current supervisor for a reference? Please contact me first
16	Does the U.S. Geological Survey employ any member of your family? No
18	If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System? Not Applicable
19	If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption? Not Applicable
20	Are you a retiree receiving a Federal annuity? No
21	Have you accepted a buyout from a Federal agency within the past 5 years? Not Applicable
22	Are you eligible for the Federal Employment Program for Persons with Disabilities? (See the Office of Personnel Management's website on employment of people with disabilities). Not Applicable
23	Are you eligible for noncompetitive appointment under a Special Appointing Authority? (More information) No
25	Displaced employee information: I am not a displaced employee from a Federal Agency.

## Vacancy Data

11	1
11	2
12	1
12	2



(b) (5)

(b) (5)

All  
Grades 1

All  
Grades 2

(b) (5)

All  
Grades 3

(b) (5)

All  
Grades 4

All  
Grades 5

(b) (5)

## RESUME for MAUREEN WALSH

### RESUME

MAUREEN GRAHAM WALSH

Home Address:

(b) (6)

Work: (706) 542-1041

mgwalsh@smokey.forestry.uga.edu

[http://coopunit.forestry.uga.edu/unit\\_homepage/Peterson/students/mwalsh](http://coopunit.forestry.uga.edu/unit_homepage/Peterson/students/mwalsh)

#### EDUCATION

Oklahoma State University (PhD, August 2003)

Stillwater, OK

Major: Wildlife and Fisheries Ecology

Clemson University (MS, May 1999)

Clemson, SC

Major: Aquaculture, Fisheries, and Wildlife Biology

Minor: Experimental Statistics

Cornell University (BS with Honors, May 1997).

Ithaca, NY

Major: Natural Resources

Hopkinton High School (graduated June 1993)

Hopkinton, MA 01748

#### WORK EXPERIENCE

Job title: Post-doctoral Research Associate

Duties: Develop and evaluate population models relating young of year fish abundance to flow conditions to aid in fisheries management decisions in regulated warmwater rivers. Apply quantitative decision analysis to evaluate models for flow regulation and management of fish populations within an adaptive flow management framework during the FERC hydropower relicensing process.

Employer: Warnell School of Forest Resources, University

of Georgia, Athens, GA 30602

Supervisor: Dr. James T. Peterson, Assistant Unit Leader,  
USGS Georgia Cooperative Fish and Wildlife Research Unit,  
(706) 542-5260

Dates Employed: 2 June 2003 - present

Hours/week: 40

Salary: (b) (6)

Job Title: Graduate Research Associate

Duties: Completed sampling and experimental design for 3 year, field-intensive research project to evaluate the effects of rainbow trout introduction on native stream fishes (particularly smallmouth bass) in a northeastern Oklahoma stream. Collected fish using electrofishing methods and evaluated patterns in fish assemblage structure with multivariate statistical methods. Evaluated movement patterns and survival of smallmouth bass and introduced rainbow trout using mark-recapture methods. Conducted telemetry of native smallmouth bass, and created a GIS to map and model fish distributions. Supervised technicians and volunteers. Conducted all statistical analyses and co-authored 7 manuscripts (to date) related to this project.

Employer: Department of Zoology, 430 Life Sciences West,  
Oklahoma State University, Stillwater, OK 74078

Supervisor: Dr. Dana L. Winkelman, Assistant Unit Leader,  
USGS Oklahoma Cooperative Fish and Wildlife Research Unit  
(current position, Unit Leader, USGS Colorado Cooperative  
Fish and Wildlife Research Unit, (970)491-5396)

Dates Employed: 1 June 1999 - 31 May 2003

Hours/week: 40

Salary: (b) (6)

Job Title: Graduate Research Assistant

Duties:

Thesis-related: Established and maintained flow-through aquaculture system, performed surgical implantations of simulated radio transmitters, completed statistical analyses, report and manuscript preparation.

Summer 1997: Assisted a graduate student with a project to evaluate the effects of hooking stress on stocked and native red drum in a South Carolina estuary.

Summer 1998: Assisted South Carolina Department of Natural Resources Personnel by tracking telemetered shortnose and Atlantic sturgeon in the Edisto River, SC to collect preliminary data on movements of these species with salinity and tidal stage in southern rivers.

Employer: Department of Aquaculture, Fisheries, and  
Wildlife, Lehotsky Hall, Clemson University, Clemson, SC  
29634

Supervisor: Dr. J. Jeffery Kelly, Assistant Unit Leader,  
USGS South Carolina Cooperative Fish and Wildlife Research  
Unit, (864)656-0168

Dates Employed: 1 June 1997 - 31 May 1999

Salary: (b) (6)

Job Title: Research Technician

Duties: Assisted graduate student with project studying  
the ecology of an unexploited lake before and after the  
opening of a panfish and northern pike ice fishery.  
Techniques used included: gillnetting, trapnetting,  
seining, boat electrofishing, identification of benthic  
inverts and zooplankton. Assisted in study of resource  
use by endangered shortnose sturgeon and juvenile Atlantic  
sturgeon in the Hudson River Estuary. Techniques used  
included: gillnetting, trawling, tagging (PIT, disk  
dangler, acoustic tags), gastric lavage. Handled  
purchasing, billing, and other administrative tasks  
associated with the project. Independently collected data  
on sturgeon morphology and completed Honor's thesis.

Employer: Department of Natural Resources, Fernow Hall,  
Cornell University, Ithaca, NY 14853

Supervisor: Dr. Mark B. Bain, Assistant Unit Leader, USGS  
New York Cooperative Fish and Wildlife Research Unit  
(current position: Director, Cornell University Center  
for the Environment, (607)255-7535)

Dates Employed: 15 January 1995 - 15 May 1997

Salary: (b) (6)

#### OTHER QUALIFICATIONS

#### AWARDS AND HONORS

J. Frances Allen Scholarship (2003). Awarded by the  
American Fisheries Society (society-level award,  
administered by the Equal Opportunities Section of the  
American Fisheries Society) to recognize outstanding early  
career development in a female Ph.D. student studying  
fisheries

R. L. Lochmiller II Endowed Scholarship (2003). Oklahoma  
State University Department of Zoology. Awarded to  
Outstanding Ph.D. student in Wildlife and Fisheries Ecology

Best Student Paper (2002). OK Chapter of the American  
Fisheries Society Annual Meeting

Jimmie Pigg Student Travel Scholarship (2001). OK Chapter  
of the American Fisheries Society

John E. Skinner Memorial Fund Award (2000). Education  
Section of the American Fisheries Society

2nd Place, Best Student Paper (2000). Midyear Meeting of  
the Southern Division of the American Fisheries Society,  
Savannah, GA

Dean's In-State Tuition Waiver. Oklahoma State University

(1999-2002)

George R. MacDonald Fellowship. Clemson University  
(1997-1999)

Natural Resources Honors Program. Cornell University  
(1996-1997)

PEER-REVIEWED PUBLICATIONS

Walsh, M. G., and D. L. Winkelman. 2004. Fish assemblage structure in an Oklahoma Ozark stream before and after rainbow trout introduction. Pages 413-426 in M. J. Nickum, P. M. Mazik, J. G. Nickum, and D. D. MacKinlay, editors. Propagated fish in resource management. American Fisheries Society, Symposium 44, American Fisheries Society, Bethesda, Maryland.

Fenner, D. B., D. L. Winkelman, and M. G. Walsh. 2004. Diet overlap of introduced rainbow trout and three native fishes in an Ozark stream. Pages 427-433 in M. J. Nickum, P. M. Mazik, J. G. Nickum, and D. D. MacKinlay, editors. Propagated fish in resource management. American Fisheries Society, Symposium 44, American Fisheries Society, Bethesda, Maryland.

Walsh, M. G., D. L. Winkelman, and R. J. Bahr. 2004. Electrofishing injury and short-term mortality in hatchery-reared rainbow trout stocked into an Ozark stream. North American Journal of Fisheries Management 24:316-321.

Walsh, M. G., and D. L. Winkelman. 2004. Retention of Floy anchor tags by stream-dwelling smallmouth bass. Proceedings of the Annual Conference of the Southeastern Association of Fish and Wildlife Agencies 56:38-43.

Walsh, M. G., D. B. Fenner, and D. L. Winkelman. 2002. Comparison of an electric seine and prepositioned area electrofishers for sampling stream fish communities. North American Journal of Fisheries Management 22:77-85.

Walsh, M. G., M. B. Bain, T. S. Squiers, Jr., J. R. Waldman, and I. Wirgin. 2001. Morphological and genetic variation among shortnose sturgeon (*Acipenser brevirostrum*) from adjacent and distant rivers. Estuaries 24:41-48.

Walsh, M. G., K. A. Bjorgo, and J. J. Isely. 2000. Effects of implantation method and temperature on mortality and loss of simulated transmitters in hybrid striped bass. Transactions of the American Fisheries Society. 129:539-544.

In press

Walsh, M. G., and D. L. Winkelman. Anchor and visible implant elastomer tag retention in hatchery-reared rainbow trout stocked into an Ozark stream. North American Journal of Fisheries Management. Anticipated November 2004.

Walsh, M. G., and D. L. Winkelman. 2004. Characteristics of smallmouth bass and shadow bass populations in an Ozark stream before and after rainbow trout introduction. Journal of Freshwater Ecology 19:587-596. Anticipated

December 2004.

In preparation

Walsh, M. G., J. T. Peterson, T. J. Kwak, M. J. Freeman, and E. R. Irwin. Influence of long-term streamflow variation on recruitment of riverine fish populations.

Walsh, M. G., D. L. Winkelman, and D. B. Fenner. Survival and condition of hatchery rainbow trout stocked in thermally marginal habitat.

#### TECHNICAL REPORTS

Walsh, M. G., D. B. Fenner, and D. L. Winkelman. 2000-2002. Evaluation of rainbow trout stocking in northeastern Oklahoma streams. Oklahoma Cooperative Fish and Wildlife Research Unit, Progress Reports to the Oklahoma Department of Wildlife Conservation, Oklahoma City, OK.

Galbreath, G. H., B. M. Wood, M. G. Walsh, and M. B. Bain. 1996. Effects of winter exploitation on fish populations in a previously unexploited lake. New York Cooperative Fish and Wildlife Research Unit, Report submitted to the New York Department of Environmental Conservation, Bureau of Fisheries, 50 Wolf Rd., Albany, NY.

REPRESENTATIVE PRESENTATIONS (12 of 27 first-author listed, 0 of 13 plus-author listed)

Walsh, M. G., and J. T. Peterson. August 2004. Development of Decision Support Tools for Dam Operation in the Southeastern United States. 134th Annual Meeting of the American Fisheries Society, Madison, WI.

Walsh, M. G., and J. T. Peterson. April 2004. Adaptive Flow Management of Hydropower Operations in the Southeastern U.S. Adaptive Management Conference Series, Gainesville, FL.

Walsh, M. G., J. T. Peterson, and T. J. Kwak. February 2004. Influence of Long-term Streamflow Variation on Recruitment of Riverine Fish Populations. Warmwater Streams Fisheries Management Symposium, Spring Meeting of the Southern Division of the American Fisheries Society, Oklahoma City, OK.

Walsh, M. G., and D. L. Winkelman. August 2003. Fish Assemblage Structure in an Oklahoma Ozark Stream Before and After Rainbow Trout Introduction. 133rd Annual Meeting of the American Fisheries Society, Quebec City, Quebec, Canada.

Walsh, M. G., and D. L. Winkelman. June 2003. Fish Assemblage Structure in an Oklahoma Ozark Stream Before and After Rainbow Trout Introduction. AFS Symposium, Propagated Fish in Resource Management, Boise, ID. (unable to attend conference, presented by Winkelman)

Walsh, M. G., D. B. Fenner, and D. L. Winkelman. August 2002. Effects of Rainbow Trout Introduction on the Fish Assemblage in an Ozark Stream. 132nd Annual Meeting of the American Fisheries Society, Baltimore, MD.

Walsh, M. G., D. B. Fenner, and D. L. Winkelman. February 2002. Rainbow Trout Stocking in an Ozark Stream: Trout Survival and Responses of Native Smallmouth Bass. Midyear Meeting of the Southern Division of the American Fisheries Society, Little Rock, AR.

Walsh, M. G., D. L. Winkelman and R. Bahr. February 2002. Short-term Sampling Mortality and Electrofishing Injury in Hatchery-reared Rainbow Trout Stocked into a Northeastern Oklahoma Stream. Annual Meeting of the Oklahoma Chapter of the American Fisheries Society, Stillwater, OK.

Walsh, M. G., D. B. Fenner, and D. L. Winkelman. August 2000. Comparison of an Electric Seine and Prepositioned Area Electrofishers for Sampling Stream Fish Communities. 130th Annual Meeting of the American Fisheries Society, St. Louis, MO.

Walsh, M. G., D. B. Fenner, and D. L. Winkelman. February 2000. Comparison of an electric seine and prepositioned area electrofishers for sampling stream fish communities. Midyear Meeting of the Southern Division of the American Fisheries Society, Savannah, GA.

Walsh, M. G., K. A. Bjorgo, and J. J. Isely. February 1999. Effects of Implantation Method and Temperature on Mortality and Loss of Simulated Transmitters in Hybrid Striped Bass. Midyear Meeting of the Southern Division of the American Fisheries Society, Chattanooga, TN.

Walsh, M. G., K. A. Bjorgo, and J. J. Isely. February 1998. Effects of Transmitter Implantation Method on the Mortality, Tag Loss, and Growth of Hybrid Striped Bass. Midyear Meeting of the Southern Division of the American Fisheries Society, Lexington, KY.

#### INVITED SEMINARS AND GUEST LECTURES

Walsh, M. G. Fall 2004. Null Models in Ecology. Island Biogeography I & II. Lectures in FORS 8360: Quantitative Approaches to Conservation Biology, Warnell School of Forest Resources, University of Georgia, Athens, GA.

Walsh, M. G. November 2003. Testing Assumptions to Evaluate Bias in Mark-Recapture Fisheries Studies. Guest lecture in FORS 8390: Estimation of Parameters of Fish and Wildlife Populations, Warnell School of Forest Resources, University of Georgia, Athens, GA.

Walsh, M. G. October 2003. Performance of Stocked Rainbow Trout and Impacts of Trout Introduction on Native Fishes in an Oklahoma Ozark Stream. Invited Seminar, Warnell School of Forest Resources, University of Georgia, Athens, GA.

#### PROFESSIONAL INVOLVEMENT

American Fisheries Society, Southern Division (2000-present).

Certified Associate Fisheries Professional, June 2000

AFS Annual Meeting Symposium Review Committee (2004)

Robert L. Kendall Best Paper Transactions of the  
American Fisheries Society Committee (2004)

J. Frances Allen Scholarship Committee (2004)

Judge, Best Student Paper, AFS Annual Meetings: Quebec  
City, Quebec (2003), Madison, WI (2004)

Elected Southern Division Student Representative of the  
Student Subsection of the Education Section (2000-2001)

Section Memberships: Education, Equal Opportunities,  
Fisheries Management

Georgia Chapter of the American Fisheries Society  
(2004-present)

Oklahoma Chapter of the American Fisheries Society  
(2000-2003)

Newsletter Editor (2000-2002), Environmental Concerns,  
Program Committees (2000-2003)

Oklahoma Student Chapter of the American Fisheries Society  
(1999-2003), President (2000-2003).

Department of Zoology, Oklahoma State University  
(1999-present)

Elected Student Representative to the Faculty Council  
(2001-2002)

Elected Coordinator of Lunchtime Seminar Series (2001-2002)

Elected Student Representative to the Graduate Committee  
(2000-2001)

South Carolina Chapter of the American Fisheries Society  
(1998-2000)

Clemson University Student Subunit (1999-2000),  
Secretary/Treasurer (1999-2000)

#### WORKSHOPS ATTENDED

"Applied Hierarchical Modelling Using Markov Chain Monte  
Carlo (MCMC)", Athens, GA, September 2004.

UGA Bayesian and Hierarchical Modelling Seminar and  
Discussion Group, Athens, GA, Spring 2004.

"The present and future of minnows, suckers, and other  
ignored fishes of North American midwest streams," AFS  
Annual Meeting, St. Louis, MO, August 2000.

Crayfish Workshop, SDAFS Midyear Meeting, Little Rock, AR,  
February 2002.

"Genetics in the toolbox for managing striped bass,"  
Columbia, SC, November 1998

#### MANUSCRIPT REVIEWER

SEAFWA (1999-2003), North American Journal of Fisheries  
Management (1999, 2001, 2002), Transactions of the  
American Fisheries Society (2003), North American Journal  
of Aquaculture (2003), Chapter for book on sturgeon  
biology (2003), Marine and Freshwater Research (2004)

#### ADDITIONAL SKILLS

Competent with the use of Microsoft Word, Excel, Power Point, and Access (SQL Programming); ArcView, ArcGIS, Corel Draw, SAS, Systat, S-Plus, SigmaPlot, Procite, CANOCO, PRIMER, EstimateS, BiodiversityPro.

Certified for boat handling and safety through the US Department of the Interior. Experience handling boats up to 28 feet and independently transporting and launching boats up to 17 feet.

Experienced in operating 4-wheel drive vehicles over rough terrain.

**From:** Pletcher, Mary  
**To:** [Edward Keable](#)  
**Subject:** ERB legal review  
**Date:** Thursday, September 28, 2017 11:36:29 AM  
**Attachments:** (b) (5)

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See attached (b) (5)

Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Date:** Thursday, September 28, 2017 11:31:57 AM  
**Attachments:** [Joss Memo.docx](#)

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## **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

Memorandum

To: Executive Resources Board

From: Todd Willens  
Assistant Deputy Secretary

Subject: Request for Approval to Reassign Laura Joss

Approval is requested to reassign Laura Joss to SES General position of Superintendent, Golden Gate National Recreation Area, ES-0340, with the National Park Service, located in San Francisco, California. This position has been vacant since August 2016 when the previous incumbent, Christine Lehnertz, was reassigned the position of Superintendent, Grand Canyon National Park.

The Superintendent, Golden Gate National Recreation Area, provides leadership and oversight to some of the premiere urban protected park lands in the National Park Service. The Superintendent ensures that the National Park Service programs are interpreted and carried out properly and in accordance with policies and procedures, and establishes necessary policies and procedures for the effective direction, operations, and evaluation of programs under their.

Ms. Joss currently serves as Regional Director, Pacific West Region, located in San Francisco, California, and is well qualified for this position. Upon ERB approval, Ms. Joss will be provided written notification 15 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(1). Ms. Joss may elect to waive the 15 days and be reassigned earlier. Ms. Joss will retain his career appointment and current rate of pay, which is \$174,682.

Attachments

Approved:

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for the Executive Resources Board

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Date

Memorandum

To: Laura Joss

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Regional Director, Pacific West Region with the National Park Service, duty station San Francisco, California to Superintendent, Golden Gate National Recreation Area, ES-0340, with the National Park Service, duty station San Francisco, California. You will retain your career appointment and your pay level will remain the same. As Regional Director, Pacific West Region, you have been responsible for managing 62 diverse park units, including Golden Gate National Recreation Area. You have held a series of progressively more responsible positions with the National Park Service, including Deputy Regional Director, Intermountain Region, Associate Regional Director, Resources Stewardship and Research with the Intermountain Region, Superintendent, Arches National Park, Superintendent, Fort McHenry National Monument and National Historic Site, and Chief of Cultural Resources at Yellowstone National Park. The extensive experience you gained in these position in park operations, business management, visitor services, visitor protection, natural and cultural resources issues, and management of complex partnership relationships, makes you well qualified for the position of Superintendent, Golden Gate National Recreation Area.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Date:** Thursday, September 28, 2017 11:03:33 AM  
**Attachments:** [Kurth memo.docx](#)  
[DIES00093 Regional Director - Atlanta.docx](#)  
[Joss Memo.docx](#)  
[DIES01472 Superintendent Golden Gate National Recreation Area 2016.pdf](#)

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## **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

Memorandum

To: Executive Resources Board

From: Todd Willens  
Assistant Deputy Secretary

Subject: Request for Approval to Reassign James Kurth

Approval is requested to reassign James Kurth to the SES General position of U.S. Fish and Wildlife Service (FWS) Southeast Regional Director located in Atlanta, Georgia. This position became vacant upon the retirement of Cynthia Dohner. The Southeast Region serves Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico and the U.S. Virgin Islands.

The Regional Director, Atlanta, Georgia is responsible for implementation of Service programs, policies and procedures within the Southeast Region and adjacent coastal areas subject to Service jurisdiction. The Regional Director participates in decisions on national fish and wildlife conservation goals and objectives, budget priorities and funding levels and organization and staffing patterns. The Regional Director administers and directs activities involved in the maintenance and operation of 131 Southeast region national wildlife refuges. The Regional Director ensures effective consultation and partnerships with states and federal partners on ways to balance the needs of wildlife with the needs of people. The Regional Director directs fishery technical assistance and management programs for Federal and state agencies and other public and private entities. The Regional Director directs and coordinates the efforts to assess the ecological effects of resource decisions. The Regional Director oversees education and information programs to provide public understanding of, and participation in, fish and wildlife resource programs throughout the Region.

Mr. Kurth currently serves as Deputy Director for Operations for FWS in Washington, DC. He is well qualified for this position. Upon ERB approval, Mr. Kurth will be provided written notification 60 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(2). Mr. Kurth may elect to waive the 60 days and be reassigned earlier. Mr. Kurth will retain his career appointment and current rate of pay, which is \$187,000.

Attachments

Approved:

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for the Executive Resources Board

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Date

## Memorandum

To: James Kurth

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Deputy Director of Operations to Regional Director, Atlanta, Georgia. You will retain your career appointment and your pay level will remain the same. The Southeast Region is vast – serving Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico and the U.S. Virgin Islands. The Regional Director is responsible for implementation of Service programs, policies and procedures within the Southeast Region and adjacent coastal areas subject to Service jurisdiction including the maintenance and operation of 131 national wildlife refuges.

You possess extensive qualifications for this position. Since 1999, you have served in various leadership roles in the Washington, DC office. From May of 1999 to January 2015 you served as the Deputy Chief and later the Chief of the National Wildlife Refuge System. In these roles you modernized the Refuge System, spearheaded the development of national policies, and directed and led the vast administrative operations of the National Wildlife Refuge System. As Deputy Director for Operations, you discharged the full powers and authorities of the Service Director in the administration and development of programs and operational plans necessary to implement and enhance the Service's mission. In this role, you oversaw regional implementation of programs and priorities. Prior to 1999, you gained over 15 years of field experience as an Assistant Refuge Manager at refuges in Mississippi, Florida, Louisiana, and Michigan and as a Refuge Manager in Rhode Island and Alaska. Your on-the-ground field experience including in the Southeast region, deep understanding of the National Wildlife Refuge System, and leadership experience as the Deputy Director for Operations makes you well qualified to serve as the Regional Director for the Southeast Region.

This letter provides the required 60 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(2). Failure to accept this directed reassignment may subject you to removal under adverse action procedures. Your involuntary separation may entitle you to discontinued service retirement (if eligible) or severance pay. Your servicing personnel office can provide you guidance in this area.

If you choose to accept the reassignment, your relocation will be at Government expense, and you will receive all travel and relocation benefits to which you are entitled.

The effective date of this action will be no earlier than 60 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and your decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

\_\_\_\_\_ I accept the directed reassignment to the position of Senior Advisor to the Assistant Secretary – Water and Science, ES-0301, with the Office of the Assistant Secretary – Water and Science, duty station Washington, DC, with an effective date no earlier than 60 days from my receipt of this notification.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I accept the directed reassignment as described above and hereby waive the 60-day notice and request that the reassignment action be effective as soon as practicable.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I hereby decline the geographic reassignment.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

Memorandum

To: Executive Resources Board

From: Todd Willens  
Assistant Deputy Secretary

Subject: Request for Approval to Reassign Laura Joss

Approval is requested to reassign Michael Black to SES General position of Superintendent, Golden Gate National Recreation Area, ES-0340, with the National Park Service, located in San Francisco, California. This position has been vacant since August 2016 when the previous incumbent, Christine Lehnertz, was reassigned the position of Superintendent, Grand Canyon National Park.

The Superintendent, Golden Gate National Recreation Area, provides leadership and oversight to some of the premiere urban protected park lands in the National Park Service. The Superintendent ensures that the National Park Service programs are interpreted and carried out properly and in accordance with policies and procedures, and establishes necessary policies and procedures for the effective direction, operations, and evaluation of programs under their.

Ms. Joss currently serves as Regional Director, Pacific West Region, located in San Francisco, California, and is well qualified for this position. Upon ERB approval, Ms. Joss will be provided written notification 15 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(1). Ms. Joss may elect to waive the 15 days and be reassigned earlier. Ms. Joss will retain his career appointment and current rate of pay, which is \$174,682.

Attachments

Approved:

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for the Executive Resources Board

---

Date

Memorandum

To: Laura Joss

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Regional Director, Pacific West Region with the National Park Service, duty station San Francisco, California to Superintendent, Golden Gate National Recreation Area, ES-0340, with the National Park Service, duty station San Francisco, California. You will retain your career appointment and your pay level will remain the same. As Regional Director, Pacific West Region, you have been responsible for managing 62 diverse park units, including Golden Gate National Recreation Area. You have held a series of progressively more responsible positions with the National Park Service, including Deputy Regional Director, Intermountain Region, Associate Regional Director, Resources Stewardship and Research with the Intermountain Region, Superintendent, Arches National Park, Superintendent, Fort McHenry National Monument and National Historic Site, and Chief of Cultural Resources at Yellowstone National Park. The extensive experience you gained in these position in park operations, business management, visitor services, visitor protection, natural and cultural resources issues, and management of complex partnership relationships, makes you well qualified for the position of Superintendent, Golden Gate National Recreation Area.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Regional Director, Atlanta**  
**ES-0340-00**

**INTRODUCTION**

The U.S. Fish and Wildlife Service (Service) is responsible for the Federal programs relating to wild birds, mammals (except whales, seals, and sea lions) and inland and anadromous fisheries.

The incumbent of this position has two roles: (1) As a member of the Service Directorate, the incumbent participates in decisions on national fish and wildlife conservation goals and objectives, budget priorities and funding levels, and organization and staffing patterns; and, (2) as Regional Director, the incumbent is responsible for implementation of Service programs, policies, and procedures to effectively carry out the Service's mission within the Region and adjacent coastal areas subject to Service jurisdiction. The goals and objectives of those programs are attained through a blend of Service functions, outside contracts, or a combination of contract and Service personnel. The incumbent frequently will make that choice. In order to carry out the assigned responsibilities, incumbent directs a staff of approximately 1300 employees located in the regional office, several area offices, and at a large number of field stations dispersed throughout the Region. The incumbent is also responsible for the coordination and cooperation with foreign national counterparts in matters of policy, program implementation, and general regional fish and wildlife activities.

**MAJOR DUTIES AND RESPONSIBILITIES**

Refuges and Wildlife: Programs involved in the refuges and wildlife category are migratory birds, mammals, nonmigratory birds, animal damage control, and interpretation and recreation.

Administers and directs, under laws and treaties of the United States, activities involved in the maintenance and operation of a large number of national wildlife refuges established throughout the region for the conservation of endangered wildlife, migratory waterfowl and mammals. This effort is designed to preserve sizeable segments of important and typical wildlife habitat representative of geographical and life zones essential to the preservation and perpetuation of the wildlife resources. Important in the refuge function is the perpetuation of species of birds and animals that are rare or in danger of becoming extinct. Management and operation of wildlife refuges includes programs for the public in resource interpretation, recreation, economic uses, and soil and moisture conservation.

Directs activities throughout the Region involved in the appraisal, acquisition, management, and disposition of lands and processing land and mineral applications, and the appraisal of lands proposed for acquisition under the Federal Aid and Fish and Wildlife Restoration Act.

Fisheries: Directs a program of technical assistance to Federal and state agencies and other public and private entities in the management of fisheries, participation in coordinated programs of Federal/state activities in fishery management, development of fishery management programs in cooperation with the states, colleges and universities, state conservation departments, and private agencies for the purpose of solving mutual fishery management problems.

Habitat Preservation: Directs activities concerning the analysis and preparation of a scientific fish and wildlife program in the water and land resource development field. The program involves planning for the conservation and development of fish and wildlife resources in water development projects under

authority of the Fish and Wildlife Coordination Act and the Watershed Protection and Flood Prevention Act, and similar planning in connection with the Federal Highway Program, the Urban Planning Assistance Program, the Economic Development Administration Program, the preservation of wetlands valuable from a wildlife standpoint, and related functions. Planning for fish and wildlife conservation and development, as a part of the overall development of the Nation's water and related land resources, includes projects of land acquisition and development for wildlife purposes, stable pools in reservoirs to facilitate fishery management and utilization, fish hatcheries and spawning channels to observe and improve fisheries, fish-passage facilities over dams for the preservation and improvement of anadromous fisheries, and the release of minimum flows from reservoirs to maintain live streams and protect and improve downstream fisheries.

The Regional Director also directs and coordinates the development of a nationwide system for assessing the ecological effects of resource decisions. This includes the planning and monitoring of gathering, analyzing, and disseminating information related to the location, quantity, condition, and ecological importance of habitats critical to the survival of the Nation's fish and wildlife resources with particular reference to those habitats most impacted by man's activities, including energy developments and other forms of large-scale land, water, and resource use. Provides an environmental strike force capability which responds to requests for assistance on environmental issues that require highly specialized, scientific expertise.

Federal Aid: Administers (throughout the Region) the Federal Aid in Fish Restoration Act and the Federal Aid in Wildlife Restoration Act which authorizes grant-in-aid to states for cooperative programs including fish and wildlife research, land acquisition, and the development and maintenance of wildlife and fish habitat. Directs the review of plans, specification and cost estimates submitted for adherence to provisions of the Act with authority to authorize 75 percent of the cost of each approved project from funds apportioned. Also implements field-level actions necessitated by the Endangered Species Act, P.L. 93-205, including those actions necessary for recovery of endangered species found in the region.

Other Program Responsibilities: The Regional Director directs the supporting functions of personnel management, contracting and general services, financial management, safety, and library. Directs engineering services in connection with the construction, alteration and water rights and the evaluation of engineering phases of water development projects of other Government agencies and of private enterprise for their effect on wildlife and sport fisheries resources.

Directs the development, improvement, and conduct of education extension and information to provide public understanding of, and participation in, conservation programs involving fish and wildlife resources throughout the Region.

From time to time, ad hoc groups may be established that report directly to the incumbent where the complexities of coordinating cross-program or functions at lower levels would be inappropriate.

A high order of professional natural resource management, knowledge, and administrative ability is required in effectively coordinating Service programs with these groups in the broad range of diverse interests as well as in effectively coordinating the complex scientific and technical programs' involved in the internal operations of the Service.

As the Service's principal representative in the Region, the incumbent renders authoritative and final decisions having an important impact on the Service's total activities and programs. Regional programs

other than Federal aid and law enforcement are directed through a network of area managers reporting directly to the incumbent.

The incumbent actively supports and implements the equal employment opportunity program as specified in national, area, and local affirmative action plans. This includes ensuring equal opportunity for all employees under his/her supervision in selections for training and education programs, promotions and awards, and includes fair and impartial recruitment and selection of new employees.

#### SUPERVISION RECEIVED

The above duties are performed under the broad, general direction of the Service's Director within the overall framework of policies and procedures determined by the Secretary of the Interior, Assistant Secretary for Fish and Wildlife and Parks, and the Service Director.

**POSITION DESCRIPTION** *(Please Read Instructions on the Back)*

1. Agency Position No.  
DIES 01472

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location San Francisco, CA	5. Duty Station San Francisco, CA	6. OPM Certification No.
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input checked="" type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisor <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
				13. Competitive Level Code	
				14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Park Manager	ES	0340	00		
e. Recommended by Supervisor or Initiating Office						

16. Organization Title of Position *(If different from the official title)*  
Superintendent, Golden Gate NRA

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment U.S. Department of the Interior	c. Third Subdivision Golden Gate National Recreation Area
a. First Subdivision National Park Service	d. Fourth Subdivision
b. Second Subdivision Pacific West Region	e. Fifth Subdivision

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor Laura Joss, RD, Pacific West Region Signature  Date 8/10/16	b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> Signature _____ Date _____
---	---

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action  
Raymond Limon, Director, Office of Human Resources  
Signature  Date 9/16/16

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be ~~and~~ conducted by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee <i>(optional)</i>							s		s	
b. Supervisor										
c. Classifier										

24. Remarks

---

25. Description of Major Duties and Responsibilities *(See Attached)*

**Park Manager**  
**ES-0340-00**  
**(Superintendent)**  
**Golden Gate National Recreation Area**

**INTRODUCTION**

The incumbent serves as the Superintendent of Golden Gate National Recreation Area (GOGA), a busy, year round, national park in a major urban area, which also includes within its boundary two additional NPS sites – Muir Woods National Monument (MUWO) and Fort Point National Historic Site. The park stretches over 60 miles end-to-end and runs through three counties in the San Francisco Bay Area. NPS lands in Marin County, San Francisco County, and San Mateo County include 18,500 in federal ownership within an exterior park boundary that encloses 80,000 acres, including 4,000 acres of new federal lands added in 2012. Established in 1972, the park is the second largest urban national park and one of the most visited units in the National Park system.

Visitation in 2015 exceeded 18 million, and covers the full range of traditional park uses, as well as a variety of special park uses and events that require oversight, regulation and coordination. GOGA

The lands which eventually became the recreation area were assembled from a variety of ownerships, including military, other Federal, state, county, city and private. The 1972 legislation which established GOGA included about 35,000 acres; five subsequent Acts of Congress have more than doubled the original size of the park creating a complex and continually evolving pattern of land management and ownership. Administrative jurisdiction of the lands varies and includes exclusive, concurrent and proprietary interest, each with different legal prerogatives, responsibilities, and management options that require a coordinated area-wide effort to provide consistent, uniform enforcement of laws to protect both park resources and visitors. Management of GOGA lands is further compounded by the variety and complexity of state and local political bodies and community agencies that are adjacent to or have an interest in the area. In-holdings, agricultural leases, and the continuation of a variety of pre-existing special uses and commercial activities add to the overall management complexity of the area.

GOGA contains an unusual variety of significant cultural and natural resources, including a large collection of classified historic structures. Many of these structures are adaptively reused by a variety of organizations under agreement, lease, or long term permit. Other significant cultural resources are contained in the area including numerous coastal defense structures. Natural resources include coastal headlands, beaches, grasslands, forests and developed park lands. A primary value of the natural resources is their scenic quality combined with extensive opportunities for a variety of recreational activities. Of special significance is the 553 acres of virgin coastal redwoods that comprise Muir Woods National Monument. Within the boundaries of the recreation area are nine plant communities found together nowhere else in the National Park system and numerous species of rare and/or endangered plants and animals, the most species-diverse park in the lower 48 States.

Because of its location in a major urban area and the high level of park use, the incumbent collaborates on a daily with numerous partners, stakeholders, local, state, and federal political officials, friends groups and other non-profits. Park policies and activities are actively followed in local media and often are the subject of controversy and public discussion and debate. The incumbent must understand local and national political interests and blend political savvy with the skills of a diplomat to steer park policies through the numerous individuals and interest groups that use park lands and resources.

A workforce of approximately 400 permanent and temporary staff perform a variety of tasks in support of visitor services in fields such as maintenance of facilities, natural and cultural resources management, interpretative planning and exhibit preparation, beach patrol, search and rescue, patrol and enforcement, presentation of talks and programs, operation of

visitor centers, emergency medical services, management of special cultural and recreational events, administrative support services, youth and education programs, and liaison with partner organizations and various community groups. Existing facilities to support these services are as varied and complex as the urban area they serve.

Physical facilities include more than 739 historic structures, including five National Historic Landmarks and 12 National Register Properties structures; more than 55 miles of roads; more than 60 miles of trails and sidewalks; 1.6 million square feet of parking areas; 21 separate utility systems; 100 acres of formal landscaped park lands; pier and wharf areas; 12 picnic areas; six campgrounds; more than 1,000 interpretative and informational signs; information offices; and administrative, and maintenance support facilities scattered throughout the 80,000 acres.

## **MAJOR DUTIES**

### **Strategic Planning**

The Superintendent is responsible for long-range planning and the establishment of strategic and short-range and long-range objectives, goals and standards of operations. Planning often involves a large number of conflicting issues and public overlapping jurisdictions; controversy over the mix of development, use and preservation is routine. Monitors and evaluates the operating efficiency and effectiveness of all phases of park operations in the accomplishment of area goals and objectives and provides direction as necessary.

### **Management**

Responsible for preserving and protecting the area's natural, scenic and cultural values. Provides varied opportunities for visitor use and enjoyment of park lands and resources. Maintains and operates a complex inventory of park physical facilities necessary for visitor use and area administration. Implements a large number of cooperative agreements, contracts, special use permits, leases and instruments that define the parks relationship with a variety of partners and commercial interests. Develops and implements land protection plans. Provides leadership in the development of policies, standards and procedures which govern the professional conduct of work related to the administration and implementation of the programs, including the functional areas of public use management, resource protection, resources education, and interpretation, fiscal and human resource management, park maintenance, visitor services, safety management concessions and park partnerships, public affairs, budget planning and execution and park development.

Administers a budget of approximately \$ 26.5 million in base operating dollars (including Area A of the Presidio) and millions of dollars in funds from a variety of other sources, including non-profit partner organizations. Directs a staff of approximately 400 permanent and temporary employees, in addition to a large number of volunteers. Staff specialists include a cadre of research personnel, engineers, architects and resources management specialists. Staff provides a high degree of professional services in park planning landscape architecture, engineering, research resource management, protection, information management and general administration. Anticipates future requirements and reallocates staff and fiscal resources as needed to maintain service levels and to meet unanticipated needs. Numerous programs, projects and activities, some of which may be conflicting in nature and require careful planning and coordination to achieve successful results, must be integrated into the park's mission.

### **Partnerships and External Relations**

Establishes and maintains a close relationship with local, state, tribal and Federal agencies, as well as private organizations interested in park uses and maintaining the integrity of the ecosystems. Relationships with private organizations, community groups, park partners, political entities, and other governmental authorities are particularly sensitive regarding park usage, protection of the resource and impact on neighboring interests. The reconciliation of divergent recommendations and viewpoints from all interested groups and individuals is a major responsibility of the position. The Superintendent regularly meets, and represents the National Park Service with national and international figures, conservation and environmental groups, community organizations, members of Congress, governors, key state and local officials, and the national media.

Manages and directs the park's partnerships and public awareness programs, encompassing concessions, public use management, stewardship, and community outreach. Relationships are often sensitive and require a great deal of tact and diplomacy in conducting daily operations. Intensive public interest and involvement in the park requires a high degree of coordination and balancing of interests. The park's concessions and partnerships programs are massive in scale and require thoughtful and flexible management.

### **U. S. Park Police**

Provides coordination, leadership, and direction to the U.S. Park Police San Francisco Field Unit through the Major in command. Manages area responsibilities and relationship with numerous large concessionaires, cooperative associations, nonprofit groups, park partners and friends organizations.

### **Interpretation and Education**

Responsible for the planning, development, and operation of a comprehensive education and interpretative program which incorporates a large number of primary and secondary themes to ensure visitor understanding and enjoyment of Golden Gate National Recreation Area. Interpretation is accomplished through publications, audiovisual aids exhibits and models, orientation and information presented at various visitor centers, wayside exhibits, signs, conducted tours, nature walks, history talks and demonstrations, self guided tours, and audio tours as well as programs offered through partner organizations.

### **Administration**

Responsible for management and direction of a human resources which is compliant with Federal personnel law and regulations. Assures that supervisors are adequately trained and carry out their supervisory duties appropriately. Assures that the workplace is free from unlawful discrimination, sexual harassment, or hostile work environment and that employees have equal opportunity for training, promotions, awards and recognition, and other career development. Responsible for effective labor management program which encourages productive labor-management partnerships while still protecting management rights. Demonstrates personnel leadership and commitment to employee wellness and safety.

Assures compliance with security measures, ethics and conflict of interest laws and regulations, waste, fraud, and abuse prevention. Responsible for the development of complex budget strategies, including forecasting the level, type, and schedule of reimbursable incomes

and the detailed tracking of dedicated portions of the operating budget and absorbing major new workloads within existing resources.

### **Resource Management**

Provides program management to one of the most important and visible urban park areas and develops resource protection and treatment strategies for the park's historic and cultural resources and preserves the natural features for future generations. The Superintendent effectively balances stewardship and resource preservation responsibilities with the need to accommodate thousands of visitors each day. The significance of the world class resources managed by the park provides the opportunity to become a leader in the fields of public use, cultural resource and urban landscape management. Tremendous demands are placed on management to excel in these areas and to provide the benefits of the Superintendent's acquired knowledge and design of operating procedures to other interested groups and individuals.

### **Maintenance**

Plans, manages, and directs the maintenance, repair, rehabilitation and operation of all facilities in the park including historic and cultural structures walks, trails, , specimen trees, natural wilderness areas, beaches, wetlands, roads; parking, housing, and cultural landscapes. . All areas receive extensive public use. Given the size of the physical infrastructure and the significance of the historic resources, including numerous historic former military facilities, the maintenance program for the park is extensive and complex.

### **Knowledge Required by the Position**

Knowledge of park operations, including interpretation, visitor services and protection, natural/cultural resource management and protection, safety, concessions management, maintenance management, partnerships, entrepreneurial management, public land management, conservation, recreation and labor relations management.

### **Supervision Received**

Works under the general administrative direction of and supervision by the Pacific West Regional Director. The incumbent operates with a high degree of independence in planning, designing and carrying out assigned programs and resolving problems. Work is reviewed primarily on the success of programs in meeting established goals.

**From:** Pletcher, Mary  
**To:** [Michelle Oxyer](#)  
**Date:** Thursday, September 28, 2017 10:46:59 AM  
**Attachments:** [Kurth memo.docx](#)

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Here you go...

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

Memorandum

To: Executive Resources Board

From: Todd Willens  
Assistant Deputy Secretary

Subject: Request for Approval to Reassign James Kurth

Approval is requested to reassign James Kurth to the SES General position of U.S. Fish and Wildlife Service (FWS) Southeast Regional Director located in Atlanta, Georgia. This position became vacant upon the retirement of Cynthia Dohner. The Southeast Region serves Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico and the U.S. Virgin Islands.

The Regional Director, Atlanta, Georgia is responsible for implementation of Service programs, policies and procedures within the Southeast Region and adjacent coastal areas subject to Service jurisdiction. The Regional Director participates in decisions on national fish and wildlife conservation goals and objectives, budget priorities and funding levels and organization and staffing patterns. The Regional Director administers and directs activities involved in the maintenance and operation of 131 Southeast region national wildlife refuges. The Regional Director ensures effective consultation and partnerships with states and federal partners on ways to balance the needs of wildlife with the needs of people. The Regional Director directs fishery technical assistance and management programs for Federal and state agencies and other public and private entities. The Regional Director directs and coordinates the efforts to assess the ecological effects of resource decisions. The Regional Director oversees education and information programs to provide public understanding of, and participation in, fish and wildlife resource programs throughout the Region.

Mr. Kurth currently serves as Deputy Director for Operations for FWS in Washington, DC. He is well qualified for this position. Upon ERB approval, Mr. Kurth will be provided written notification 60 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(2). Mr. Kurth may elect to waive the 60 days and be reassigned earlier. Mr. Kurth will retain his career appointment and current rate of pay, which is \$187,000.

Attachments

Approved:

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for the Executive Resources Board

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Date

## Memorandum

To: James Kurth

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Deputy Director of Operations to Regional Director, Atlanta, Georgia. You will retain your career appointment and your pay level will remain the same. The Southeast Region is vast – serving Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico and the U.S. Virgin Islands. The Regional Director is responsible for implementation of Service programs, policies and procedures within the Southeast Region and adjacent coastal areas subject to Service jurisdiction including the maintenance and operation of 131 national wildlife refuges.

You possess extensive qualifications for this position. Since 1999, you have served in various leadership roles in the Washington, DC office. From May of 1999 to January 2015 you served as the Deputy Chief and later the Chief of the National Wildlife Refuge System. In these roles you modernized the Refuge System, spearheaded the development of national policies, and directed and led the vast administrative operations of the National Wildlife Refuge System. As Deputy Director for Operations, you discharged the full powers and authorities of the Service Director in the administration and development of programs and operational plans necessary to implement and enhance the Service's mission. In this role, you oversaw regional implementation of programs and priorities. Prior to 1999, you gained over 15 years of field experience as an Assistant Refuge Manager at refuges in Mississippi, Florida, Louisiana, and Michigan and as a Refuge Manager in Rhode Island and Alaska. Your on-the-ground field experience including in the Southeast region, deep understanding of the National Wildlife Refuge System, and leadership experience as the Deputy Director for Operations makes you well qualified to serve as the Regional Director for the Southeast Region.

This letter provides the required 60 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(2). Failure to accept this directed reassignment may subject you to removal under adverse action procedures. Your involuntary separation may entitle you to discontinued service retirement (if eligible) or severance pay. Your servicing personnel office can provide you guidance in this area.

If you choose to accept the reassignment, your relocation will be at Government expense, and you will receive all travel and relocation benefits to which you are entitled.

The effective date of this action will be no earlier than 60 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and your decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

\_\_\_\_\_ I accept the directed reassignment to the position of Senior Advisor to the Assistant Secretary – Water and Science, ES-0301, with the Office of the Assistant Secretary – Water and Science, duty station Washington, DC, with an effective date no earlier than 60 days from my receipt of this notification.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I accept the directed reassignment as described above and hereby waive the 60-day notice and request that the reassignment action be effective as soon as practicable.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I hereby decline the geographic reassignment.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

**From:** Howarth, Robert  
**To:** [Mary Pletcher](#)  
**Subject:** Updated ERB  
**Date:** Thursday, September 28, 2017 10:13:04 AM  
**Attachments:** [Permanent ERB September 2017.docx](#)  
[Updated ERB Memo.pdf](#)

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Good morning. The memo will be delivered to folks this morning.

Rob

--

Robert Howarth  
Deputy Director for Correspondence and FOIA Management  
Office of the Executive Secretariat and Regulatory Affairs  
Department of the Interior  
1849 C Street, NW  
Washington, DC 20240  
202-208-3181  
202-208-4451 (direct)  
202-549-8961 (cell)

Memorandum

To: Deputy Secretary  
Chief of Staff  
Associate Deputy Secretary  
Assistant Deputy Secretary  
White House Liaison  
Acting Solicitor  
Principal Deputy Assistant Secretary for Policy, Management and Budget  
Acting Assistant Secretary for Land and Minerals Management  
Acting Assistant Secretary for Water and Science  
Assistant Secretary for Insular Affairs  
Principal Deputy Assistant Secretary–Indian Affairs

From: Secretary

Subject: Executive Resources Board

On May 19, 2017, I established the Executive Resources Board. Effective the date of this memorandum, I am naming Mr. Douglas Domenech and Mr. John Tahsuda as members of the Executive Resources Board.

The Executive Resources Board for the Department of the Interior membership is as follows:

- Deputy Secretary, Chairperson  
(Mr. David Bernhardt)
- Chief of Staff, Member  
(Mr. Scott Hommel)
- Associate Deputy Secretary, Member  
(Mr. James Cason)
- Assistant Deputy Secretary, Member  
(Mr. Todd Willens)
- White House Liaison, Member  
(Ms. Lori Mashburn)
- Acting Solicitor, Member  
(Mr. Daniel Jorjani)
- Principal Deputy Assistant Secretary for Policy, Management and Budget, Member  
(Mr. Scott Cameron)
- Acting Assistant Secretary for Land and Minerals Management, Member  
(Ms. Katharine MacGregor)

- Acting Assistant Secretary for Water and Science, Member  
(Ms. Andrea Travnicek)
- Assistant Secretary for Insular Areas, Member  
(Mr. Douglas Domenech)
- Principal Deputy Assistant Secretary–Indian Affairs, Member  
(Mr. John Tahsuda)

The Deputy Assistant Secretary – Human Capital and Diversity/Chief Human Capital Officer (Ms. Mary Pletcher) will serve as an advisor to the Executive Resources Board. The ERB will continue to play a prominent role in determining the executive resources needs of the Department’s bureaus and offices. The Executive Resources Board will oversee all aspects of the management of executive resources to include Senior Executive Service, Senior Level, and Scientific and Professional resources. In addition, the ERB will retain final approval of other aspects of these programs, including position establishment, recruitment, qualification requirements, selection, pay setting, performance appraisals, performance awards, executive development, Presidential Rank Awards and all other recognition, and the establishment of the Department’s Performance Review Boards.

cc: Inspector General  
Assistant Secretaries  
Heads of Bureaus and Offices

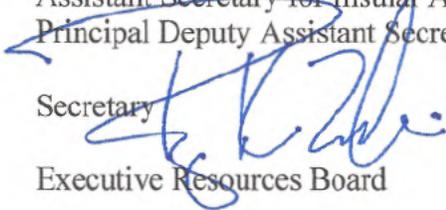


THE SECRETARY OF THE INTERIOR  
WASHINGTON

SEP 27 2017

Memorandum

To: Deputy Secretary  
Chief of Staff  
Associate Deputy Secretary  
Assistant Deputy Secretary  
White House Liaison  
Acting Solicitor  
Principal Deputy Assistant Secretary for Policy, Management and Budget  
Acting Assistant Secretary for Land and Minerals Management  
Acting Assistant Secretary for Water and Science  
Assistant Secretary for Insular Affairs  
Principal Deputy Assistant Secretary—Indian Affairs

From: Secretary 

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(Mr. Todd Willens)
- White House Liaison, Member  
(Ms. Lori Mashburn)
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(Mr. Daniel Jorjani)
- Principal Deputy Assistant Secretary for Policy, Management and Budget, Member  
(Mr. Scott Cameron)
- Acting Assistant Secretary for Land and Minerals Management, Member  
(Ms. Katharine MacGregor)

- Acting Assistant Secretary for Water and Science, Member  
(Ms. Andrea Travnicek)
- Assistant Secretary for Insular Areas, Member  
(Mr. Douglas Domenech)
- Principal Deputy Assistant Secretary–Indian Affairs, Member  
(Mr. John Tahsuda)

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cc: Inspector General  
Assistant Secretaries  
Heads of Bureaus and Offices

**From:** Pletcher, Mary  
**To:** [Jorjani Daniel](#); [Marc Smith](#)  
**Cc:** [Christopher B Lawson](#)  
**Subject:** SOL - hiring waiver decisions  
**Date:** Wednesday, September 27, 2017 4:26:54 PM  
**Attachments:** [SOL Hiring Waiver Request Decisions 0901 0915 submissions.pdf](#)

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Attached are the hiring waiver decisions for the September 1 and 15 submissions. Please let me know if you have any questions.

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1867	SOL	9/15/2017	Assistant Regional Solicitor, Rocky Mountain Region	GS-15	Above 12	Denver	Denver		Since January 2016 - The position will be filled through internal recruitment.	The Assistant Regional Solicitor position within the Rocky Mountain Region has supervisory duties over a team of attorneys and support staff handling matters pertaining to Federal and Indian Royalties. The Assistant Regional Solicitor serves as the primary legal advisory to the Office of Natural Resources Revenue (ONRR), which is operationally located in Denver and has nationwide responsibility for collecting and disbursing royalties, penalties, rentals, and other monies due and owing under Federal and Indian oil and gas and coal leases and other Federal renewable and non-renewable energy and mineral leases. This includes coordinating with Justice on a large docket of affirmative, defensive and false claims litigation. It also includes the direct supervision staff attorneys who are first chair attorneys in a wide variety of royalty-related administrative lawsuits. The Assistant Regional Solicitor regularly has direct interaction with the ONRR Director and ONRR senior leadership.	There is a direct and significant mission impact associated with not filling the Assistant Regional Solicitor position. ONRR handles transactions amounting to billions of dollars every year. And the Assistant Regional Solicitor oversees advice and litigation where millions of dollars are at stake. Without a permanent supervisor, the Regional Solicitor must directly supervise a large number of staff attorneys, significantly diminishing his available time to address other Administration priorities.	Yes	
1866	SOL	9/15/2017	Assistant Solicitor, Division of General Law	GS-15	Above 12	Denver	Denver		New - The position will be filled through the voluntary reassignment of a current SOL GS-15 supervisory attorney.	The Assistant Solicitor for the Torts Practice Branch (TBP) within the Division of General Law has supervisory duties over TBP attorneys located in the Headquarters, regional and field offices of SOL. At present, more than 50 different attorneys located in 10 different SOL divisions and regions work on tort defensive tort litigation brought against the Secretary and the Department and other tort related matters. The realignment of eight FTEs into the new branch allows SOL to take a coordinated approach to managing the Department's tort liability portfolio. The realignment also frees the remaining SOL attorneys to focus their attention on other Administration priorities. This change allows SOL to provide proactive risk-management counsel in a more consistent, informed, and strategic manner. Such counsel is expected to help reduce the number of overall tort claims received by the Department and its bureaus annually, while helping to ensure that the bureaus are best prepared to address newly-filed claims. This change, however, cannot be accomplished without the designation of a supervisory attorney with extensive experience in tort-related matters. The Assistant Solicitor will have responsibility for case and matter management, improving consistency and the sharing of institutional knowledge and	The appointment of an Assistant Solicitor from within the ranks of the Office of the Solicitor is an essential step in the successful implementation of the recently-created Torts Practice Branch. These cases presently are supervised by various managers located in Headquarters and in offices throughout the United States, resulting in an inconsistent approach and limited coordination and sharing of institutional knowledge. By designating a single dedicated and experienced supervisor for the Department's tort litigation, overall work-product will improve and cases will be more efficiently handled. These efficiencies will allow more time for increased client counseling, which will lead to fewer tort claims being filed against the Secretary and the Department in the future. Over time, this will result in a significant cost savings to the Department.	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1865	SOL	9/15/2017	Designated Agency Ethics Official (DAEO) & Director, Ethics Office	ES	Above 12	DC	DC	This position will be vacated by Melinda Lofin upon her retirement on September 30, 2017.		The incumbent manages the Department's nationwide ethics program with responsibility for providing legal advice to the Secretary and all other Department leadership on a broad spectrum of ethics issues. The incumbent develops and disseminates departmental policies and guidance on ethics issues, and serves as the DOI liaison with the Office of Government Ethics. The DAEO is the authority responsible for implementation and legal support within DOI of the Ethics in Government Act of 1978 and all other statutes, Executive Orders, and regulations applicable to ethics, conflicts of interest, and financial disclosure matters. As Director of the Ethics Office, the incumbent is responsible for managing a staff of attorneys and ethics specialists, who assist the DAEO in ensuring that the Department's Bureaus are properly administering their ethics programs; performs various duties related to the clearance process of nominees to PAS positions, including reviewing financial documents, consulting with the nominees, and recommending appropriate recusals or authorizations to allow nominees to perform their duties without conflicts of interest; ensuring that the public and confidential financial disclosure reporting requirements are met; providing new employee ethics training and annual training for all filers of financial disclosures; and maintaining a system for counseling employees on all ethics matters.	The DAEO is critical to the operations of the Department by exercising the authority of the Secretary with respect to the management of the ethics program in accordance with the Ethics in Government Act of 1978 and all applicable regulations. The DAEO is part of the Office of the Solicitor's leadership team, which shares in the planning, direction, and management of the Office and leads a staff of lawyers, ethics specialists, and others in the performance and management of the Department's ethics program.	Hold	ERB - Review.

**From:** Pletcher, Mary  
**To:** [Michael Nedd](#); [John Ruhs](#); [Jody Hudson](#)  
**Cc:** [Christopher B Lawson](#)  
**Subject:** BLM - Hiring Waiver Decisions - September 1 and September 15 submissions  
**Date:** Wednesday, September 27, 2017 4:12:40 PM  
**Attachments:** [BLM Hiring Waiver Request Decisions\\_0901\\_0915\\_submissions.pdf](#)

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Attached are the hiring waiver decisions for the September 1 and 15 submissions. Please let me know if you have any questions.

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1880	BLM	9/15/2017	Assistant Director, Business, Fiscal and Information Resources Management	SES	Above 12	Washington, DC	DC	2 months	Yes	The incumbent serves as Assistant Director for Business, Fiscal and Information Resources Management (AD-BFIRM). S/he has broad managerial responsibilities that include the establishment of Bureau-wide goals and priorities needed to oversee the control of fund systems; management control and evaluation; budget development and execution; management of fiscal and information resource assets; procurement of real, personal & information property; accounting principles and standards; information systems and standards; organization management and analysis; strategic planning coordination; organizational performance management; and process reengineering.	The Assistant Director oversees the development and implementation of Fiscal and Information policy, programs and services across the BLM. S/he provides leadership and direction to the Bureau's geographically disperse operational communities and is responsible for the management of a robust fiscal and Information Resources program in accordance with Federal laws and regulations. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.
1875	BLM	9/15/2017	Assistant Director, Fire and Aviation	SES	Above 12	Boise, ID	Other	3 months	Yes	The incumbent serves as Assistant Director for Fire and Aviation (AD-FA). S/he has broad managerial responsibilities that include the establishment of Bureau-wide goals and priorities needed to oversee the Bureau's far flung Wildland Fire operations and activities.	The Assistant Director oversees the development and implementation of Wildland Fire policy, programs and services across the BLM. S/he provides leadership and direction to the Bureau's geographically disperse operational communities and is responsible for the management of Wildland Fire programs and resources in accordance with Federal and Departmental policies, laws and regulations. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.
1872	BLM	9/15/2017	Assistant District Manager	GS-13	Above 12	Rock Springs, WY	Other	4 months	Yes	This position directly supports public safety through the supervision/oversight the State's Horse Corrals (public & animal safety) and the District Safety Officer position (public & employee safety). The incumbent is integral to the internal operation of the District Office and manages all budget and administrative functions, as well as engineering operations and activities.	Failure to fill this position would result in a loss of critical oversight for the entire Support Services Division. Support Service functions are crucial to the proper functioning of many operations that BLM performs, including budget, engineering, administration, Wild Horse and Burro Program, etc. A lack of division leadership would pose a serious threat to energy development as budget & accounting activities would not be reviewed and controlled. This could lead to processing delays and inaccurate accounting.	Yes	
1869	BLM	9/15/2017	Assistant Field Manager, Resources	GS-13	Above 12	Vernal, UT	Other	8 months	Yes	The AFM for Resources is responsible for technical and administrative supervision of staff in the range, wild horse, wildlife, T&E, cultural, reclamation, botany, and recreation programs. This position is responsible for managing the workload of interdisciplinary team members that support renewable resources and energy. This position sets division priorities and provides direction, supervision and leadership to the Division of Renewable Resources.	The BLM Vernal Field Office is a pilot office and this position indirectly supports critical oil and gas program activities assigned to this location. Failure to fill this position may result in slower processing of APDs and lease sale NEPA documentation and require the Vernal FM to become more actively involved in day-to-day supervision of operations for the Division of Resources (at the expense of other priorities and responsibilities). This position is responsible for ensuring timely consultations with SHPO, Fish Wildlife Service and the Ute Tribe. Without this AFM position, the FM would be forced to take on these responsibilities.	Yes	

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1710	BLM	9/1/2017	Field Manager	GS-13	Above 12	Glennallen, AK	Other	2 months	Yes	The Field Manager directs a Field Office that serves local communities, and is critical to meeting the Department's five national priorities. Examples include: 1) Making America Safe (Energy)-reviews/approves rights-of-way and permits for mining operations; 2. Shared Conservation Stewardship - coordinates public land stewardship w/federal and state agencies and tribes; oversees youth/internship programs; 3. Making America Safe (Sovereignty) - supervises BLM law enforcement and coordinates law enforcement with the District and State; 4. Getting America Back to Work - hire veterans through direct hire; and 5. Serving the American Family- makes wildland fire decisions in cooperation with the Alaska Fire Service and local communities and tribes; consults with 15 Alaska Native tribes and Native Corporations; the office provides over 4,000 subsistence-hunting permits annually.	The Glennallen Field Office oversees more than 6 million acres and covers a broad swath of public lands from the Copper River Basin to Southeast Alaska. Some of the area's resources include two designated wild and scenic rivers, campgrounds, an archeological historic district, and nationally known areas for heli-skiing and mineral resources. With a population of less than 500 people Glennallen, Alaska is both remote and rural by ANILCA standards. As the only member on the Alaska Leadership Team located in an isolated office (all others are located in Anchorage or Fairbanks) this position is unique. The position requires an understanding of the complex issues and time required to develop productive relationships with local communities, tribes, the public and industry. If left unfilled, critical on-the-ground decisions regarding BLM managed lands cannot be made and community/tribal relationships cannot be maintained. As Agency Administrator for wildland fire, the incumbent must be on-site to coordinate fire related decisions directly affecting public safety.	Yes	
1868	BLM	9/15/2017	Fire Management Specialist	GS-12	12	Salt Lake City, UT	Other	2 months	No	The position serves as the State Fire Planner for the Utah State Office. The incumbent is a subject matter expert for Land Management Plans, NEPA, Fire Management Plans (FMPs), the Wildland Fire Decision Support System (WFDSS), Fire Concurrence Database, Fire Budgeting Systems (FPDSS), National Fire Danger Coordination and Systems, and many other important fire management functions. This position is critical for providing field-level service and support for Wildland Fire Operations and serves as a bridge for coordinating numerous fire programs such as suppression, fuels, preparedness, fire budget, and others within the Utah State Office.	If this position remains unfilled critical field support and coordination assistance will not take place. Fire planning operations for BLM Utah will be delayed and quality control for the existing fire databases will cease. Without a permanent incumbent there will be no one to coordinate FMP annual certification, and no representative to coordinate State-wide fire management NEPA and LUP revisions. Coordination and interaction with the National Fire Planning Committee and NIFC will be hindered and important sage grouse planning efforts will be delayed; field support for FMP development and WFDSS training and implementation assistance will have to be deferred. In addition, program budget for a variety of operations will suffer because the fire databases will not have the appropriate levels of quality control and inputs.	Yes	
1871	BLM	9/15/2017	GIS Specialist (Mobile GIS)	GS-12	12	Cheyenne, WY	Other	Following an Internal Control Review of WY Geospatial Program and a Geospatial Services Survey of WY geospatial needs, this new position was approved by the BLM review team as part the eGIS implementation	No	This position is intended to provide expertise in geospatial data collection methods and software application; and to extend the eGIS structure to cloud capabilities for data collection and field use utilizing mobile devices such as Trimble or Garmin GPS, i-Phone, i-Pad, Samsung phones, Android devices, and Windows-based tablets. Geospatial technology, software, and tools are employed at all levels of the WY organization for energy development and monitoring. Mobile technology and services currently provide field support for vegetation treatments, invasive species, fire, sage brush monitoring, and wildlife--additional services for law enforcement, safety, monitoring, and inspections are now in the developmental stage.	Mobile Technology is a critical component of WY's eGIS platform and requires both software and hardware validations to be performed by this position. The need to make use of mobile technology was a major point identified by District and Field Office personnel in the 2015 Geospatial Services Survey. The District and Field Office's identified Mobile technology (iPhones, iPads, tablets) as necessary for streamlined, efficient data collection and navigation in the field. Current contract investments and progress made in the deployment of mobile technology and implementation of ArcGIS Online geospatial services could be lost if we cannot maintain them internally.	Yes	

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1874	BLM	9/15/2017	Human Resources Officer	GS-13	Above 12	Reno, NV	Other	2 months	Yes	The incumbent serves as State Human Resources Officer (HRO), advisor and authoritative consultant to all management officials within the Nevada State Office in all matters concerning HR program management and operations. S/he directs HR program operations and activities within the framework of the Office of Personnel Management (OPM), DOI and Bureau regulations, policies and procedures. The HR management program is crucial to the recruitment, development, and retention of a qualified and productive workforce throughout Nevada.	This position provides critical HR leadership guidance and direction to the BLM Nevada, particularly in the recruitment and retention of employees needed to support all five of the Bureau's critical program priorities. Without an HRO, the State's ability to manage effectively its human resources program in keeping organizational priorities will be significantly impacted.	Yes	
1870	BLM	9/15/2017	Petroleum Engineer	GS-12	12	Kemmerer, WY	Other	4 months	No	This position serves as Petroleum Engineer and provides approval and oversight of Federal mineral interests assigned to the Kemmerer Field Office. This office contributes resources and expertise assist the Wyoming efforts in oil and gas activities.	This is a stand alone position within the Kemmerer Field Office. Failure to fill this position would significantly affect the oil and gas oversight/energy development activities in this Field Office and essentially stop or delay the achievement of current program operations.	Yes	
1873	BLM	9/15/2017	Records & Information Management Specialist (Data Base Admin for GIS)	GS-12	12	Cheyenne, WY	Other	This position is mandated under IM 2016-095.	No	This position functions as State Data Administrator in the Division of Support Services, Geospatial Program in the Wyoming State Office. The incumbent is responsible for planning, coordinating, and managing BLM data and information resources and serves as the technical authority for all things related to data management and administration. S/he supports data life cycle management policies, standards and guidelines of all data resources, including land, minerals, environmental, wildlife, cultural, renewable energy, geospatial and administrative data; and assesses data quality, access and security of all systems housing data relayed to energy development and mineral leasing.	Failure to fill this position could result in non-compliance, or less than full compliance, with Executive Order "Making Open and Machine Readable the New Default for Government Information"; OMB Memorandum M-13-13, Open Data Policy - Managing Information as an Asset; WO IM 2010-152, Publication of BLM Data Sources to Data.gov; WO IM 2015-067, "Request for Data Asset Inventory Plan"; WO IM 2017-055, Implementation and Use of Navigator Service for Geospatial Information, WO IM 2017-085, Data Storage & Back-up Cost Reduction and File Cleanup and other directives for the management and publication of quality data.	Yes	
1877	BLM	9/15/2017	State Director	SES	Above 12	Anchorage, AK	Other	2 months	Yes	The incumbent serves as State Director for the BLM Alaska State Regional Office (AKSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Alaska State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.
1876	BLM	9/15/2017	State Director	SES	Above 12	Billings, MT	Other	8 months	Yes	The incumbent serves as State Director for the BLM Montana State Regional Office (MTSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Montana State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.

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1879	BLM	9/15/2017	State Director	SES	Above 12	Denver, CO	Denver	2 months	Yes	The incumbent serves as State Director for the BLM Colorado State Regional Office (COSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau activities within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Colorado State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.
1878	BLM	9/15/2017	State Director	SES	Above 12	Santa Fe, NM	Other	2 months	Yes	The incumbent serves as State Director for the BLM New Mexico State Regional Office (NMSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the New Mexico State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.
1713	BLM	9/1/2017	Supervisory Civil Engineer	GS-12	12	Moab, Utah	Other	New position-classification completed November 2016	Yes	This position is responsible for directing and managing the civil engineering program, including professional design and review of all phases of BLM civil engineering work; supervision/direction of engineering staff; and annual budgeting. Incumbent directs all phases of annual maintenance, serves as the Contracting Officer's Representative on construction and maintenance contracts; and utilizes CADD (computer aided design and drawing) systems. This position plays an integral part in road construction and repair; and supports the ID Team by reviewing plans of operation for engineering design and resource protection. This position plays a critical role in new road development for Oil and Gas by reviewing all plans for engineering feasibility and safety.	Failure to fill this position may result in loss of operations that support public and employee safety; and facilities may not be maintained or improved to the degree needed. Response time for public safety issues such as road failures may take longer. New infrastructure to support increased recreational visitation may be deferred. Visitation to public lands in Southeastern Utah has increased more than 25% in the past five years and large increases in visitation are expected to continue. Without a Supervisory Engineer, infrastructure such as boat ramps, toilets, campgrounds, roads and trails will not keep up with growing demand. Not having a Supervisory Engineer to review planning for new infrastructure or repairs to existing infrastructure will limit the BLM's ability to achieve compliance with Agency, State and Federal regulations.	Yes	
1712	BLM	9/1/2017	Supervisory Natural Resource Specialist	GS-12	12	Bakersfield, CA	Other	20 months	Yes	This position supervises Bakersfield's oil and gas surface compliance program and acts as the planner for the Field Office. This is a key position for completion of the Bakersfield supplemental EIS for Hydraulic Fracturing.	If this position is not filled, Application for Permits to Drill (APD)s and Master Development Plans (MPDs) will take longer to process. the sEIS for hydraulic fracturing may be delayed without the oversight this position provides, thereby hampering California's ability to issue new oil and gas leases.	Yes	
1711	BLM	9/1/2017	Supervisory Realty Specialist	GS-12	12	Rawlins, WY	Other	14 months	Yes	The incumbent oversees the Realty Program for the Rawlins Field Office and is responsible for the management and processing of critical right-of-ways applications for energy development on BLM managed lands. The current staff includes approximately 14 subordinate positions that address all aspects of the BLM's Realty Program.	This position is critical to the efficient processing of rights-of-ways applications and related energy development projects. If left unfilled, the potential for delay in the development of energy and minerals projects will be significantly increased. Without the technical expertise of a resident supervisor, the possibility of mistakes and slowdowns is greatly enhanced.	Yes	

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1714	BLM	9/1/2017	Wild Horse and Burro Program Manager	GS-13	Above 12	Reno, NV	Other	8 months	No	The Incumbent serves as the senior-level expert for wild horse and burro management in the Nevada State Office. S/he is an authoritative source of consultation for other scientists, professionals, managers, and/or program specialists, and performs a key role in resolving issues that significantly affect BLM's WH&B program. The Nevada WH&B Program Lead is responsible for professional guidance, coordination, training, and technical assistance on all aspects of the WH&B program as it pertains to land and resource planning, management, and program development. The Nevada WH&B Program Lead ensures professional excellence through guidance, training, counseling, evaluation, and integration of resource disciplines to promote optimum multiple-use management in terms of ecological relationships, economic needs, resource capability, and environmental quality.	The Nevada WH&B program is highly visible with local, regional, and national significance with the long-term management of 83 Herd Management Areas (HMAs) and over fifty percent of the nation's wild horses and burros residing in Nevada. The Wild Free-Roaming Horse and Burro Act requires BLM to manage wild horse and burro herds at population levels that allow for achievement and maintenance of a "thriving ecological balance." There is extremely high interest and scrutiny regarding BLM's performance in meeting the objectives of the WH&B Act, as well as enhancing the health of rangelands. The program is the subject of extensive public and intergovernmental scrutiny, and requires special consideration in establishing and implementing policy, procedures, and practices. Failure to fill this position would prevent BLM Nevada from perusing options necessary to achieving appropriate management levels for the WH&B Program.	Yes	

**From:** Pletcher, Mary  
**To:** [Christopher B Lawson](mailto:Christopher.B.Lawson)  
**Subject:** Fwd: Indian Affairs - Hiring waiver decisions - September 1 and 15 submissions  
**Date:** Wednesday, September 27, 2017 4:10:06 PM  
**Attachments:** [Indian Affairs\\_Hiring Waiver Request Decisions\\_0901\\_0915\\_submissions.pdf](#)

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Sorry - forgot to copy you.

Mary

----- Forwarded message -----

**From:** **Pletcher, Mary** <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>  
**Date:** Wed, Sep 27, 2017 at 4:09 PM  
**Subject:** Indian Affairs - Hiring waiver decisions - September 1 and 15 submissions  
**To:** John Tahsuda <[john.tahsuda@bia.gov](mailto:john.tahsuda@bia.gov)>, James James <[james.james@bia.gov](mailto:james.james@bia.gov)>, Michael Black <[mike.black@bia.gov](mailto:mike.black@bia.gov)>, "Dearman, Tony" <[tony.dearman@bie.edu](mailto:tony.dearman@bie.edu)>, Debrah McBride <[debrah.mcbride@bia.gov](mailto:debrah.mcbride@bia.gov)>

Attached are the hiring waiver decisions for the September 1 and 15 submissions. Please let me know if you have any questions.

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
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1455	BIA	8/1/2017	Associate Technology Officer (ATO)	15	Above 12	Reston, VA Albuquerque, NM or Lakewood, CO	DC or Denver	6 years		The OIMT is in critical need to fill this existing position to assist the ACIO and the DACIO in implementing and complying with DOI standards enterprise architectures and approaches. The principal function of this position is to ensure Indian Affairs wide consistency in the use of enterprise-wide hardware and software.	The ATO develops enterprise policies based on the review and analysis of existing and new technologies that are applicable to the business processes and needs of the IA without this position OIMT will be behind on business processes and technology needs. ATO is responsible for current knowledge regarding technology innovations and their applicability to IA needs and without this position IA is not able to keep up with industry technology	No	Not approved by OCIO.
1718	BIA	9/1/2017	Contract Grant/Specialist (Fire)	13	Above 12	Phoenix, AZ	Other	New Position	No	Serve as a warranted Contracting Officer (70%) and Grants Specialist (30%) providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	No immediate response to wildland fire; No procurement of supplies & services to fight the wildland fire; No personnel to negotiate Emergency Equipment Rental Agreement (EERA); No personnel to negotiate and prepare Land Use Agreements; No personnel to negotiate Cooperative Agreements with Tribes; and No personnel dedicated to respond and travel to a wildland fire to access the needs of the fire.	Yes	
1719	BIA	9/1/2017	Contract Specialist	9--11--12	12	Phoenix, AZ	Other	5 months	No	Serve as a warranted Contracting Officer providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	Yes	
1720	BIA	9/1/2017	Contract Specialist	9--11--12	12	Phoenix, AZ	Other	11 months	No	Serve as a warranted Contracting Officer providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	Yes	

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1859	BIA	9/15/2017	Equal Employment Opportunity Specialist	GS-0260-11/12	12	Reston, VA	DC	#1 will vacate the position in 3 months #2 will separate for Workers Comp		The incumbent is responsible for EEO Counseling and mandated steps required to process complaints of discrimination. The incumbent is also responsible for the administrative functions associated with the implementation and preparation of counseling services for BIA and BIE employees and applicants for employment who believe they have been discriminated against in employment actions under Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Act of 1991, the Age Discrimination in Employment Act (ADEA) of 1967, as amended, the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.	A fully staffed EEO office is critical to meet statutory obligations pursuant to 29 C.F.R. 1614.102. If these positions are not filled, the office will not meet its obligations: Impact of failing to provide timely EEO counseling (90 day time limit) will result in increased complaints and remands to the Agency when the case is dismissed for this reason. BIA EEO informal complaint activity is up and has continued to climb since 2014, from a low of 32 to a high of 86 in 2017; Processing formal complaints of discrimination the Agency is subject to default judgments in favor of the complainant even absent of discrimination. Formal complaints filed for acceptance or dismissal are up and has continued to climb since 2015, from a low of 22 to a high of 57 in 2017. Impact of failing to ensure that all investigations are conducted fairly, efficiently, and in a timely manner, the Administrative Judge or OFO may impose sanctions on the Agency as deemed appropriate (180 day time limit). BIA EEO investigations completed have continued to rise since 2014, from a low of 10 to a high of 39 in 2017. Impact of failing provide documents in the course of the investigation Agency may subject the Agency to sanction where it fails to comply with a request of the EEO Investigator for documents, records, comparative data, statistics, affidavits, or the attendance of witnesses. Impact of failing to develop an impartial and appropriate factual record upon which to make findings on the claim(s), the EEOC may issue sanctions in the form of dollars or limiting the SOL ability to conduct discovery or other sanctions at their discretion. Impact of failing to provide managers with information and the required training is essentially the effect of giving them decision making authority without training on harassment, discrimination and retaliation. When supervisors are not properly trained on equal opportunity and conflict management they are more likely to take	Conditional Yes	Advertise position as DC or ABQ and pick best qualified candidate.
1726	BIA	9/1/2017	Family Violence Prevention Specialist	GS-12/13	Above 12	DC	DC	1 year		The incumbent is the national subject matter expert providing BIA regional, agency, and tribal child protection program staff policy guidance regarding domestic and family violence prevention in Indian Country. The incumbent manages the National plan to combat family violence and strengthen American Indian and Native American (AI/AN) communities and families, with an emphasis on intervention and prevention through the development of tribally-driven and culturally relevant service models. The incumbent also provides oversight for evaluations and assessments, focusing on identifying and disseminating best practices and performance measurement outcomes.	Because Native women are battered at a rate dramatically higher than the general population, not filling this position affects the BIA ability to address and combat family and domestic violence. Failure to fill this position hinders BIA's ability to develop best practice policy, establish and disseminate information, and to coordinate services between with other Federal agencies with Domestic Violence programs.	Conditional Yes	Identify other non-DC locations (Albuquerque or other Regional headquarters)

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1727	BIA	9/1/2017	Indian Child Welfare Specialist	GS-12/13	Above 12	DC		1 week		The incumbent is the national subject matter expert providing BIA regional, agency, and tribally child welfare program staff policy guidance regarding delivery of child protection and child welfare services in Indian Country. The incumbent supervises the notification of involuntary child custody proceedings, and national database which logs in and tracks ICWA notices received. The incumbent organizes annual conferences focusing on issues affecting children and families in Indian Country, and partners with BIA law enforcement, the Department of Justice, Department of Health and Human Services, and other agencies involved in delivering protective services in Indian Country, such as guidance on the Native American Children's Safety Act.	Not filling the Indian Child Welfare Act (PL 95-608) - ICWA position, directly impacts BIA's capacity to keep American Indian and Alaskan Native Children (AI/AN) with their families and communities. It will hinder policy development that is an essential framework on which tribal child welfare programs rely, and that public and private child welfare agencies and state courts utilize to conduct their work to serve tribal children and families. Also, not filling this position impacts the BIA's ability to provide, on behalf of the Secretary of the Interior, proper notice of all involuntary court proceeding involving AI/AN children and to properly maintain ICWA adoption records as required under PL 95-608. Leaving this position vacant, effects BIA's ability to develop and implement guidelines as required by the Native American Children Safety Act (Pub. L. 114-165). Should this position not be filled Tribes, and BIA field personnel, will not receive timely guidance and technical assistance that help children and families that are most at risk for abuse and neglect. Finally, since all existing public guidance to state courts on filing their adoption and ICWA notices with the BIA specifically state they should submit these documents to Washington, D.C., it is imperative we have an ICWA staff person in the central office to process these notices - which number in the thousands annually.	Conditional Yes	Identify other non-DC locations (Albuquerque or other Regional headquarters)
1857	BIA	9/15/2017	Management Analyst/Budget Officer	GS-14	Above 12	DC	DC	8/18/2017		Provides all budgetary and financial support to the Deputy Bureau Director - Indian Services. The incumbent is responsible for all budget execution and formulation activities on behalf of the Deputy Director, included drafting budget justifications, budget briefing documents for DOI senior leadership, distribution of funds to tribes and also serves as the budget and finance advisor to Office of Indian Services (OIS) leadership. In addition, the incumbent serves as the OIS lead for tracking the annual A-123 reviews, assurance statement preparation, tracking of undelivered orders (UDOs) and contracts/acquisitions issues.	Because this is the only position within OIS that is solely dedicated to financial management and budget execution, the incumbent is essentially a "one person shop" in assisting the Deputy Director in managing the \$750 million in funding that flows through OIS. The major impact of this position going unfilled is a delay in processing funding documents - which would delay much needed program funding being distributed to the tribes in a timely manner. If program funding is delayed, the "on the ground" mission delivery functions would be adversely affected. In addition, requests from ASIA/DOI senior leadership for OIS related budget briefing documents would be delayed, as the previous incumbent possessed 10 years of institutional knowledge of OIS budget/financial history that can only be replicated through extensive research conducted by existing staff with limited experience in this field - and who also must maintain their current job duties that are important to "on the ground" mission functions related to transportation, job training, social services and self determination. The end result of not filling this position is the adverse financial impact on the delivery of OIS-related services to tribes and their members.	No	
1721	BIA	9/1/2017	Procurement Analyst	12-13	Above 12	Phoenix, AZ	Other	New Position	No	Provides expert acquisition technical support and training to Western Region Programs/Agencies including BIE & OJS. Responsible for provide technical assistance on preparing procurement documents (, procurement planning, SOW, IGCE, Market Research, Justifications, etc.). Responsible for Acquisition data calls, acquisition reporting (FPDS, CPARS, Small Business, etc.), UDOS, records management and other assigned duties.	Should this position not be filled there would be no one to provide the much needed acquisition training and technical support in preparing their Purchase Requests and Acquisitions and there will no one to respond to data calls and reporting in a timely manner.	Yes	

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1881	BIA	9/15/2017	Procurement Analyst	GS-1102-14	Above 12	Reston, VA	DC	One Month		Senior Procurement Analyst position at the Central Acquisitions Office, Division of Acquisition Management, Office of the Chief Financial Officer. The main duties will be the Competition Advocate, National Headquarters Small Business Specialist, and conducting review and approvals for Certificate of Appointments on all Contracting Officer Warrants. The incumbent will provide research, analysis and guidance to the Bureau Procurement Chief (BPC) focused on bureau-wide operations, logistics, suppliers, and customer support. This position will be responsible for coordinating, responding, and implementation of recommendations to Congressional, General Accounting Office (GAO), and IG investigations, audits, and/or inspections. The incumbent will also study current and proposed policies and assesses impact on processes, procedures, systems, and data, as well as on customer and supplier organizations.	The incumbent will be the main liaison with the Office of Small Disadvantage Business Utilization (OSDBU), Small Business Administration, and vendors/contractors. As the Competition Advocate and Headquarters Small Business Specialist, will be responsible for the small business goals and addressing competition issues with vendors. Focus will be supporting the Bureau of Indian Education with their many needs and the schools that are in need of demolition, rebuild, and/or refurbishment. Will take on additional roles reviewing and approving large actions for regional offices to address accountability concerns from audit agencies. Without the Procurement Analyst's in place, the acquisition office will lack the continuity to implement the national level contracts, mentoring of junior staff, properly reviewing complex actions, and assisting the regional contracting officer with complex research and addressing questions and concerns.	Conditional Yes	Advertise position as DC or ABQ and pick best qualified candidate.
1722	BIA	9/1/2017	Range Management Specialist	13	Above 12	Phoenix, AZ	Other	2 years	No	This position oversees the range and agriculture functions for the Western Region 12,000,000 acres.	Specific issues not being met include oversight of the current GAO examination of the wild/feral horse program as well as the noxious weed/invasive species program for nearly XX tribes. The region will be unable to conduct inspections or review projects, site or program requiring geologic and geomorphic interpretation, including flood risk and damage, stream bank erosion control, surface expression of the presence of economic industrial rocks or minerals, and the affects of surface mining or other surface disturbing activities on the land and environment. Nor can we review leases and update inventory of minerals related activities. The type of technical assistance is unable to be given as we do have the technical expertise for the region which covers a largely range land in character.	Yes	
1723	BIA	9/1/2017	Realty Specialist (CM)	05/07/09/11/12	12	Sacaton, AZ	Other	8/21/2017	No	This position needs a subject matter expert in Indian land management and responsible for exercising technical experience in a wide variety of complex land realty transactions such as rights-of-way and commercial/business leases involving several hundred acres of trust lands on the Ak-Chin Indian Reservation and Gila River Indian Reservation. Both tribal communities have been the subject of litigation in rights-of-way so this is a critical area for this agency.	The Realty Specialist provides technical reviews and analysis on critical, complex, and controversial lands and realty actions including rights of ways, land acquisition and disposal, permits, leases, withdrawal and trespass of lands on behalf of the Superintendent. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities.	Yes	

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1863	BIA	9/15/2017	Safety & Occupational Health Specialist	GS 9-11	Below 12	Anadarko, OK	Other	6/1/2015	No	This position is considered a critical position responsible for advising the Regional Director and Agency Superintendents on the management and operational safety programs for BIA and BIE facilities. This position assesses and monitors the safety of a workplace, recommending best practices for safety, and communicates with directors and relevant personnel of safe practices in the workplace.	This position serves as the focal point for all regional safety matters for all of the Southern Plains Region, and often provides service to Haskell University. If this position is not filled, mishap investigations from injury/illness may not be filed timely resulting in non compliance with OSHA regulations, periodic safety evaluations and survey will not get completed, site conditions to determine if hazards are present will not be investigated, accident investigation will not get documented, and improvements for safety in the workplace will not be remediated. Of critical concern is that safety inspection and conditions are currently identified as a finding on a GAO report. This position requires professional health and safety experience with specific qualifications to perform these duties. At this time there are no employees in DC or Denver area that possess the qualifications necessary for this position.	Yes	
1858	BIA	9/15/2017	Staff Assistant	GS 12-13	Above 12	DC	DC	9/11/2017		This position provides direct executive level administrative support to the Director of the BIA as well as to other executives as needed. Serves as the liaison to senior management teams. Organizes and maintains executive schedules, time, travels, and appointments. Communicates directly with the Director and other staff on programmatic issues/initiatives. Serves as the POC for people seeking appointments and helps establish priorities, and provides overall support to the office and staff in the absence of the Director.	The Staff Assistant is an executive assistant to the Director and is responsible for a wide range of complex and confidential duties, including extensive liaison at all levels from organizing meetings to time management, travel arrangements, and business events. If this position goes unfilled, the Director will not be adequately briefed on crucial meetings for attendance, meeting schedules will not be organized and maintained, director's priorities may be misguided, untimely preparation for events, appointments for constituents may be delayed, travel arrangements may be uncoordinated, documents preparation may go awry, data calls may be overlooked, and communication with stakeholders, customers, and employees may be limited. It is essential this position be filled without delay.	Yes	
1862	BIA	9/15/2017	Superintendent	13/14	Above 12	Eagle Butte, SD	Other	9 months	Yes	The Cheyenne River Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Cheyenne River Tribe. The Superintendent is the Department of Interior's representative.	The Agency Superintendent is the primary Federal official that has the final decision making authority for all Agency policy formulation for the Indian reservation(s) he or she serves. This official is also responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 20,000 and a land base of 1.5 million acres and 480 fee acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes	

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1861	BIA	9/15/2017	Superintendent	GS 13 -14	Above 12	Concho, OK	Other	1/1/2017	Yes	The Concho Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the (list the tribes) . The Superintendent is the Department of Interior's representative.	The Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 12,801 and a land base of 169,974 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes	
1717	BIA	9/1/2017	Superintendent	15	Above 12	Ft Duchese, UT	Other	3 months	Yes	The Uintah and Ouray Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Confederated Tribes of the Colville Reservation. The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Uintah and Ouray superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 3,000 and a land base of 1.3 million acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes	
1716	BIA	9/1/2017	Superintendent	GS-0340-13	Above 12	Hollywood, FL	Other	3 YEARS	Yes	The Seminole Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Miccosukee, Seminole, and Big Brighton Tribes. The Superintendent is the Department of Interior's representative for the three Tribes and manages th Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Seminole Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency.	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1860	BIA	9/15/2017	Superintendent	GS 13-14	Above 12	Pawnee, OK	Other	6/12/2017	Yes	The Pawnee Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the (List the Tribes) The Superintendent is the Department of Interior's representative.	The Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 13,984 and a land base of 128,466 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes	
1715	BIA	9/1/2017	Superintendent	GS-0340-13	Above 12	Philadelphia, MS	Other	7/23/2016	Yes	The Choctaw Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the . The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Choctaw Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 10,000 and a land base of 35,000 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes	
1845	BIA	9/1/2017	Supervisory Civil Engineer	GS-0810-14	Above 12	Albuquerque, NM	Other	7/28/2017	Yes	Serves as the Safety of Dams (SOD) Officer for Indian Affairs. Provides national policy leadership, senior management and oversight for the BIA Dam Safety, Security and Emergency Management program. Responsible for the technical assistance and oversight of SOD activities at 8 BIA Regional Offices and the associated Agencies and Tribes served by those Regions. Serves as the liaison to American Indians/Alaskan Native governments, Bureau of Reclamation, Federal Emergency Management Agency (FEMA), and other federal agencies. Responsible for a full spectrum of Safety of Dam programs, on issues including environmental, design, construction, operation and maintenance, emergency management and safety issues of the 138 high/significant hazard dams, and conduct of nationwide evaluations concerning program activities.	Impairs the BIA Dam Safety, Security and Emergency Management program's ability to coordinate and support critical life safety and public safety initiatives on a national level. The resultant lack of leadership compromises the ability of the SOD program to provide management and multi-disciplinary support to protect life, property and trust assets in Indian Country. Will limit the ability of Central Office to meet the expected obligation of the BIA and to maintain a comprehensive program necessary to maintain quality standards for the benefit of Native Americans.	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1724	BIA	9/1/2017	Supervisory Realty Specialist, Cobell Land Consolidation Program (Land Buy-Back) - BIA Acquisition Center	12/13	Above 12	Billings, MT	Other	1/19/2017	Yes	<p>The Supervisory Realty Specialist serves as the lead federal official and adviser who is responsible for performing a variety of functions related to professional real estate services that include real estate expertise to Tribes, State, Federal, and local entities, land acquisition and disposal, trust transactions review, assessment of the use of land or property, leasing, sale, rights of way, and asset enhancement of real property. In this capacity, the incumbent will: Facilitates tribal and co-owner purchases by assisting in the development and implementation of cost effective processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize</p> <ul style="list-style-type: none"> <li>• Serves as subject matter expert in Indian lands and real estate services, and provides front line supervision to realty staff charged with land acquisition- and co-owner purchase-related duties.</li> <li>• Manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals.</li> <li>• Performs quality assurance/quality control to ensure all realty transactions are accurate, complete, and in compliance with applicable laws, policies, and procedures.</li> </ul>	<p>This position is mission critical. It focuses on a full spectrum of real estates services and trust transactions including research, report preparation, public engagement and agency coordination for internal and external stakeholders. If this position is not filled, technical reviews such as appraisal, acquisition and disposal, asset enhancement of real property, residential/commercial/businesses leases, and full implementation of the Land Buy Back Program for Tribal Nations, may not be accomplished thus delaying projects that are critical to the tribes and individual trust land owners for economic purposes. The Associate Deputy Secretary is informed of this request and as indicated his concurrence. Lack of capacity to successfully implement co-owner purchase processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize land consolidation.</p> <ul style="list-style-type: none"> <li>• Less success in reducing the Government's burden of managing highly fractionated Indian lands.</li> <li>• Less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges.</li> <li>• Fewer consolidated lands amenable to economic development, including energy production.</li> <li>• Compromised operational effectiveness and efficiency.</li> <li>• Reduced bandwidth to perform thorough quality assurance/quality control over conveyances.</li> </ul>	Yes	
1725	BIA	9/1/2017	Supervisory Realty Specialist, Cobell Land Consolidation Program (Land Buy-Back) - BIA Acquisition Center	12/13	Above 12	Billings, MT Headquarters (or Satellite Field Office)	Other	7/24/2017	Yes	<p>The Supervisory Realty Specialist serves as the lead federal official and adviser who is responsible for performing a variety of functions related to professional real estate services that include real estate expertise to Tribes, State, Federal, and local entities, land acquisition and disposal, trust transactions review, assessment of the use of land or property, leasing, sale, rights of way, and asset enhancement of real property. In this capacity, the incumbent will: Facilitates tribal and co-owner purchases by assisting in the development and implementation of cost effective processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize</p> <ul style="list-style-type: none"> <li>• Serves as subject matter expert in Indian lands and real estate services, and provides front line supervision to realty staff charged with land acquisition- and co-owner purchase-related duties.</li> <li>• Manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals.</li> <li>• Performs quality assurance/quality control to ensure all realty transactions are accurate, complete, and in compliance with applicable laws, policies, and procedures.</li> </ul>	<p>This position is mission critical. It focuses on a full spectrum of real estates services and trust transactions including research, report preparation, public engagement and agency coordination for internal and external stakeholders. If this position is not filled, technical reviews such as appraisal, acquisition and disposal, asset enhancement of real property, residential/commercial/businesses leases, and full implementation of the Land Buy Back Program for Tribal Nations, may not be accomplished thus delaying projects that are critical to the tribes and individual trust land owners for economic purposes. The Associate Deputy Secretary is informed of this request and as indicated his concurrence. Lack of capacity to successfully implement co-owner purchase processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize land consolidation.</p> <ul style="list-style-type: none"> <li>• Less success in reducing the Government's burden of managing highly fractionated Indian lands.</li> <li>• Less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges.</li> <li>• Fewer consolidated lands amenable to economic development, including energy production.</li> <li>• Compromised operational effectiveness and efficiency.</li> <li>• Reduced bandwidth to perform thorough quality assurance/quality control over conveyances.</li> </ul>	Yes	

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1864	BIA	9/15/2017	Tribal Relations Specialist (Choctaw Liaison)	GS-12	12	Muskogee, OK	Other	Will be vacated on 10/01/2017	Yes	Manages the Bureau's trust responsibilities, Agriculture, Realty, Probate and natural resource management activities held in Trust and program services for Choctaw Nation of Oklahoma. Administers tribal operations and tribal relations functions associated with the Bureau's Choctaw Nation of Oklahoma activities. Maintain government to government relationship with Federally recognized Tribe. Certifies, as delegated, Certificates of Degree of Indian Blood and Form 5-4432 for Indian individuals of the Tribe in the servicing area in coordination with the respective Tribal Offices. Enhances coordination with Federal and State agencies.	Eastern Oklahoma Region, Choctaw Liaison Office mission is to carry out the responsibility to protect and improve the trust assets for Choctaw Nation of Oklahoma. Failure to fill this position will impede the Federal Government from fulfilling its trust responsibilities to the Native population and will compromise any commitments that are due to the Native, Federal, and State population that the Tribal Relations Specialist (Choctaw Liaison) serves. The Liaison is needed to continue to show strong leadership, knowledge, and understanding of BIA policy and tribal traditions - because of the complexities of the position it is imperative and vital that this position be filled. This position processes on an average of 1,000 CDIB applications per month. Failure to fill this position would greatly increase turnaround time and negatively impact more than 12,000 Choctaw Nation members per year relying on the CDIB to assist with health care, housing, education, and land matters.	Yes	
1967	BIE	9/15/2017	Education Specialist (Curriculum, Instruction and Assessment) GS-13	GS-13	Above 12	Minneapolis, MN	Other	7/1/2017	No	The position deals with matters pertinent to the implementation of Curriculum Core State standards, development of learning tasks and targets, formative assessments and instructional programs, responsible for assigned program components of curriculum and instruction, and includes studies and research to generate data for school improvement and providing classroom support and coaching to teachers.	The securing of this position is needed as the world of curriculum is a valuable factor to school improvement.	Yes	
1965	BIE	9/15/2017	Administrative Support Assistant (OA) - Budget and Finance	GS-0303-09	Below 12	Washington, DC -or- Albuquerque, NM	DC	2/1/2016		Supports the Deputy Bureau Director of School Operations in overseeing; guiding BIE School supervisors and staff as we transition to our new organizational structure and continually improve our responsiveness of School Operational support/financial oversight for our schools. Employee will carry out the mission to achieve the vision through guiding organizational principles supporting how the work of the BIE is	Critical functions will not be fulfilled and business function oversight responsibilities will be delayed. Follow up, oversight, and training will be delayed due to lack of staff. The planning, coordination of business function oversight will remain the same until more staff is hired. Most significantly, students may not be adequately served.	Yes	
1408	BIE	7/15/2017	Chief Academic Officer	SES	Above 12	Washington, DC or Albuquerque, NM	DC	2/1/2016		The CAO is a top level official in the BIE that contributes to the mission and provides oversight of operating efficiency and effectiveness. The CAO oversees BIE's efforts to provide technical assistance, professional development, community engagement, and coordinates the work of the associate deputy directors.	Much needed oversight of academic capacity building for tribes and schools will be seriously effected. Leadership, vision and strategic direction for the BIE's academic program will also be negatively impacted especially since BIE is on the cusp of engaging in negotiated rulemaking on standards and assessments as statutorily required by the Every Student Succeeds Act.	Hold	ERB - Review.
1964	BIE	9/15/2017	Education Technology Specialist (Curriculum and Instruction)	GS-1710-12	12	Washington, DC -or- Albuquerque, NM	DC	2/1/2016		Supports the curriculum and instructional needs of schools; manages technology assets; and provides technical assistance to BIE funded schools.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	Yes	
1963	BIE	9/15/2017	Special Assistant	GS-0303-14	Above 12	Washington, DC -or- Albuquerque, NM	DC	2/1/2016		Provides assistance on the full spectrum of administrative support functions and programs evolving from day-to-day operations and critical issues requiring immediate attention or fast responses. The position will assist with planning and conducting complex qualitative and quantitative analytical studies involving administrative areas of School Operations and will serve as the Deputy Director for School Operations primary liaison with Tribal officials, government, and community leadership on key strategic and operational matters important to improving the agency.	Serves as an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, construction, maintenance, safety, and other school operations policies and procedures.	Yes	

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1605	BIE	8/15/2017	Supervisory Information Technology Specialist (Division Chief)	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	2/1/2016		Serves as the supervisor providing leadership and operational support in education technology key to supporting school access to critical learning infrastructure.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	Yes	
1966	BIE	9/15/2017	Supervisory Librarian	GS-12	Above 12	Lawrence, KS	Other	8/1/2017	Yes	The Director of the Haskell Indian Nations University Library has both administrative and supervisory responsibility for the management of the Haskell Library, staff and students. The Director oversees the management of textbooks issued to freshmen and sophomore students and the inventory of these books as well as the overall collection of the Haskell Library. Is responsible for the Student Computer Labs located in the building and scheduling of space for events. Management of the budget, supervision of professional staff and support staff, as well as	This is a critical core mission function that provides direct and essential library services to students, as well as supervision of employees, volunteers and student workers. These include distribution of textbooks, provision of appropriate databases, computer labs, the library collection and monitoring of usage, fines and other needs.	Yes	

**From:** Pletcher, Mary  
**To:** [John Tahsuda](#); [James James](#); [Michael Black](#); [Dearman, Tony](#); [Debrah McBride](#)  
**Subject:** Indian Affairs - Hiring waiver decisions - September 1 and 15 submissions  
**Date:** Wednesday, September 27, 2017 4:09:49 PM  
**Attachments:** [Indian Affairs\\_Hiring Waiver Request Decisions\\_0901\\_0915\\_submissions.pdf](#)

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Attached are the hiring waiver decisions for the September 1 and 15 submissions. Please let me know if you have any questions.

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1455	BIA	8/1/2017	Associate Technology Officer (ATO)	15	Above 12	Reston, VA Albuquerque, NM or Lakewood, CO	DC or Denver	6 years		The OIMT is in critical need to fill this existing position to assist the ACIO and the DACIO in implementing and complying with DOI standards enterprise architectures and approaches. The principal function of this position is to ensure Indian Affairs wide consistency in the use of enterprise-wide hardware and software.	The ATO develops enterprise policies based on the review and analysis of existing and new technologies that are applicable to the business processes and needs of the IA without this position OIMT will be behind on business processes and technology needs. ATO is responsible for current knowledge regarding technology innovations and their applicability to IA needs and without this position IA is not able to keep up with industry technology	No	Not approved by OCIO.
1718	BIA	9/1/2017	Contract Grant/Specialist (Fire)	13	Above 12	Phoenix, AZ	Other	New Position	No	Serve as a warranted Contracting Officer (70%) and Grants Specialist (30%) providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	No immediate response to wildland fire; No procurement of supplies & services to fight the wildland fire; No personnel to negotiate Emergency Equipment Rental Agreement (EERA); No personnel to negotiate and prepare Land Use Agreements; No personnel to negotiate Cooperative Agreements with Tribes; and No personnel dedicated to respond and travel to a wildland fire to access the needs of the fire.	Yes	
1719	BIA	9/1/2017	Contract Specialist	9--11--12	12	Phoenix, AZ	Other	5 months	No	Serve as a warranted Contracting Officer providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	Yes	
1720	BIA	9/1/2017	Contract Specialist	9--11--12	12	Phoenix, AZ	Other	11 months	No	Serve as a warranted Contracting Officer providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1859	BIA	9/15/2017	Equal Employment Opportunity Specialist	GS-0260-11/12	12	Reston, VA	DC	#1 will vacate the position in 3 months #2 will separate for Workers Comp		The incumbent is responsible for EEO Counseling and mandated steps required to process complaints of discrimination. The incumbent is also responsible for the administrative functions associated with the implementation and preparation of counseling services for BIA and BIE employees and applicants for employment who believe they have been discriminated against in employment actions under Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Act of 1991, the Age Discrimination in Employment Act (ADEA) of 1967, as amended, the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.	A fully staffed EEO office is critical to meet statutory obligations pursuant to 29 C.F.R. 1614.102. If these positions are not filled, the office will not meet its obligations: Impact of failing to provide timely EEO counseling (90 day time limit) will result in increased complaints and remands to the Agency when the case is dismissed for this reason. BIA EEO informal complaint activity is up and has continued to climb since 2014, from a low of 32 to a high of 86 in 2017; Processing formal complaints of discrimination the Agency is subject to default judgments in favor of the complainant even absent of discrimination. Formal complaints filed for acceptance or dismissal are up and has continued to climb since 2015, from a low of 22 to a high of 57 in 2017. Impact of failing to ensure that all investigations are conducted fairly, efficiently, and in a timely manner, the Administrative Judge or OFO may impose sanctions on the Agency as deemed appropriate (180 day time limit). BIA EEO investigations completed have continued to rise since 2014, from a low of 10 to a high of 39 in 2017. Impact of failing provide documents in the course of the investigation Agency may subject the Agency to sanction where it fails to comply with a request of the EEO Investigator for documents, records, comparative data, statistics, affidavits, or the attendance of witnesses. Impact of failing to develop an impartial and appropriate factual record upon which to make findings on the claim(s), the EEOC may issue sanctions in the form of dollars or limiting the SOL ability to conduct discovery or other sanctions at their discretion. Impact of failing to provide managers with information and the required training is essentially the effect of giving them decision making authority without training on harassment, discrimination and retaliation. When supervisors are not properly trained on equal opportunity and conflict management they are more likely to take	Conditional Yes	Advertise position as DC or ABQ and pick best qualified candidate.
1726	BIA	9/1/2017	Family Violence Prevention Specialist	GS-12/13	Above 12	DC	DC	1 year		The incumbent is the national subject matter expert providing BIA regional, agency, and tribal child protection program staff policy guidance regarding domestic and family violence prevention in Indian Country. The incumbent manages the National plan to combat family violence and strengthen American Indian and Native American (AI/AN) communities and families, with an emphasis on intervention and prevention through the development of tribally-driven and culturally relevant service models. The incumbent also provides oversight for evaluations and assessments, focusing on identifying and disseminating best practices and performance measurement outcomes.	Because Native women are battered at a rate dramatically higher than the general population, not filling this position affects the BIA ability to address and combat family and domestic violence. Failure to fill this position hinders BIA's ability to develop best practice policy, establish and disseminate information, and to coordinate services between with other Federal agencies with Domestic Violence programs.	Conditional Yes	Identify other non-DC locations (Albuquerque or other Regional headquarters)

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1727	BIA	9/1/2017	Indian Child Welfare Specialist	GS-12/13	Above 12	DC		1 week		The incumbent is the national subject matter expert providing BIA regional, agency, and tribally child welfare program staff policy guidance regarding delivery of child protection and child welfare services in Indian Country. The incumbent supervises the notification of involuntary child custody proceedings, and national database which logs in and tracks ICWA notices received. The incumbent organizes annual conferences focusing on issues affecting children and families in Indian Country, and partners with BIA law enforcement, the Department of Justice, Department of Health and Human Services, and other agencies involved in delivering protective services in Indian Country, such as guidance on the Native American Children's Safety Act.	Not filling the Indian Child Welfare Act (PL 95-608) - ICWA position, directly impacts BIA's capacity to keep American Indian and Alaskan Native Children (AI/AN) with their families and communities. It will hinder policy development that is an essential framework on which tribal child welfare programs rely, and that public and private child welfare agencies and state courts utilize to conduct their work to serve tribal children and families. Also, not filling this position impacts the BIA's ability to provide, on behalf of the Secretary of the Interior, proper notice of all involuntary court proceeding involving AI/AN children and to properly maintain ICWA adoption records as required under PL 95-608. Leaving this position vacant, effects BIA's ability to develop and implement guidelines as required by the Native American Children Safety Act (Pub. L. 114-165). Should this position not be filled Tribes, and BIA field personnel, will not receive timely guidance and technical assistance that help children and families that are most at risk for abuse and neglect. Finally, since all existing public guidance to state courts on filing their adoption and ICWA notices with the BIA specifically state they should submit these documents to Washington, D.C., it is imperative we have an ICWA staff person in the central office to process these notices - which number in the thousands annually.	Conditional Yes	Identify other non-DC locations (Albuquerque or other Regional headquarters)
1857	BIA	9/15/2017	Management Analyst/Budget Officer	GS-14	Above 12	DC	DC	8/18/2017		Provides all budgetary and financial support to the Deputy Bureau Director - Indian Services. The incumbent is responsible for all budget execution and formulation activities on behalf of the Deputy Director, included drafting budget justifications, budget briefing documents for DOI senior leadership, distribution of funds to tribes and also serves as the budget and finance advisor to Office of Indian Services (OIS) leadership. In addition, the incumbent serves as the OIS lead for tracking the annual A-123 reviews, assurance statement preparation, tracking of undelivered orders (UDOs) and contracts/acquisitions issues.	Because this is the only position within OIS that is solely dedicated to financial management and budget execution, the incumbent is essentially a "one person shop" in assisting the Deputy Director in managing the \$750 million in funding that flows through OIS. The major impact of this position going unfilled is a delay in processing funding documents - which would delay much needed program funding being distributed to the tribes in a timely manner. If program funding is delayed, the "on the ground" mission delivery functions would be adversely affected. In addition, requests from ASIA/DOI senior leadership for OIS related budget briefing documents would be delayed, as the previous incumbent possessed 10 years of institutional knowledge of OIS budget/financial history that can only be replicated through extensive research conducted by existing staff with limited experience in this field - and who also must maintain their current job duties that are important to "on the ground" mission functions related to transportation, job training, social services and self determination. The end result of not filling this position is the adverse financial impact on the delivery of OIS-related services to tribes and their members.	No	
1721	BIA	9/1/2017	Procurement Analyst	12-13	Above 12	Phoenix, AZ	Other	New Position	No	Provides expert acquisition technical support and training to Western Region Programs/Agencies including BIE & OJS. Responsible to provide technical assistance on preparing procurement documents (, procurement planning, SOW, IGCE, Market Research, Justifications, etc.). Responsible for Acquisition data calls, acquisition reporting (FPDS, CPARS, Small Business, etc.), UDOS, records management and other assigned duties.	Should this position not be filled there would be no one to provide the much needed acquisition training and technical support in preparing their Purchase Requests and Acquisitions and there will no one to respond to data calls and reporting in a timely manner.	Yes	

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1881	BIA	9/15/2017	Procurement Analyst	GS-1102-14	Above 12	Reston, VA	DC	One Month		Senior Procurement Analyst position at the Central Acquisitions Office, Division of Acquisition Management, Office of the Chief Financial Officer. The main duties will be the Competition Advocate, National Headquarters Small Business Specialist, and conducting review and approvals for Certificate of Appointments on all Contracting Officer Warrants. The incumbent will provide research, analysis and guidance to the Bureau Procurement Chief (BPC) focused on bureau-wide operations, logistics, suppliers, and customer support. This position will be responsible for coordinating, responding, and implementation of recommendations to Congressional, General Accounting Office (GAO), and IG investigations, audits, and/or inspections. The incumbent will also study current and proposed policies and assesses impact on processes, procedures, systems, and data, as well as on customer and supplier organizations.	The incumbent will be the main liaison with the Office of Small Disadvantage Business Utilization (OSDBU), Small Business Administration, and vendors/contractors. As the Competition Advocate and Headquarters Small Business Specialist, will be responsible for the small business goals and addressing competition issues with vendors. Focus will be supporting the Bureau of Indian Education with their many needs and the schools that are in need of demolition, rebuild, and/or refurbishment. Will take on additional roles reviewing and approving large actions for regional offices to address accountability concerns from audit agencies. Without the Procurement Analyst's in place, the acquisition office will lack the continuity to implement the national level contracts, mentoring of junior staff, properly reviewing complex actions, and assisting the regional contracting officer with complex research and addressing questions and concerns.	Conditional Yes	Advertise position as DC or ABQ and pick best qualified candidate.
1722	BIA	9/1/2017	Range Management Specialist	13	Above 12	Phoenix, AZ	Other	2 years	No	This position oversees the range and agriculture functions for the Western Region 12,000,000 acres.	Specific issues not being met include oversight of the current GAO examination of the wild/feral horse program as well as the noxious weed/invasive species program for nearly XX tribes. The region will be unable to conduct inspections or review projects, site or program requiring geologic and geomorphic interpretation, including flood risk and damage, stream bank erosion control, surface expression of the presence of economic industrial rocks or minerals, and the affects of surface mining or other surface disturbing activities on the land and environment. Nor can we review leases and update inventory of minerals related activities. The type of technical assistance is unable to be given as we do have the technical expertise for the region which covers a largely range land in character.	Yes	
1723	BIA	9/1/2017	Realty Specialist (CM)	05/07/09/11/12	12	Sacaton, AZ	Other	8/21/2017	No	This position needs a subject matter expert in Indian land management and responsible for exercising technical experience in a wide variety of complex land realty transactions such as rights-of-way and commercial/business leases involving several hundred acres of trust lands on the Ak-Chin Indian Reservation and Gila River Indian Reservation. Both tribal communities have been the subject of litigation in rights-of-way so this is a critical area for this agency.	The Realty Specialist provides technical reviews and analysis on critical, complex, and controversial lands and realty actions including rights of ways, land acquisition and disposal, permits, leases, withdrawal and trespass of lands on behalf of the Superintendent. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities.	Yes	

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1863	BIA	9/15/2017	Safety & Occupational Health Specialist	GS 9-11	Below 12	Anadarko, OK	Other	6/1/2015	No	This position is considered a critical position responsible for advising the Regional Director and Agency Superintendents on the management and operational safety programs for BIA and BIE facilities. This position assesses and monitors the safety of a workplace, recommending best practices for safety, and communicates with directors and relevant personnel of safe practices in the workplace.	This position serves as the focal point for all regional safety matters for all of the Southern Plains Region, and often provides service to Haskell University. If this position is not filled, mishap investigations from injury/illness may not be filed timely resulting in non compliance with OSHA regulations, periodic safety evaluations and survey will not get completed, site conditions to determine if hazards are present will not be investigated, accident investigation will not get documented, and improvements for safety in the workplace will not be remediated. Of critical concern is that safety inspection and conditions are currently identified as a finding on a GAO report. This position requires professional health and safety experience with specific qualifications to perform these duties. At this time there are no employees in DC or Denver area that possess the qualifications necessary for this position.	Yes	
1858	BIA	9/15/2017	Staff Assistant	GS 12-13	Above 12	DC	DC	9/11/2017		This position provides direct executive level administrative support to the Director of the BIA as well as to other executives as needed. Serves as the liaison to senior management teams. Organizes and maintains executive schedules, time, travels, and appointments. Communicates directly with the Director and other staff on programmatic issues/initiatives. Serves as the POC for people seeking appointments and helps establish priorities, and provides overall support to the office and staff in the absence of the Director.	The Staff Assistant is an executive assistant to the Director and is responsible for a wide range of complex and confidential duties, including extensive liaison at all levels from organizing meetings to time management, travel arrangements, and business events. If this position goes unfilled, the Director will not be adequately briefed on crucial meetings for attendance, meeting schedules will not be organized and maintained, director's priorities may be misguided, untimely preparation for events, appointments for constituents may be delayed, travel arrangements may be uncoordinated, documents preparation may go awry, data calls may be overlooked, and communication with stakeholders, customers, and employees may be limited. It is essential this position be filled without delay.	Yes	
1862	BIA	9/15/2017	Superintendent	13/14	Above 12	Eagle Butte, SD	Other	9 months	Yes	The Cheyenne River Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Cheyenne River Tribe. The Superintendent is the Department of Interior's representative.	The Agency Superintendent is the primary Federal official that has the final decision making authority for all Agency policy formulation for the Indian reservation(s) he or she serves. This official is also responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 20,000 and a land base of 1.5 million acres and 480 fee acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes	

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1861	BIA	9/15/2017	Superintendent	GS 13 -14	Above 12	Concho, OK	Other	1/1/2017	Yes	The Concho Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the (list the tribes) . The Superintendent is the Department of Interior's representative.	The Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 12,801 and a land base of 169,974 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes	
1717	BIA	9/1/2017	Superintendent	15	Above 12	Ft Duchese, UT	Other	3 months	Yes	The Uintah and Ouray Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Confederated Tribes of the Colville Reservation. The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Uintah and Ouray superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 3,000 and a land base of 1.3 million acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes	
1716	BIA	9/1/2017	Superintendent	GS-0340-13	Above 12	Hollywood, FL	Other	3 YEARS	Yes	The Seminole Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Miccosukee, Seminole, and Big Brighton Tribes. The Superintendent is the Department of Interior's representative for the three Tribes and manages th Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Seminole Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency.	Yes	

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1860	BIA	9/15/2017	Superintendent	GS 13-14	Above 12	Pawnee, OK	Other	6/12/2017	Yes	The Pawnee Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the (List the Tribes) The Superintendent is the Department of Interior's representative.	The Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 13,984 and a land base of 128,466 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes	
1715	BIA	9/1/2017	Superintendent	GS-0340-13	Above 12	Philadelphia, MS	Other	7/23/2016	Yes	The Choctaw Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the . The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Choctaw Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 10,000 and a land base of 35,000 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes	
1845	BIA	9/1/2017	Supervisory Civil Engineer	GS-0810-14	Above 12	Albuquerque, NM	Other	7/28/2017	Yes	Serves as the Safety of Dams (SOD) Officer for Indian Affairs. Provides national policy leadership, senior management and oversight for the BIA Dam Safety, Security and Emergency Management program. Responsible for the technical assistance and oversight of SOD activities at 8 BIA Regional Offices and the associated Agencies and Tribes served by those Regions. Serves as the liaison to American Indians/Alaskan Native governments, Bureau of Reclamation, Federal Emergency Management Agency (FEMA), and other federal agencies. Responsible for a full spectrum of Safety of Dam programs, on issues including environmental, design, construction, operation and maintenance, emergency management and safety issues of the 138 high/significant hazard dams, and conduct of nationwide evaluations concerning program activities.	Impairs the BIA Dam Safety, Security and Emergency Management program's ability to coordinate and support critical life safety and public safety initiatives on a national level. The resultant lack of leadership compromises the ability of the SOD program to provide management and multi-disciplinary support to protect life, property and trust assets in Indian Country. Will limit the ability of Central Office to meet the expected obligation of the BIA and to maintain a comprehensive program necessary to maintain quality standards for the benefit of Native Americans.	Yes	

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1724	BIA	9/1/2017	Supervisory Realty Specialist, Cobell Land Consolidation Program (Land Buy-Back) - BIA Acquisition Center	12/13	Above 12	Billings, MT	Other	1/19/2017	Yes	<p>The Supervisory Realty Specialist serves as the lead federal official and adviser who is responsible for performing a variety of functions related to professional real estate services that include real estate expertise to Tribes, State, Federal, and local entities, land acquisition and disposal, trust transactions review, assessment of the use of land or property, leasing, sale, rights of way, and asset enhancement of real property. In this capacity, the incumbent will: Facilitates tribal and co-owner purchases by assisting in the development and implementation of cost effective processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize</p> <ul style="list-style-type: none"> <li>• Serves as subject matter expert in Indian lands and real estate services, and provides front line supervision to realty staff charged with land acquisition- and co-owner purchase-related duties.</li> <li>• Manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals.</li> <li>• Performs quality assurance/quality control to ensure all realty transactions are accurate, complete, and in compliance with applicable laws, policies, and procedures.</li> </ul>	<p>This position is mission critical. It focuses on a full spectrum of real estates services and trust transactions including research, report preparation, public engagement and agency coordination for internal and external stakeholders. If this position is not filled, technical reviews such as appraisal, acquisition and disposal, asset enhancement of real property, residential/commercial/businesses leases, and full implementation of the Land Buy Back Program for Tribal Nations, may not be accomplished thus delaying projects that are critical to the tribes and individual trust land owners for economic purposes. The Associate Deputy Secretary is informed of this request and as indicated his concurrence. Lack of capacity to successfully implement co-owner purchase processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize land consolidation.</p> <ul style="list-style-type: none"> <li>• Less success in reducing the Government's burden of managing highly fractionated Indian lands.</li> <li>• Less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges.</li> <li>• Fewer consolidated lands amenable to economic development, including energy production.</li> <li>• Compromised operational effectiveness and efficiency.</li> <li>• Reduced bandwidth to perform thorough quality assurance/quality control over conveyances.</li> </ul>	Yes	
1725	BIA	9/1/2017	Supervisory Realty Specialist, Cobell Land Consolidation Program (Land Buy-Back) - BIA Acquisition Center	12/13	Above 12	Billings, MT Headquarters (or Satellite Field Office)	Other	7/24/2017	Yes	<p>The Supervisory Realty Specialist serves as the lead federal official and adviser who is responsible for performing a variety of functions related to professional real estate services that include real estate expertise to Tribes, State, Federal, and local entities, land acquisition and disposal, trust transactions review, assessment of the use of land or property, leasing, sale, rights of way, and asset enhancement of real property. In this capacity, the incumbent will: Facilitates tribal and co-owner purchases by assisting in the development and implementation of cost effective processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize</p> <ul style="list-style-type: none"> <li>• Serves as subject matter expert in Indian lands and real estate services, and provides front line supervision to realty staff charged with land acquisition- and co-owner purchase-related duties.</li> <li>• Manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals.</li> <li>• Performs quality assurance/quality control to ensure all realty transactions are accurate, complete, and in compliance with applicable laws, policies, and procedures.</li> </ul>	<p>This position is mission critical. It focuses on a full spectrum of real estates services and trust transactions including research, report preparation, public engagement and agency coordination for internal and external stakeholders. If this position is not filled, technical reviews such as appraisal, acquisition and disposal, asset enhancement of real property, residential/commercial/businesses leases, and full implementation of the Land Buy Back Program for Tribal Nations, may not be accomplished thus delaying projects that are critical to the tribes and individual trust land owners for economic purposes. The Associate Deputy Secretary is informed of this request and as indicated his concurrence. Lack of capacity to successfully implement co-owner purchase processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize land consolidation.</p> <ul style="list-style-type: none"> <li>• Less success in reducing the Government's burden of managing highly fractionated Indian lands.</li> <li>• Less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges.</li> <li>• Fewer consolidated lands amenable to economic development, including energy production.</li> <li>• Compromised operational effectiveness and efficiency.</li> <li>• Reduced bandwidth to perform thorough quality assurance/quality control over conveyances.</li> </ul>	Yes	

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1864	BIA	9/15/2017	Tribal Relations Specialist (Choctaw Liaison)	GS-12	12	Muskogee, OK	Other	Will be vacated on 10/01/2017	Yes	Manages the Bureau's trust responsibilities, Agriculture, Realty, Probate and natural resource management activities held in Trust and program services for Choctaw Nation of Oklahoma. Administers tribal operations and tribal relations functions associated with the Bureau's Choctaw Nation of Oklahoma activities. Maintain government to government relationship with Federally recognized Tribe. Certifies, as delegated, Certificates of Degree of Indian Blood and Form 5-4432 for Indian individuals of the Tribe in the servicing area in coordination with the respective Tribal Offices. Enhances coordination with Federal and State agencies.	Eastern Oklahoma Region, Choctaw Liaison Office mission is to carry out the responsibility to protect and improve the trust assets for Choctaw Nation of Oklahoma. Failure to fill this position will impede the Federal Government from fulfilling its trust responsibilities to the Native population and will compromise any commitments that are due to the Native, Federal, and State population that the Tribal Relations Specialist (Choctaw Liaison) serves. The Liaison is needed to continue to show strong leadership, knowledge, and understanding of BIA policy and tribal traditions - because of the complexities of the position it is imperative and vital that this position be filled. This position processes on an average of 1,000 CDIB applications per month. Failure to fill this position would greatly increase turnaround time and negatively impact more than 12,000 Choctaw Nation members per year relying on the CDIB to assist with health care, housing, education, and land matters.	Yes	
1967	BIE	9/15/2017	Education Specialist (Curriculum, Instruction and Assessment) GS-13	GS-13	Above 12	Minneapolis, MN	Other	7/1/2017	No	The position deals with matters pertinent to the implementation of Curriculum Core State standards, development of learning tasks and targets, formative assessments and instructional programs, responsible for assigned program components of curriculum and instruction, and includes studies and research to generate data for school improvement and providing classroom support and coaching to teachers.	The securing of this position is needed as the world of curriculum is a valuable factor to school improvement.	Yes	
1965	BIE	9/15/2017	Administrative Support Assistant (OA) - Budget and Finance	GS-0303-09	Below 12	Washington, DC -or- Albuquerque, NM	DC	2/1/2016		Supports the Deputy Bureau Director of School Operations in overseeing; guiding BIE School supervisors and staff as we transition to our new organizational structure and continually improve our responsiveness of School Operational support/financial oversight for our schools. Employee will carry out the mission to achieve the vision through guiding organizational principles supporting how the work of the BIE is	Critical functions will not be fulfilled and business function oversight responsibilities will be delayed. Follow up, oversight, and training will be delayed due to lack of staff. The planning, coordination of business function oversight will remain the same until more staff is hired. Most significantly, students may not be adequately served.	Yes	
1408	BIE	7/15/2017	Chief Academic Officer	SES	Above 12	Washington, DC or Albuquerque, NM	DC	2/1/2016		The CAO is a top level official in the BIE that contributes to the mission and provides oversight of operating efficiency and effectiveness. The CAO oversees BIE's efforts to provide technical assistance, professional development, community engagement, and coordinates the work of the associate deputy directors.	Much needed oversight of academic capacity building for tribes and schools will be seriously effected. Leadership, vision and strategic direction for the BIE's academic program will also be negatively impacted especially since BIE is on the cusp of engaging in negotiated rulemaking on standards and assessments as statutorily required by the Every Student Succeeds Act.	Hold	ERB - Review.
1964	BIE	9/15/2017	Education Technology Specialist (Curriculum and Instruction)	GS-1710-12	12	Washington, DC -or- Albuquerque, NM	DC	2/1/2016		Supports the curriculum and instructional needs of schools; manages technology assets; and provides technical assistance to BIE funded schools.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	Yes	
1963	BIE	9/15/2017	Special Assistant	GS-0303-14	Above 12	Washington, DC -or- Albuquerque, NM	DC	2/1/2016		Provides assistance on the full spectrum of administrative support functions and programs evolving from day-to-day operations and critical issues requiring immediate attention or fast responses. The position will assist with planning and conducting complex qualitative and quantitative analytical studies involving administrative areas of School Operations and will serve as the Deputy Director for School Operations primary liaison with Tribal officials, government, and community leadership on key strategic and operational matters important to improving the agency.	Serves as an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, construction, maintenance, safety, and other school operations policies and procedures.	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1605	BIE	8/15/2017	Supervisory Information Technology Specialist (Division Chief)	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	2/1/2016		Serves as the supervisor providing leadership and operational support in education technology key to supporting school access to critical learning infrastructure.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	Yes	
1966	BIE	9/15/2017	Supervisory Librarian	GS-12	Above 12	Lawrence, KS	Other	8/1/2017	Yes	The Director of the Haskell Indian Nations University Library has both administrative and supervisory responsibility for the management of the Haskell Library, staff and students. The Director oversees the management of textbooks issued to freshmen and sophomore students and the inventory of these books as well as the overall collection of the Haskell Library. Is responsible for the Student Computer Labs located in the building and scheduling of space for events. Management of the budget, supervision of professional staff and support staff, as well as	This is a critical core mission function that provides direct and essential library services to students, as well as supervision of employees, volunteers and student workers. These include distribution of textbooks, provision of appropriate databases, computer labs, the library collection and monitoring of usage, fines and other needs.	Yes	

**From:** Pletcher, Mary  
**To:** [Oxyer, Michelle](mailto:Michelle.Oxyer@ios.doi.gov)  
**Cc:** [Jonathan Mack](mailto:Jonathan.Mack@ios.doi.gov)  
**Subject:** Re: agenda  
**Date:** Wednesday, September 27, 2017 11:44:57 AM  
**Attachments:** [0929 Executive Resources Board Agenda.docx](#)

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On Wed, Sep 27, 2017 at 11:43 AM, Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)> wrote:  
Nothing attached

**Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

On Wed, Sep 27, 2017 at 11:42 AM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:  
Here's the agenda I have so far. I'm not sure how many of the BLM requests to recruit are going to come in today.

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**Executive Resources Board Agenda**  
**9/29/2017**

- 1) Reassignment Action: Bryan Rice  
From: Director of the Office of Wildland Fire (OWF)  
To: Director of the Bureau of Indian Affairs
  
- 2) Reassignment Action: Richard Cardinale  
From: Senior Policy Program Manager in ASLMM  
To: PMB – Director of Management and Business Operations in the Office of the Chief Information Officer
  
- 3) Reassignment Action: Michael Ryan  
From: BOR Great Plains Regional Director, Billings, Montana  
To: Senior Advisor to the Assistant Secretary for Water and Science, Washington, DC
  
- 4) Reassignment Action: Michael Black  
From: Senior Advisor to the Director of Bureau of Indian Affairs, Billings, Montana  
To: Senior Advisor to the Director of the Bureau of Reclamation, Billings, Montana
  
- 5) Change in Duty Station: Bruce Downes (Deputy CIO)  
From: Washington, DC  
To: Boise, Idaho
  
- 6) Approval of rating panel for announced position: NPS - Golden Gate Superintendent  
Primary Rating Panel: Joshua Laird, Bob Vogel, John Burden  
Alternate Rating Panel: Gay Vietzke, Chris Lehnertz, and Jim Kurth
  
- 7) NPS – Yosemite Superintendent – Approval of rating panel for announced position  
Primary Rating Panel: Rick Obernesser, Bert Frost, Janine Velasco  
Alternates: Cam Sholly, Stan Austin, Paul Souza
  
- 8) Review requests to announce vacancies and approve rating and ranking panels
  - a) SOL – Regional Solicitor – Northeast (vice: Romanik)
  - b) SOL – Regional Solicitor – Alaska (vice: Darnell)
  - c) BLM – State Director, Colorado (vice: Welch)
  - d) BLM – State Director, Montana (vice: Connell)
  - e) BLM – State Director, New Mexico (Vice: Lueders)
  - f) BLM – State Director, Alaska (vice: Cribley)
  - g) BLM – Assistant Director, Fire and Aviation (vice: Dunton)
  - h) BLM – Assistant Director, Business, Fiscal and Information Resources (vice: Velasco)
  - i) BLM – Assistant Director, Communications and Public Relations (vice: Allen)

**From:** Pletcher, Mary  
**To:** [Richardson, Karen](#); [Edward Keable](#)  
**Cc:** [Michelle Oxyer](#); [Jonathan Mack](#)  
**Subject:** ERB matters for (b) (5)  
**Date:** Wednesday, September 27, 2017 10:31:11 AM  
**Attachments:** (b) (5)

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Attached (b) (5).

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Date:** Wednesday, September 27, 2017 10:22:53 AM  
**Attachments:** [Senior Advisor to the Assistant Secretary - Water and Science.docx](#)  
[Ryan memo.docx](#)  
[Black memo.docx](#)  
[Senior Advisor BOR.docx](#)

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**Michelle Oxyer**

Executive Resources Division

Office of Human Resources

Department of the Interior

Phone 202-208-6943

[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

**Senior Advisor to the Assistant Secretary – Water and Science**  
**ES-301**

**INTRODUCTION**

This position is located in the Office of the Assistant Secretary – Water and Science, in Washington, DC. As Senior Advisor to the Assistant Secretary – Water and Science, the incumbent provides leadership and advice on the full range of issues under the purview of the Assistant Secretary – Water and Science.

**MAJOR DUTIES AND RESPONSIBILITIES**

As Senior Advisor, the incumbent facilitates the review and coordination on items of a sensitive policy nature between the Assistant Secretary – Water and Science and other senior bureau leadership and high level officials throughout the Department to transmit bureau policies and viewpoints on programs, correspondence, proposed legislation and related matters.

Attends high level department meetings on behalf of the Assistant Secretary – Water and Science assuring that their views are represented and that other views expressed are reported back accurately. Ensures that all commitments made by the Assistant Secretary – Water and Science at meetings are followed through to completion.

Reviews and edits policy statements originated by the various programs under the purview of the Assistant Secretary – Water and Science in order to ensure that they reflect the views of the Assistant Secretary – Water and Science and other senior bureau leadership.

Develops, coordinates, resolves, and implements a variety of projects which are often highly sensitive and confidential.

Performs in-depth analysis of issues importance to the Assistant Secretary – Water and Science which is frequently needed in a very short time frame and do not fall within a specific directorate. The incumbent accomplished such analyses accurately and thoroughly, including options available and recommended courses of action and consults with impacted/interested organizations before finalizing.

Maintains liaison with senior leadership and officials of the Office of the Secretary, Office of the Solicitor, Office of the Inspector General, other bureaus and offices of the Department, the Office of Management and Budget, other Federal agencies, and members of Congress with respect to Reclamation programs and initiatives. Confers on matters of mutual interest, including coordinating the issuance of policies and procedures.

Represents the Assistant Secretary – Water and Science in many situations, including liaison with officials of the Department, the Congress, other Federal agencies, state and local governments, private organizations, and individuals.

## **SUPERVISION AND GUIDANCE RECEIVED**

Operates under the general direction of the Assistant Secretary – Water and Science and is limited in decision making and action only by the broadest general policy outlines and long-range mission objectives. Judgment and decisions are considered authoritative. Review of work is in terms of overall effectiveness. Guidelines specific to the work do not exist.

## **OTHER**

The incumbent provides positive direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

## QUALIFICATION REQUIREMENTS

### Executive Core Qualifications (Mandatory)

**Leading Change-** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

*Leadership Competencies:* Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

**Leading People-** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

*Leadership Competencies:* Conflict Management, Leveraging Diversity, Developing Others, Team Building

**Results Driven-** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

*Leadership Competencies:* Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

**Business Acumen-** This core qualification involves the ability to manage human, financial, and information resources strategically.

*Leadership Competencies:* Financial Management, Human Capital Management, Technology Management

**Building Coalitions-** This core qualification involves the ability to build coalitions internally and with other Federal agencies, tribal, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

*Leadership Competencies:* Partnering, Political Savvy, Influencing/Negotiating

**Fundamental Competencies:** These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

## **Technical Qualifications/Competencies**

Knowledge of the organization, mission and functions of the Department of the Interior.

Detailed knowledge of and experience with sound and effective management principles and practices as applied in a cabinet level Department with wide range of bureau missions and programs.

**Evaluation Statement for  
Senior Advisor to the Assistant Secretary – Water and Science  
Acquisition  
As a Senior Executive Service Position**

**Introduction and Background**

As Senior Advisor to the Assistant Secretary – Water and Science, the incumbent provides leadership and advice on the full range of issues under the purview of the Assistant Secretary – Water and Science. This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to Assistant Secretary – Water and Science on key mission-critical issues, programs and initiatives. Further, the incumbent will advise Assistant Secretary – Water and Science on sensitive issues and critical matters pertaining to policies, and direction of critical programs and initiatives.

**Series and Grade Determination**

The incumbent provides executive level advice, guidance and technical support to the Assistant Secretary – Water and Science on a broad range of US Geological Survey and Bureau of Reclamation program, policies and initiatives. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of knowledge and technical skills of the laws, rules, regulations, and program principles pertaining to missions and functions under the purview of the Assistant Secretary – Water and Science, and technical and philosophies regarding US Geological Survey and Bureau of Reclamation activities. The incumbent must possess knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the Assistant Secretary – Water and Science, knowledge of programs and policies within the US Geological Survey and the Bureau of Reclamation in order to effectively advise Assistant Secretary – Water and Science on technical issues regarding activities under the purview of the Assistant Secretary – Water and Science.

The incumbent must possess a vast knowledge of the missions and functions of the US Geological Survey and the Bureau of Reclamation. The incumbent must possess knowledge of Reclamation program and policies. However, a paramount requirement, in addition to executive level experience, is the ability to direct others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this position. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals of the US Geological Survey, the Bureau of Reclamation and Department of the Interior (DOI), as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, and Congress.

For the reasons stated above, the job meets the GS-301 Miscellaneous Administration and Program series definition. This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is

appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The standard does not provide titles, therefore, Senior Advisor to the Assistant Secretary – Water and Science, is a fully descriptive and appropriate title for this position.

While no grades are assigned SES positions, a review of the demands of this position clearly indicates that it exceeds the GS-15 level as delineated in the Primary Standard, and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this Senior Advisor to the Assistant Secretary – Water and Science position raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

The work performed by the incumbent cross cuts all functional areas of the US Geological Survey and the Bureau of Reclamation. The incumbent carries out the responsibilities for the policy direction, coordination, control, and administration of the scientific research activities and programs within the US Geological Survey and the Bureau of Reclamation. The incumbent coordinates and gives direction to activities of the US Geological Survey and the Bureau of Reclamation. The incumbent ensures that US Geological Survey and the Bureau of Reclamation activities are executed with the highest standards of integrity. Results of the incumbent's work affect the credibility and confidence in the way that the US Geological Survey, the Bureau of Reclamation and DOI manages its mandate responsibility for most of our nationally owned public lands, and natural and cultural resources, as well as for Indian affairs.

The incumbent must have superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. The incumbent must be able to represent the Assistant Secretary – Water and Science and speak with the authority to command the attention of people with varying agendas and interests. Further, of paramount importance to the executive level of performance required for success in this position, is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the DOI. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals and initiatives of the Department and the Administration, as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, Congress and the courts.

An incumbent with knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the US Geological Survey and the Bureau of Reclamation and knowledge of the US Geological Survey and the Bureau of Reclamation programs and policies is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management and execution of US Geological Survey, Bureau of Reclamation and DOI missions and functions, the advancement of the goals of the Department and the Administration, and the integrity and credibility of the US Geological Survey, the Bureau of Reclamation, and the Department.

**Senior Advisor**  
**ES-0301-00**

**INTRODUCTION**

This position is located in the Bureau of Reclamation, Commissioner's Office, in Washington, DC. The incumbent serves as the Commissioner's Senior Advisor, focusing on maintaining liaison with other organizational elements of the Department, Congressional committee staff, officials from other branches of the Federal government, and officials of State, local and Tribal governments. The role of the incumbent is that of an advisor to the Commissioner and Deputy Commissioners to assist them in their decision making.

**DUTIES AND RESPONSIBILITIES**

As Senior Advisor, the incumbent facilitates the review and coordination on items of a sensitive policy nature between the Commissioner and high level officials throughout the Department to transmit the Commissioner's policy viewpoints with regard to programs, correspondence, proposed, legislation and related matters.

Attends high level Department meetings on behalf of the Commissioner or his Deputies assuring that their views are represented and that other views expressed are reported back accurately. Ensures that all commitments made by the Commissioner at Departmental meetings are followed through to completion through the appropriate Deputy Commissioners.

Reviews and edits policy statements originated by the various programs within the Bureau of Reclamation in order to ensure that they reflect the views of the Commissioner.

Develops, coordinates, resolves, and implements a variety of projects which are often highly sensitive and confidential.

Performs in-depth analysis of issues of importance to the Commissioner which is frequently needed in a very short time frame and do not fall within a specific directorate. The incumbent accomplishes such analyses accurately and thoroughly, including options available and recommended courses of action and consults with impacted/interested organizations before finalizing. Reviews congressional testimony to be given to the Commissioner to ensure it reflects the Commissioner's policies.

Coordinates and performs necessary liaison functions in the private sector, other governmental agencies and Tribal governments with various executives, officials, administrators, and key personnel of business, industry, labor, professions and associations.

Works closely with the Program and Budget Office to monitor the Commissioner's allocation of the policy and administration (P&A) budget funding and will facilitate deviations from P&A budget allocations made by the Commissioner.

Provides positive direction to subordinates in establishing a continued commitment to diversity, and sensitivity for equal employment opportunity and affirmative action initiatives.

Performs other duties as assigned.

### **SUPERVISION AND GUIDANCE**

Incumbent reports directly to the Commissioner. Incumbent operates with a high degree of latitude and independence of action, initiating action when a need or problem arises which requires resolution consistent with the Commissioner's policy. Assignments are carried out without, or with very limited preliminary instruction. Incumbent is expected to develop appropriate courses of action to accomplish objectives desired when following through on special projects. Completed assignments are reviewed in the sense that end products meet the Commissioner's and the Deputy Commissioner's expectations and support his/her policy views.

## QUALIFICATION REQUIREMENTS

### Executive Core Qualifications (Mandatory)

**Leading Change-** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

*Leadership Competencies:* Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

**Leading People-** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

*Leadership Competencies:* Conflict Management, Leveraging Diversity, Developing Others, Team Building

**Results Driven-** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

*Leadership Competencies:* Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

**Business Acumen-** This core qualification involves the ability to manage human, financial, and information resources strategically.

*Leadership Competencies:* Financial Management, Human Capital Management, Technology Management

**Building Coalitions-** This core qualification involves the ability to build coalitions internally and with other Federal agencies, tribal, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

*Leadership Competencies:* Partnering, Political Savvy, Influencing/Negotiating

**Fundamental Competencies:** These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

## **Technical Qualifications/Competencies**

Knowledge of the organization, mission and functions of the Bureau of Bureau of Reclamation and the Department of the Interior.

Detailed knowledge of and experience with sound and effective management principles and practices as applied in a cabinet level Department with wide range of bureau missions and programs.

**Evaluation Statement for  
Senior Advisor  
As a Senior Executive Service Position**

**Introduction and Background**

As Senior Advisor, the incumbent provides leadership and advice on the full range of issues under the purview of the Commissioner, Bureau of Reclamation. This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to Commissioner, Bureau of Reclamation on key mission-critical issues, programs and initiatives. Further, the incumbent will advise the Commissioner, Bureau of Reclamation on sensitive issues and critical matters pertaining to policies, and direction of critical programs and initiatives.

**Series and Grade Determination**

The incumbent provides executive level advice, guidance and technical support to the Commissioner, Bureau of Reclamation on a broad range of Bureau of Reclamation program, policies and initiatives. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of knowledge and technical skills of the laws, rules, regulations, and program principles pertaining to missions and functions under the purview of the Commissioner, Bureau of Reclamation, and technical and philosophies regarding Bureau of Reclamation activities. The incumbent must possess knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the Commissioner, Bureau of Reclamation, knowledge of programs and policies within the Bureau of Reclamation in order to effectively advise Commissioner, Bureau of Reclamation on technical issues regarding activities under the purview of the Commissioner, Bureau of Bureau of Reclamation .

The incumbent must possess a vast knowledge of the missions and functions of the Bureau of Reclamation. The incumbent must possess knowledge of Bureau of Reclamation program and policies. However, a paramount requirement, in addition to executive level experience, is the ability to direct others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this position. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals of the Bureau of Reclamation and Department of the Interior (DOI), as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, and Congress.

For the reasons stated above, the job meets the GS-301 Miscellaneous Administration and Program series definition. This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The

standard does not provide titles, therefore, Senior Advisor is a fully descriptive and appropriate title for this position.

While no grades are assigned SES positions, a review of the demands of this position clearly indicates that it exceeds the GS-15 level as delineated in the Primary Standard, and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this Senior Advisor position raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

The work performed by the incumbent cross cuts all functional areas of Bureau of Reclamation. The incumbent carries out the responsibilities for the policy direction, coordination, control, and administration of the scientific research activities and programs within the Bureau of Reclamation. The incumbent coordinates and gives direction to activities of Bureau of Reclamation. The incumbent ensures that the Bureau of Bureau of Reclamation activities are executed with the highest standards of integrity. Results of the incumbent's work affect the credibility and confidence in the way that the Bureau of Bureau of Reclamation and DOI manages its mandate responsibility for most of our nationally owned public lands, and natural and cultural resources, as well as for Indian affairs.

The incumbent must have superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. The incumbent must be able to represent the Commissioner, Bureau of Reclamation and speak with the authority to command the attention of people with varying agendas and interests. Further, of paramount importance to the executive level of performance required for success in this position, is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the DOI. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals and initiatives of the Department and the Administration, as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, Congress and the courts.

An incumbent with knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of Bureau of Reclamation and knowledge of Bureau of Reclamation programs and policies is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management and execution of Bureau of Reclamation and DOI missions and functions, the advancement of the goals of the Department and the Administration, and the integrity and credibility of the Bureau of Reclamation and the Department.

Memorandum

To: Executive Resources Board

From: James E. Cason  
Associate Deputy Secretary

Subject: Request for Approval to Reassign Michael Black

Approval is requested to reassign Michael Black to SES General position of Senior Advisor, ES-0301, with the Bureau of Reclamation, located in Billings, Montana. This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to Commissioner, Bureau of Reclamation on key mission-critical issues, programs and initiatives.

The Senior Advisor is responsible for facilitating the review and coordination on items of a sensitive policy nature between the Commissioner, Bureau of Reclamation and other senior bureau leadership and high level officials throughout the Department to transmit bureau policies and viewpoints on programs, correspondence, proposed legislation and related matters. Further, the Senior Advisor will provide executive level advice, guidance and technical support to the Commissioner, Bureau of Reclamation on a broad range of bureau program, policies and initiatives.

Mr. Black currently serves as Senior Advisor to the Director with the Bureau of Indian Affairs, located in Billings, Montana, and is well qualified for this position. Upon ERB approval, Mr. Black will be provided written notification 15 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(1). Mr. Black may elect to waive the 15 days and be reassigned earlier. Mr. Black will retain his career appointment and current rate of pay, which is \$183,751.

Attachments

Approved:

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for the Executive Resources Board

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Date

Memorandum

To: Michael Black

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Senior Advisor to the Director with the Bureau of Indian Affairs, duty station Billings, Montana to Senior Advisor, ES-0301, with the Bureau of Reclamation, duty station Billings, Montana. You will retain your career appointment and your pay level will remain the same. As Director of the Bureau of Indian Affairs, you had executive oversight of a full range of water resources, water delivery management and associated infrastructure management on Indian lands, as well as oversight of Indian water rights matters. Prior to becoming the BIA Director, you served as the Regional Director, Great Plains Region in Aberdeen, South Dakota, where you had oversight of water resources management projects, including water rights, irrigation projects, and dam safety. Your extensive experience leading the full spectrum of water resource management programs, your understanding and experience in Indian water rights issues, and your professional training and experience as a mechanical engineer makes you well qualified to serve as Senior Advisor with the Bureau of Reclamation.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Memorandum

To: Executive Resources Board

From: James E. Cason  
Associate Deputy Secretary

Subject: Request for Approval to Reassign Michael Ryan

Approval is requested to reassign Michael Ryan to SES General position of Senior Advisor to the Assistant Secretary – Water and Science, ES-0301, with the Office of the Assistant Secretary – Water and Science, located in Washington, DC. This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to Assistant Secretary – Water and Science on key mission-critical issues, programs and initiatives.

The Senior Advisor to the Assistant Secretary – Water and Science is responsible for facilitating the review and coordination on items of a sensitive policy nature between the Assistant Secretary – Water and Science and other senior bureau leadership and high level officials throughout the Department to transmit bureau policies and viewpoints on programs, correspondence, proposed legislation and related matters. Further, the Senior Advisor to the Assistant Secretary – Water and Science will provide executive level advice, guidance and technical support to the Assistant Secretary – Water and Science on a broad range of US Geological Survey and Bureau of Reclamation program, policies and initiatives.

Mr. Ryan currently serves as Regional Director, Great Plains Region, located in Billings, Montana, and is well qualified for this position. Upon ERB approval, Mr. Ryan will be provided written notification 60 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(2). Mr. Ryan may elect to waive the 60 days and be reassigned earlier. Mr. Ryan will retain his career appointment and current rate of pay, which is \$187,000.

Attachments

Approved:

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for the Executive Resources Board

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Date

Memorandum

To: Michael Ryan

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Regional Director, Great Plains Region with the Bureau of Reclamation, duty station Billings, Montana to Senior Advisor to the Assistant Secretary – Water and Science, ES-0301, with the Office of the Assistant Secretary – Water and Science, duty station Washington, DC. You will retain your career appointment and your pay level will remain the same. Throughout your career, leadership positions within the Bureau of Reclamation. You have served as Northern California Area Manager and Klamath Basin Area Manager, where you gained extensive experience in the oversight of water and dam management, as well as Indian water rights. Most recently, in your role as Regional Director, you have experience in executive level oversight of critical infrastructure and water related resources. Your extensive experience in water and related infrastructure well qualifies you to serve as Senior Advisor to the Assistant Secretary – Water and Science.

This letter provides the required 60 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(2). Failure to accept this directed reassignment may subject you to removal under adverse action procedures. Your involuntary separation may entitle you to discontinued service retirement (if eligible) or severance pay. Your servicing personnel office can provide you guidance in this area.

If you choose to accept the reassignment, your relocation will be at Government expense, and you will receive all travel and relocation benefits to which you are entitled.

The effective date of this action will be no earlier than 60 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and your decision on the attached

decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

\_\_\_\_\_ I accept the directed reassignment to the position of Senior Advisor to the Assistant Secretary – Water and Science, ES-0301, with the Office of the Assistant Secretary – Water and Science, duty station Washington, DC, with an effective date no earlier than 60 days from my receipt of this notification.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I accept the directed reassignment as described above and hereby waive the 60-day notice and request that the reassignment action be effective as soon as practicable.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I hereby decline the geographic reassignment.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Subject:** Black  
**Date:** Wednesday, September 27, 2017 8:44:40 AM  
**Attachments:** [Black memo.docx](#)

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## **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

Memorandum

To: Executive Resources Board

From: James E. Cason  
Associate Deputy Secretary

Subject: Request for Approval to Reassign Michael Black

Approval is requested to reassign Michael Black to SES General position of Senior Advisor, ES-0301, with the Bureau of Reclamation, located in Billings, Montana. This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to Commissioner, Bureau of Reclamation on key mission-critical issues, programs and initiatives.

The Regional Director is responsible for representing the Bureau in its interaction with tribal, state and local governments, other Federal agencies, and the public within their jurisdiction. This position has oversight responsibility to ensure proper application and implementation of overall policies and programs by agency and fields offices, providing technical advice and review, evaluating performance, and coordinating those features of bureau programs which extend beyond the jurisdiction of a single agency or field office, and recommending to headquarters revisions of policies, programs, procedures, and regulations.

Mr. Black currently serves as Senior Advisor to the Director with the Bureau of Indian Affairs, located in Billings, Montana, and is well qualified for this position. Upon ERB approval, Mr. Black will be provided written notification 15 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(1). Mr. Black may elect to waive the 15 days and be reassigned earlier. Mr. Black will retain his career appointment and current rate of pay, which is \$183,751.

Attachments

Approved:

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for the Executive Resources Board

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Date

Memorandum

To: Michael Black

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Senior Advisor to the Director with the Bureau of Indian Affairs, duty station Billings, Montana to Senior Advisor, ES-0301, with the Bureau of Reclamation, duty station Billings, Montana. You will retain your career appointment and your pay level will remain the same. As Director of the Bureau of Indian Affairs, you had executive oversight of a full range of water resources, water delivery management and associated infrastructure management on Indian lands, as well as oversight of Indian water rights matters. Prior to becoming the BIA Director, you served as the Regional Director, Great Plains Region in Aberdeen, South Dakota, where you had oversight of water resources management projects, including water rights, irrigation projects, and dam safety. Your extensive experience leading the full spectrum of water resource management programs, your understanding and experience in Indian water rights issues, and your professional training and experience as a mechanical engineer makes you well qualified to serve as Senior Advisor with the Bureau of Reclamation.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**From:** Cason, James  
**To:** [Pletcher, Mary](#); [Juliette Lillie](#); [Robert Howarth](#); [David Bernhardt](#); [Daniel Jorjani](#); [Tahsuda, John](#); [Domenech, Douglas](#)  
**Subject:** Fwd: ERB memo  
**Date:** Tuesday, September 26, 2017 8:09:21 PM  
**Attachments:** [Permanent ERB September 2017.docx](#)

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Mary,

Thanks for adding Doug Domenech to the list of ERB members.

In addition, please add Principal Deputy Assistant Secretary-Indian Affairs (John Tahsuda) as a member.

With these changes, the entire DOI leadership team will be represented.

Let's see if we can get the memo signed by Thursday COB, in anticipation of the Friday ERB meeting.

Thanks.

Jim

----- Forwarded message -----

**From:** **Pletcher, Mary** <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)>  
**Date:** Tue, Sep 26, 2017 at 4:41 PM  
**Subject:** ERB memo  
**To:** "Lillie, Juliette" <[juliette\\_lillie@ios.doi.gov](mailto:juliette_lillie@ios.doi.gov)>, Robert Howarth <[robert\\_howarth@ios.doi.gov](mailto:robert_howarth@ios.doi.gov)>  
**Cc:** James Cason <[james\\_cason@ios.doi.gov](mailto:james_cason@ios.doi.gov)>

Julie/Rob,

Attached is a memo adding a member to the Executive Resources Board. It would be good to have the memo signed by Friday if at all possible.

Thanks,  
Mary

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

Memorandum

To: Deputy Secretary  
Chief of Staff  
Associate Deputy Secretary  
Assistant Deputy Secretary  
White House Liaison  
Acting Solicitor  
Principal Deputy Assistant Secretary-Policy, Management and Budget  
Acting Assistant Secretary for Land and Minerals Management  
Acting Assistant Secretary for Water and Science

From: Secretary

Subject: Executive Resources Board

On May 19, 2017, I established the Executive Resources Board. Effective the date of this memorandum, I am naming Mr. Douglas Domenech as a member of the Executive Resources Board.

The Executive Resources Board for the Department of the Interior membership is as follows:

- Deputy Secretary, Chairperson  
(Mr. David Bernhardt)
- Chief of Staff, Member  
(Mr. Scott Hommel)
- Associate Deputy Secretary, Member  
(Mr. James Cason)
- Assistant Deputy Secretary, Member  
(Mr. Todd Willens)
- White House Liaison, Member  
(Ms. Lori Mashburn)
- Acting Solicitor, Member  
(Mr. Daniel Jorjani)
- Principal Deputy Assistant Secretary – Policy, Management and Budget, Member  
(Mr. Scott Cameron)
- Acting Assistant Secretary for Land and Minerals Management, Member  
(Ms. Katherine MacGregor)
- Acting Assistant Secretary for Water and Science, Member  
(Ms. Andrea Travnicek)
- Assistant Secretary for Insular Areas, Member  
(Mr. Douglas Domenech)

The Deputy Assistant Secretary – Human Capital and Diversity/Chief Human Capital Officer (Ms. Mary Pletcher) will serve as an advisor to the Executive Resources Board. The ERB will continue to play a prominent role in determining the executive resources needs of the Department’s bureaus and offices. The Executive Resources Board will oversee all aspects of the management of executive resources to include Senior Executive Service, Senior Level, and Scientific and Professional resources. In addition, the ERB will retain final approval of other aspects of these programs, including position establishment, recruitment, qualification requirements, selection, pay setting, performance appraisals, performance awards, executive development, Presidential Rank Awards and all other recognition, and the establishment of the Department’s Performance Review Boards.

cc: Deputy Secretary  
Solicitor  
Inspector General  
Assistant Secretaries  
Heads of Bureaus and Offices

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Date:** Tuesday, September 26, 2017 5:30:04 PM  
**Attachments:** [Senior Advisor to the Assistant Secretary - Water and Science.docx](#)  
[Ryan memo.docx](#)  
[Senior Advisor BOR.docx](#)  
[Black memo.docx](#)

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## **Michelle Oxyer**

Executive Resources Division

Office of Human Resources

Department of the Interior

Phone 202-208-6943

[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

**Senior Advisor**  
**ES-0301-00**

**INTRODUCTION**

This position is located in the Bureau of Reclamation, Commissioner's Office, in Washington, DC. The incumbent serves as the Commissioner's Senior Advisor, focusing on maintaining liaison with other organizational elements of the Department, Congressional committee staff, officials from other branches of the Federal government, and officials of State, local and Tribal governments. The role of the incumbent is that of an advisor to the Commissioner and Deputy Commissioners to assist them in their decision making.

**DUTIES AND RESPONSIBILITIES**

As Senior Advisor, the incumbent facilitates the review and coordination on items of a sensitive policy nature between the Commissioner and high level officials throughout the Department to transmit the Commissioner's policy viewpoints with regard to programs, correspondence, proposed, legislation and related matters.

Attends high level Department meetings on behalf of the Commissioner or his Deputies assuring that their views are represented and that other views expressed are reported back accurately. Ensures that all commitments made by the Commissioner at Departmental meetings are followed through to completion through the appropriate Deputy Commissioners.

Reviews and edits policy statements originated by the various programs within the Bureau of Reclamation in order to ensure that they reflect the views of the Commissioner.

Develops, coordinates, resolves, and implements a variety of projects which are often highly sensitive and confidential.

Performs in-depth analysis of issues of importance to the Commissioner which is frequently needed in a very short time frame and do not fall within a specific directorate. The incumbent accomplishes such analyses accurately and thoroughly, including options available and recommended courses of action and consults with impacted/interested organizations before finalizing. Reviews congressional testimony to be given to the Commissioner to ensure it reflects the Commissioner's policies.

Coordinates and performs necessary liaison functions in the private sector, other governmental agencies and Tribal governments with various executives, officials, administrators, and key personnel of business, industry, labor, professions and associations.

Works closely with the Program and Budget Office to monitor the Commissioner's allocation of the policy and administration (P&A) budget funding and will facilitate deviations from P&A budget allocations made by the Commissioner.

Provides positive direction to subordinates in establishing a continued commitment to diversity, and sensitivity for equal employment opportunity and affirmative action initiatives.

Performs other duties as assigned.

### **SUPERVISION AND GUIDANCE**

Incumbent reports directly to the Commissioner. Incumbent operates with a high degree of latitude and independence of action, initiating action when a need or problem arises which requires resolution consistent with the Commissioner's policy. Assignments are carried out without, or with very limited preliminary instruction. Incumbent is expected to develop appropriate courses of action to accomplish objectives desired when following through on special projects. Completed assignments are reviewed in the sense that end products meet the Commissioner's and the Deputy Commissioner's expectations and support his/her policy views.

## QUALIFICATION REQUIREMENTS

### Executive Core Qualifications (Mandatory)

**Leading Change-** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

*Leadership Competencies:* Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

**Leading People-** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

*Leadership Competencies:* Conflict Management, Leveraging Diversity, Developing Others, Team Building

**Results Driven-** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

*Leadership Competencies:* Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

**Business Acumen-** This core qualification involves the ability to manage human, financial, and information resources strategically.

*Leadership Competencies:* Financial Management, Human Capital Management, Technology Management

**Building Coalitions-** This core qualification involves the ability to build coalitions internally and with other Federal agencies, tribal, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

*Leadership Competencies:* Partnering, Political Savvy, Influencing/Negotiating

**Fundamental Competencies:** These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

## **Technical Qualifications/Competencies**

Knowledge of the organization, mission and functions of the Bureau of Bureau of Reclamation and the Department of the Interior.

Detailed knowledge of and experience with sound and effective management principles and practices as applied in a cabinet level Department with wide range of bureau missions and programs.

**Evaluation Statement for  
Senior Advisor  
As a Senior Executive Service Position**

**Introduction and Background**

As Senior Advisor, the incumbent provides leadership and advice on the full range of issues under the purview of the Commissioner, Bureau of Reclamation. This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to Commissioner, Bureau of Reclamation on key mission-critical issues, programs and initiatives. Further, the incumbent will advise the Commissioner, Bureau of Reclamation on sensitive issues and critical matters pertaining to policies, and direction of critical programs and initiatives.

**Series and Grade Determination**

The incumbent provides executive level advice, guidance and technical support to the Commissioner, Bureau of Reclamation on a broad range of Bureau of Reclamation program, policies and initiatives. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of knowledge and technical skills of the laws, rules, regulations, and program principles pertaining to missions and functions under the purview of the Commissioner, Bureau of Reclamation, and technical and philosophies regarding Bureau of Reclamation activities. The incumbent must possess knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the Commissioner, Bureau of Reclamation, knowledge of programs and policies within the Bureau of Reclamation in order to effectively advise Commissioner, Bureau of Reclamation on technical issues regarding activities under the purview of the Commissioner, Bureau of Bureau of Reclamation .

The incumbent must possess a vast knowledge of the missions and functions of the Bureau of Reclamation. The incumbent must possess knowledge of Bureau of Reclamation program and policies. However, a paramount requirement, in addition to executive level experience, is the ability to direct others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this position. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals of the Bureau of Reclamation and Department of the Interior (DOI), as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, and Congress.

For the reasons stated above, the job meets the GS-301 Miscellaneous Administration and Program series definition. This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The

standard does not provide titles, therefore, Senior Advisor is a fully descriptive and appropriate title for this position.

While no grades are assigned SES positions, a review of the demands of this position clearly indicates that it exceeds the GS-15 level as delineated in the Primary Standard, and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this Senior Advisor position raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

The work performed by the incumbent cross cuts all functional areas of Bureau of Reclamation. The incumbent carries out the responsibilities for the policy direction, coordination, control, and administration of the scientific research activities and programs within the Bureau of Reclamation. The incumbent coordinates and gives direction to activities of Bureau of Reclamation. The incumbent ensures that the Bureau of Bureau of Reclamation activities are executed with the highest standards of integrity. Results of the incumbent's work affect the credibility and confidence in the way that the Bureau of Bureau of Reclamation and DOI manages its mandate responsibility for most of our nationally owned public lands, and natural and cultural resources, as well as for Indian affairs.

The incumbent must have superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. The incumbent must be able to represent the Commissioner, Bureau of Reclamation and speak with the authority to command the attention of people with varying agendas and interests. Further, of paramount importance to the executive level of performance required for success in this position, is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the DOI. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals and initiatives of the Department and the Administration, as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, Congress and the courts.

An incumbent with knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of Bureau of Reclamation and knowledge of Bureau of Reclamation programs and policies is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management and execution of Bureau of Reclamation and DOI missions and functions, the advancement of the goals of the Department and the Administration, and the integrity and credibility of the Bureau of Reclamation and the Department.

**Senior Advisor to the Assistant Secretary – Water and Science**  
**ES-301**

**INTRODUCTION**

This position is located in the Office of the Assistant Secretary – Water and Science, in Washington, DC. As Senior Advisor to the Assistant Secretary – Water and Science, the incumbent provides leadership and advice on the full range of issues under the purview of the Assistant Secretary – Water and Science.

**MAJOR DUTIES AND RESPONSIBILITIES**

As Senior Advisor, the incumbent facilitates the review and coordination on items of a sensitive policy nature between the Assistant Secretary – Water and Science and other senior bureau leadership and high level officials throughout the Department to transmit bureau policies and viewpoints on programs, correspondence, proposed legislation and related matters.

Attends high level department meetings on behalf of the Assistant Secretary – Water and Science assuring that their views are represented and that other views expressed are reported back accurately. Ensures that all commitments made by the Assistant Secretary – Water and Science at meetings are followed through to completion.

Reviews and edits policy statements originated by the various programs under the purview of the Assistant Secretary – Water and Science in order to ensure that they reflect the views of the Assistant Secretary – Water and Science and other senior bureau leadership.

Develops, coordinates, resolves, and implements a variety of projects which are often highly sensitive and confidential.

Performs in-depth analysis of issues importance to the Assistant Secretary – Water and Science which is frequently needed in a very short time frame and do not fall within a specific directorate. The incumbent accomplished such analyses accurately and thoroughly, including options available and recommended courses of action and consults with impacted/interested organizations before finalizing.

Maintains liaison with senior leadership and officials of the Office of the Secretary, Office of the Solicitor, Office of the Inspector General, other bureaus and offices of the Department, the Office of Management and Budget, other Federal agencies, and members of Congress with respect to Reclamation programs and initiatives. Confers on matters of mutual interest, including coordinating the issuance of policies and procedures.

Represents the Assistant Secretary – Water and Science in many situations, including liaison with officials of the Department, the Congress, other Federal agencies, state and local governments, private organizations, and individuals.

## **SUPERVISION AND GUIDANCE RECEIVED**

Operates under the general direction of the Assistant Secretary – Water and Science and is limited in decision making and action only by the broadest general policy outlines and long-range mission objectives. Judgment and decisions are considered authoritative. Review of work is in terms of overall effectiveness. Guidelines specific to the work do not exist.

## **OTHER**

The incumbent provides positive direction and implementation of departmental equal employment opportunity objectives and fosters merit-based practices in the recruitment, selection, appointment, training, and recognition processes.

The incumbent supports all management objectives of the departmental drug-free workplace program.

## QUALIFICATION REQUIREMENTS

### Executive Core Qualifications (Mandatory)

**Leading Change-** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

*Leadership Competencies:* Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

**Leading People-** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

*Leadership Competencies:* Conflict Management, Leveraging Diversity, Developing Others, Team Building

**Results Driven-** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

*Leadership Competencies:* Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

**Business Acumen-** This core qualification involves the ability to manage human, financial, and information resources strategically.

*Leadership Competencies:* Financial Management, Human Capital Management, Technology Management

**Building Coalitions-** This core qualification involves the ability to build coalitions internally and with other Federal agencies, tribal, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

*Leadership Competencies:* Partnering, Political Savvy, Influencing/Negotiating

**Fundamental Competencies:** These competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, Public Service Motivation.

## **Technical Qualifications/Competencies**

Knowledge of the organization, mission and functions of the Department of the Interior.

Detailed knowledge of and experience with sound and effective management principles and practices as applied in a cabinet level Department with wide range of bureau missions and programs.

**Evaluation Statement for  
Senior Advisor to the Assistant Secretary – Water and Science  
Acquisition  
As a Senior Executive Service Position**

**Introduction and Background**

As Senior Advisor to the Assistant Secretary – Water and Science, the incumbent provides leadership and advice on the full range of issues under the purview of the Assistant Secretary – Water and Science. This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to Assistant Secretary – Water and Science on key mission-critical issues, programs and initiatives. Further, the incumbent will advise Assistant Secretary – Water and Science on sensitive issues and critical matters pertaining to policies, and direction of critical programs and initiatives.

**Series and Grade Determination**

The incumbent provides executive level advice, guidance and technical support to the Assistant Secretary – Water and Science on a broad range of US Geological Survey and Bureau of Reclamation program, policies and initiatives. The incumbent provides executive direction, oversight, and coordination, applying a broad and extensive range of knowledge and technical skills of the laws, rules, regulations, and program principles pertaining to missions and functions under the purview of the Assistant Secretary – Water and Science, and technical and philosophies regarding US Geological Survey and Bureau of Reclamation activities. The incumbent must possess knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the Assistant Secretary – Water and Science, knowledge of programs and policies within the US Geological Survey and the Bureau of Reclamation in order to effectively advise Assistant Secretary – Water and Science on technical issues regarding activities under the purview of the Assistant Secretary – Water and Science.

The incumbent must possess a vast knowledge of the missions and functions of the US Geological Survey and the Bureau of Reclamation. The incumbent must possess knowledge of Reclamation program and policies. However, a paramount requirement, in addition to executive level experience, is the ability to direct others, based on the incumbent's own technical knowledge, executive experience, and ability. Representational skills and analytical ability are also critical to this position. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals of the US Geological Survey, the Bureau of Reclamation and Department of the Interior (DOI), as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, and Congress.

For the reasons stated above, the job meets the GS-301 Miscellaneous Administration and Program series definition. This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is

appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The standard does not provide titles, therefore, Senior Advisor to the Assistant Secretary – Water and Science, is a fully descriptive and appropriate title for this position.

While no grades are assigned SES positions, a review of the demands of this position clearly indicates that it exceeds the GS-15 level as delineated in the Primary Standard, and is fully justified in the Senior Executive Service as outlined in guidance from the Office of Personnel Management. The complex set of historical, demographic, and political factors involved in this Senior Advisor to the Assistant Secretary – Water and Science position raise Complexity and Purpose of Contacts above the highest level provided in the Primary Standard.

The work performed by the incumbent cross cuts all functional areas of the US Geological Survey and the Bureau of Reclamation. The incumbent carries out the responsibilities for the policy direction, coordination, control, and administration of the scientific research activities and programs within the US Geological Survey and the Bureau of Reclamation. The incumbent coordinates and gives direction to activities of the US Geological Survey and the Bureau of Reclamation. The incumbent ensures that US Geological Survey and the Bureau of Reclamation activities are executed with the highest standards of integrity. Results of the incumbent's work affect the credibility and confidence in the way that the US Geological Survey, the Bureau of Reclamation and DOI manages its mandate responsibility for most of our nationally owned public lands, and natural and cultural resources, as well as for Indian affairs.

The incumbent must have superior interpersonal skills, communication skills, and the ability to exercise tact, discretion, and sensitivity in the utilization of these skills are critical to success in this position. The incumbent must be able to represent the Assistant Secretary – Water and Science and speak with the authority to command the attention of people with varying agendas and interests. Further, of paramount importance to the executive level of performance required for success in this position, is the need for representational skills that foster credibility and engender support/commitment at executive levels, both within and outside the DOI. Also essential is seasoned judgment to identify and seize opportunities to enhance and advance the goals and initiatives of the Department and the Administration, as well as prevent problems and/or conflicts that affect the image of the DOI's responsibility to employees, customers, Tribes, individual Indians, Congress and the courts.

An incumbent with knowledge of the laws, regulations, principles, policies and procedures related to the missions and functions of the US Geological Survey and the Bureau of Reclamation and knowledge of the US Geological Survey and the Bureau of Reclamation programs and policies is required. Failure to staff this position with someone of these qualifications could have an adverse impact on the efficient and effective management and execution of US Geological Survey, Bureau of Reclamation and DOI missions and functions, the advancement of the goals of the Department and the Administration, and the integrity and credibility of the US Geological Survey, the Bureau of Reclamation, and the Department.

Memorandum

To: Executive Resources Board

From: James E. Cason  
Associate Deputy Secretary

Subject: Request for Approval to Reassign Michael Ryan

Approval is requested to reassign Michael Ryan to SES General position of Senior Advisor to the Assistant Secretary – Water and Science, ES-0301, with the Office of the Assistant Secretary – Water and Science, located in Washington, DC. This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to Assistant Secretary – Water and Science on key mission-critical issues, programs and initiatives.

The Senior Advisor to the Assistant Secretary – Water and Science is responsible for facilitating the review and coordination on items of a sensitive policy nature between the Assistant Secretary – Water and Science and other senior bureau leadership and high level officials throughout the Department to transmit bureau policies and viewpoints on programs, correspondence, proposed legislation and related matters. Further, the Senior Advisor to the Assistant Secretary – Water and Science will provide executive level advice, guidance and technical support to the Assistant Secretary – Water and Science on a broad range of US Geological Survey and Bureau of Reclamation program, policies and initiatives.

Mr. Ryan currently serves as Regional Director, Great Plains Region, located in Billings, Montana, and is well qualified for this position. Upon ERB approval, Mr. Ryan will be provided written notification 60 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(2). Mr. Ryan may elect to waive the 60 days and be reassigned earlier. Mr. Ryan will retain his career appointment and current rate of pay, which is \$187,000.

Attachments

Approved:

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for the Executive Resources Board

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Date

Memorandum

To: Michael Ryan

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Regional Director, Great Plains Region with the Bureau of Reclamation, duty station Billings, Montana to Senior Advisor to the Assistant Secretary – Water and Science, ES-0301, with the Office of the Assistant Secretary – Water and Science, duty station Washington, DC. You will retain your career appointment and your pay level will remain the same. Throughout your career, leadership positions within the Bureau of Reclamation. You have served as Northern California Area Manager and Klamath Basin Area Manager, where you gained extensive experience in the oversight of water and dam management, as well as Indian water rights. Most recently, in your role as Regional Director, you have experience in executive level oversight of critical infrastructure and water related resources. Your extensive experience in water and related infrastructure well qualifies you to serve as Senior Advisor to the Assistant Secretary – Water and Science.

This letter provides the required 60 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(2). Failure to accept this directed reassignment may subject you to removal under adverse action procedures. Your involuntary separation may entitle you to discontinued service retirement (if eligible) or severance pay. Your servicing personnel office can provide you guidance in this area.

If you choose to accept the reassignment, your relocation will be at Government expense, and you will receive all travel and relocation benefits to which you are entitled.

The effective date of this action will be no earlier than 60 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and your decision on the attached

decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
NAME

\_\_\_\_\_ I accept the directed reassignment to the position of Senior Advisor to the Assistant Secretary – Water and Science, ES-0301, with the Office of the Assistant Secretary – Water and Science, duty station Washington, DC, with an effective date no earlier than 60 days from my receipt of this notification.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I accept the directed reassignment as described above and hereby waive the 60-day notice and request that the reassignment action be effective as soon as practicable.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

\_\_\_\_\_ I hereby decline the geographic reassignment.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date

Memorandum

To: Executive Resources Board

From: James E. Cason  
Associate Deputy Secretary

Subject: Request for Approval to Reassign Michael Black

Approval is requested to reassign Michael Black to SES General position of Senior Advisor, ES-0301, with the Bureau of Reclamation, located in Billings, Montana. This is a newly established position that will serve as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to Commissioner, Bureau of Reclamation on key mission-critical issues, programs and initiatives.

The Regional Director is responsible for representing the Bureau in its interaction with tribal, state and local governments, other Federal agencies, and the public within their jurisdiction. This position has oversight responsibility to ensure proper application and implementation of overall policies and programs by agency and fields offices, providing technical advice and review, evaluating performance, and coordinating those features of bureau programs which extend beyond the jurisdiction of a single agency or field office, and recommending to headquarters revisions of policies, programs, procedures, and regulations.

Mr. Black currently serves as Senior Advisor to the Director with the Bureau of Indian Affairs, located in Billings, Montana, and is well qualified for this position. Upon ERB approval, Mr. Black will be provided written notification 15 days in advance of the effective date of the reassignment as required by 5 CFR 317.901(b)(1). Mr. Black may elect to waive the 15 days and be reassigned earlier. Mr. Black will retain his career appointment and current rate of pay, which is \$183,751.

Attachments

Approved:

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for the Executive Resources Board

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Date

Memorandum

To: Michael Black

From: David Bernhardt  
Deputy Secretary  
Chairperson, Executive Resources Board

Subject: Senior Executive Service Directed Reassignment

The Senior Executive Service (SES) was established by Title IV of the Civil Service Reform Act (CSRA) of 1978 (P.L. 95-454, October 13, 1978). The intent of the CSRA was to create a corps of seasoned leaders with broad and diverse experiences who can lead a variety of organizations. Congress intended the SES to be a mobile corps of managers. As a member of the SES, you serve the vital role of ensuring that the executive management of the Department is both responsive to the needs, policies, and goals of the nation and is of the highest quality.

Rotation of SES provides an opportunity to improve talent development, mission delivery, and collaboration. It facilitates joint problem-solving and effective decision-making. This memorandum is to inform you that the Executive Resources Board has approved your reassignment from the position of Senior Advisor to the Director with the Bureau of Indian Affairs, duty station Billings, Montana to Senior Advisor, ES-0301, with the Bureau of Reclamation, duty station Billings, Montana. You will retain your career appointment and your pay level will remain the same. As Director of the Bureau of Indian Affairs, you managed the Bureau's day-to-day field operations and operations of programs that administers or fund infrastructure, law enforcement, social services, tribal governance, natural and energy resources and trust management programs for federally recognized American Indian and Alaska Native tribes in 33 states. Prior to becoming the BIA Director, you served as the Regional Director, Great Plains Region in Aberdeen, South Dakota. You also served as Deputy Regional Director-Indian Services for the Rocky Mountain Region in Billings, Montana. The Alaska Region encompasses 663,628 square miles of land. More than 80,000 Tribal members make up the 229 Federally Recognized Tribes under the jurisdiction of the Alaska Regional Office. Your extensive experience leading the full spectrum of Indian Affairs programs and ability to successfully lead in multiple different Bureau of Indian Affairs regions makes you well qualified to serve as Senior Advisor with the Bureau of Reclamation.

This letter provides you the required 15 days advanced notice of your directed reassignment as required by 5 CFR 317.901(b)(1). The effective date of this reassignment will be no earlier than 15 days after your receipt of this notification, unless you elect to waive the notification period and report for duty at an earlier date. Please indicate your acknowledgement of receipt and decision on the attached decision copy of this memorandum and return to Ms. Mary Pletcher, Deputy Assistant Secretary – Human Capital and Diversity and Chief Human Capital Officer. Acknowledgement of receipt does not indicate agreement with this action. Questions concerning

this reassignment should be addressed to Ms. Pletcher. She can be reached on (202) 208-4505 or via email at [mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov).

Mailing Address:

Mary Pletcher - Deputy Assistant Secretary for Human Capital and Diversity  
Department of the Interior  
1849 C Street, NW  
Mail Stop 5125  
Washington, DC 20240

Receipt Acknowledged:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
NAME

I hereby waive the 15-day notice and request that the reassignment be effective as soon as practicable.

\_\_\_\_\_  
Name Date

I do not wish to waive the 15-day notice period and request that the action be effected at least 15 days after your memorandum advising me of the reassignment.

\_\_\_\_\_  
Name Date

**From:** Pletcher, Mary  
**To:** [Lillie, Juliette](#); [Robert Howarth](#)  
**Cc:** [James Cason](#)  
**Subject:** ERB memo  
**Date:** Tuesday, September 26, 2017 4:49:07 PM  
**Attachments:** [Permanent ERB September 2017.docx](#)

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Julie/Rob,

Attached is a memo adding a member to the Executive Resources Board. It would be good to have the memo signed by Friday if at all possible.

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

Memorandum

To: Deputy Secretary  
Chief of Staff  
Associate Deputy Secretary  
Assistant Deputy Secretary  
White House Liaison  
Acting Solicitor  
Principal Deputy Assistant Secretary-Policy, Management and Budget  
Acting Assistant Secretary for Land and Minerals Management  
Acting Assistant Secretary for Water and Science

From: Secretary

Subject: Executive Resources Board

On May 19, 2017, I established the Executive Resources Board. Effective the date of this memorandum, I am naming Mr. Douglas Domenech as a member of the Executive Resources Board.

The Executive Resources Board for the Department of the Interior membership is as follows:

- Deputy Secretary, Chairperson  
(Mr. David Bernhardt)
- Chief of Staff, Member  
(Mr. Scott Hommel)
- Associate Deputy Secretary, Member  
(Mr. James Cason)
- Assistant Deputy Secretary, Member  
(Mr. Todd Willens)
- White House Liaison, Member  
(Ms. Lori Mashburn)
- Acting Solicitor, Member  
(Mr. Daniel Jorjani)
- Principal Deputy Assistant Secretary – Policy, Management and Budget, Member  
(Mr. Scott Cameron)
- Acting Assistant Secretary for Land and Minerals Management, Member  
(Ms. Katherine MacGregor)
- Acting Assistant Secretary for Water and Science, Member  
(Ms. Andrea Travnicek)
- Assistant Secretary for Insular Areas, Member  
(Mr. Douglas Domenech)

The Deputy Assistant Secretary – Human Capital and Diversity/Chief Human Capital Officer (Ms. Mary Pletcher) will serve as an advisor to the Executive Resources Board. The ERB will continue to play a prominent role in determining the executive resources needs of the Department’s bureaus and offices. The Executive Resources Board will oversee all aspects of the management of executive resources to include Senior Executive Service, Senior Level, and Scientific and Professional resources. In addition, the ERB will retain final approval of other aspects of these programs, including position establishment, recruitment, qualification requirements, selection, pay setting, performance appraisals, performance awards, executive development, Presidential Rank Awards and all other recognition, and the establishment of the Department’s Performance Review Boards.

cc: Deputy Secretary  
Solicitor  
Inspector General  
Assistant Secretaries  
Heads of Bureaus and Offices

**From:** Mack, Jonathan  
**To:** [Pletcher, Mary](#)  
**Cc:** [Oxyer, Michelle](#); [Caroline \(Carrie\) Soave](#)  
**Subject:** Re: For ERB meeting  
**Date:** Tuesday, September 26, 2017 9:08:25 AM  
**Attachments:** [Service Award Approval.pdf](#)

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I did find this one that we did in 2015, since then not sure we have been completely consistent. Going forward perhaps we could have you review these on the ERBs behalf same as you do PMF and CDP?

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Mon, Sep 25, 2017 at 4:09 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:  
Do the Meritorious Service Awards for SES go to the ERB? I don't recall seeing others.

Thanks,  
Mary

On Mon, Sep 25, 2017 at 3:39 PM, Oxyer, Michelle <[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)> wrote:  
Items in bold represent what we have in house.

**Michelle Oxyer**  
Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



# United States Department of the Interior

BUREAU OF RECLAMATION  
Washington, DC 20240

IN REPLY REFER TO:

84-52000  
PER-12.10

## MEMORANDUM

To: Chair, Executive Resources Board

Through: *Jennifer L. Gimbel* *James M. June*  
Principal Deputy Assistant Secretary – Water and Science

JUN 18 2015

From: Estevan R. López  
Commissioner

*Estevan R. López*

JUN 12 2015

Subject: Request Approval for a Distinguished Service Award for a Senior Executive Service Employee

The Bureau of Reclamation requests approval for a Distinguished Service Award for Mr. Lowell D. Pimley, Deputy Commissioner – Operations.

Attachments include the Citation for Distinguished Service and the approved DI-451 (United States Department of the Interior Recommendation and Approval of Awards) with supporting documentation.

Attachments – 2

Approved:

*[Signature]*

Chair, Executive Resources Board

*6/30/15*  
Date

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Cc:** [Jonathan Mack](#); [Caroline \(Carrie\) Soave](#)  
**Subject:** For ERB meeting  
**Date:** Monday, September 25, 2017 3:40:31 PM  
**Attachments:** [Agenda for ERB Meeting 9-29-17.docx](#)

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Items in bold represent what we have in house.

**Michelle Oxyer**

Executive Resources Division

Office of Human Resources

Department of the Interior

Phone 202-208-6943

[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

## **Agenda for ERB Meeting – September 29, 2017**

NPS – Request to Recruit – Superintendent, National Mall and Memorial Parks (vice: Vietzke)

**SOL – Request to Recruit – Regional Solicitor – Northeast (vice: Romanik)**

**SOL – Request to Recruit – Regional Solicitor – Alaska (vice: Darnell)**

SOL – Request to Recruit – Designated Agency Ethics Official (vice: Loftin)

FWS – Regional Director, Atlanta (vice: Dohner)

FWS – Chief, Office of Law Enforcement (vice: Woody)

FWS – Assistant Director, International Affairs (vice: Arroyo)

BIA – Regional Director, Northwest (vice: Speaks)

BIA – Regional Director, Southern Plains (vice: Deerinwater)

BIA – Regional Director, Alaska (vice: Loudermilk)

BIA – Regional Director, Midwest (vice: Rosen)

BLM – State Director, Colorado (vice: Welch)

BLM – State Director, Montana (vice: Connell)

BLM – State Director, New Mexico (Vice: Lueders)

BLM – State Director, Alaska (vice: Cribley)

BLM – Assistant Director, Fire and Aviation (vice: Dunton)

BLM – Assistant Director, Business, Fiscal and Information Resources (vice: Velasco)

BLM – Assistant Director, Communications and Public Relations (vice: Allen)

**OCIO – Reassignment – Richard Cardinale**

**PMB – Change in Duty Station – Bruce Downs**

**NPS – Requests for Panel Members – Superintendent, Yosemite National Park and Superintendent, Golden Gate National Recreation Area**

**BOR – Meritorious Service Award – Terrance Fulp**

**SES Details**

**From:** Pletcher, Mary  
**To:** [Christopher B Lawson](#)  
**Subject:** latest version of the hiring waivers  
**Date:** Wednesday, September 20, 2017 4:44:17 PM  
**Attachments:** [Consolidated Hiring Waiver Requests 2017-09-15.xlsx](#)

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Chris,

Here's my latest version - I did my initial recommendations today but will look at it again tomorrow morning when I'm fresh.

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

Deputy Secretary Approval (blank)

<b>Bureau</b>	<b>Count</b>
BIA	24
BIE	7
BLM	18
BOEM	11
BOR	113
BSEE	8
FWS	10
NPS	70
OSM	3
OST	11
SOL	3
USGS	39
(blank)	
<b>Grand Total</b>	<b>317</b>

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1455	BIA	8/1/2017	Associate Technology Officer (ATO)	15	Above 12	Reston, VA Albuquerque, NM or Lakewood, CO	DC or Denver	6 years		The OIMT is in critical need to fill this existing position to assist the ACIO and the DACIO in implementing and complying with DOI standards enterprise architectures and approaches. The principal function of this position is to ensure Indian Affairs wide consistency in the use of enterprise-wide hardware and software.	The ATO develops enterprise policies based on the review and analysis of existing and new technologies that are applicable to the business processes and needs of the IA without this position OIMT will be behind on business processes and technology needs. ATO is responsible for current knowledge regarding technology innovations and their applicability to IA needs and without this position IA is not able to keep up with industry technology standards.	No	No	No	No	No	No	No	Not approved by OCIO.
1718	BIA	9/1/2017	Contract Grant/Specialist (Fire)	13	Above 12	Phoenix, AZ	Other	New Position	No	Serve as a warranted Contracting Officer (70%) and Grants Specialist (30%) providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	No immediate response to wildland fire; No procurement of supplies & services to fight the wildland fire; No personnel to negotiate Emergency Equipment Rental Agreement (EERA); No personnel to negotiate and prepare Land Use Agreements; No personnel to negotiate Cooperative Agreements with Tribes; and No personnel dedicated to respond and travel to a wildland fire to access the needs of the fire.	No	Yes	Yes	No	No	Yes		
1719	BIA	9/1/2017	Contract Specialist	9--11--12	12	Phoenix, AZ	Other	5 months	No	Serve as a warranted Contracting Officer providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	No	No	No	No	No	Yes		
1720	BIA	9/1/2017	Contract Specialist	9--11--12	12	Phoenix, AZ	Other	11 months	No	Serve as a warranted Contracting Officer providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	No	No	No	No	No	Yes		
1859	BIA	9/15/2017	Equal Employment Opportunity Specialist	GS-0260-11/12	12	Reston, VA	DC	#1 will vacate the position in 3 months #2 will separate for Workers Comp		The incumbent is responsible for EEO Counseling and mandated steps required to process complaints of discrimination. The incumbent is also responsible for the administrative functions associated with the implementation and preparation of counseling services for BIA and BIE employees and applicants for employment who believe they have been discriminated against in employment actions under Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Act of 1991, the Age Discrimination in Employment Act (ADEA) of 1967, as amended, the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.	A fully staffed EEO office is critical to meet statutory obligations pursuant to 29 C.F.R. 1614.102. If these positions are not filled, the office will not meet its obligations: Impact of failing to provide timely EEO counseling (90 day time limit) will result in increased complaints and remands to the Agency when the case is dismissed for this reason. BIA EEO informal complaint activity is up and has continued to climb since 2014, from a low of 32 to a high of 86 in 2017; Processing formal complaints of discrimination the Agency is subject to default judgments in favor of the complainant even absent of discrimination. Formal complaints filed for acceptance or dismissal are up and has continued to climb since 2015, from a low of 22 to a high of 57 in 2017. Impact of failing to ensure that all investigations are conducted fairly, efficiently, and in a timely manner, the Administrative Judge or OFO may impose sanctions on the Agency as deemed appropriate (180 day time limit). BIA EEO investigations completed have continued to rise since 2014, from a low of 10 to a high of 39 in 2017. Impact of failing provide documents in the course of the investigation Agency may subject the Agency to sanction where it fails to comply with a request of the EEO Investigator for documents, records, comparative data, statistics, affidavits, or the attendance of witnesses. Impact of failing to develop an impartial and appropriate factual record upon which to make findings on the claim(s), the EEOC may issue sanctions in the form of dollars or limiting the SOL ability to conduct discovery or other sanctions at their discretion. Impact of failing to provide managers with information and the required training is essentially the effect of giving them decision making authority without training on harassment, discrimination and retaliation. When supervisors are not properly trained on equal opportunity and conflict management, they are more likely to take actions or make comments that may result in findings of discrimination and financial liability. Impact of failing to	No	No	No	No	No	Conditional Yes		Advertise position as DC or ABQ and pick best qualified candidate.
1726	BIA	9/1/2017	Family Violence Prevention Specialist	GS-12/13	Above 12	DC	DC	1 year		The incumbent is the national subject matter expert providing BIA regional, agency, and tribal child protection program staff policy guidance regarding domestic and family violence prevention in Indian Country. The incumbent manages the National plan to combat family violence and strengthen American Indian and Native American (AI/AN) communities and families, with an emphasis on intervention and prevention through the development of tribally-driven and culturally relevant service models. The incumbent also provides oversight for evaluations and assessments, focusing on identifying and disseminating best practices and performance measurement outcomes.	Because Native women are battered at a rate dramatically higher than the general population, not filling this position affects the BIA ability to address and combat family and domestic violence. Failure to fill this position hinders BIA's ability to develop best practice policy, establish and disseminate information, and to coordinate services between with other Federal agencies with Domestic Violence programs.	No	No	Yes	No	No	Conditional Yes		Identify other non-DC locations (Albuquerque or other Regional headquarters)

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments	
1727	BIA	9/1/2017	Indian Child Welfare Specialist	GS-12/13	Above 12	DC		1 week		The incumbent is the national subject matter expert providing BIA regional, agency, and tribally child welfare program staff policy guidance regarding delivery of child protection and child welfare services in Indian Country. The incumbent supervises the notification of involuntary child custody proceedings, and national database which logs in and tracks ICWA notices received. The incumbent organizes annual conferences focusing on issues affecting children and families in Indian Country, and partners with BIA law enforcement, the Department of Justice, Department of Health and Human Services, and other agencies involved in delivering protective services in Indian Country, such as guidance on the Native American Children's Safety Act.	Not filling the Indian Child Welfare Act (PL 95-608) - ICWA position, directly impacts BIA's capacity to keep American Indian and Alaskan Native Children (AI/AN) with their families and communities. It will hinder policy development that is an essential framework on which tribal child welfare programs rely, and that public and private child welfare agencies and state courts utilize to conduct their work to serve tribal children and families. Also, not filling this position impacts the BIA's ability to provide, on behalf of the Secretary of the Interior, proper notice of all involuntary court proceeding involving AI/AN children and to properly maintain ICWA adoption records as required under PL 95-608. Leaving this position vacant, effects BIA's ability to develop and implement guidelines as required by the Native American Children Safety Act (Pub. L. 114-165). Should this position not be filled Tribes, and BIA field personnel, will not receive timely guidance and technical assistance that help children and families that are most at risk for abuse and neglect. Finally, since all existing public guidance to state courts on filing their adoption and ICWA notices with the BIA specifically state they should submit these documents to Washington, D.C., it is imperative we have an ICWA staff person in the central office to process these notices - which number in the thousands annually.	No	No	Yes	No	No	Conditional Yes		Identify other non-DC locations (Albuquerque or other Regional headquarters)	
1857	BIA	9/15/2017	Management Analyst/Budget Officer	GS-14	Above 12	DC	DC	8/18/2017		Provides all budgetary and financial support to the Deputy Bureau Director - Indian Services. The incumbent is responsible for all budget execution and formulation activities on behalf of the Deputy Director, including drafting budget justifications, budget briefing documents for DOI senior leadership, distribution of funds to tribes and also serves as the budget and finance advisor to Office of Indian Services (OIS) leadership. In addition, the incumbent serves as the OIS lead for tracking the annual A-123 reviews, assurance statement preparation, tracking of undelivered orders (UDOs) and contracts/acquisitions issues.	Because this is the only position within OIS that is solely dedicated to financial management and budget execution, the incumbent is essentially a "one person shop" in assisting the Deputy Director in managing the \$750 million in funding that flows through OIS. The major impact of this position going unfilled is a delay in processing funding documents - which would delay much needed program funding being distributed to the tribes in a timely manner. If program funding is delayed, the "on the ground" mission delivery functions would be adversely affected. In addition, requests from ASIA/DOI senior leadership for OIS related budget briefing documents would be delayed, as the previous incumbent possessed 10 years of institutional knowledge of OIS budget/financial history that can only be replicated through extensive research conducted by existing staff with limited experience in this field - and who also must maintain their current job duties that are important to "on the ground" mission functions related to transportation, job training, social services and self determination. The end result of not filling this position is the adverse financial impact on the delivery of OIS-related services to tribes and their members.	No	No	No	No	No	No	No		
1721	BIA	9/1/2017	Procurement Analyst	12-13	Above 12	Phoenix, AZ	Other	New Position	No	Provides expert acquisition technical support and training to Western Region Programs/Agencies including BIE & OJS. Responsible to provide technical assistance on preparing procurement documents (, procurement planning, SOW, IGCE, Market Research, Justifications, etc.). Responsible for Acquisition data calls, acquisition reporting (FPDS, CPARS, Small Business, etc.), UDOS, records management and other assigned duties.	Should this position not be filled there would be no one to provide the much needed acquisition training and technical support in preparing their Purchase Requests and Acquisitions and there will no one to respond to data calls and reporting in a timely manner.	No	No	No	No	No	Yes			
1881	BIA	9/15/2017	Procurement Analyst	GS-1102-14	Above 12	Reston, VA	DC	One Month		Senior Procurement Analyst position at the Central Acquisitions Office, Division of Acquisition Management, Office of the Chief Financial Officer. The main duties will be the Competition Advocate, National Headquarters Small Business Specialist, and conducting review and approvals for Certificate of Appointments on all Contracting Officer Warrants. The incumbent will provide research, analysis and guidance to the Bureau Procurement Chief (BPC) focused on bureau-wide operations, logistics, suppliers, and customer support. This position will be responsible for coordinating, responding, and implementation of recommendations to Congressional, General Accounting Office (GAO), and IG investigations, audits, and/or inspections. The incumbent will also study current and proposed policies and assesses impact on processes, procedures, systems, and data, as well as on customer and supplier organizations.	The incumbent will be the main liaison with the Office of Small Disadvantage Business Utilization (OSDBU), Small Business Administration, and vendors/contractors. As the Competition Advocate and Headquarters Small Business Specialist, will be responsible for the small business goals and addressing competition issues with vendors. Focus will be supporting the Bureau of Indian Education with their many needs and the schools that are in need of demolition, rebuild, and/or refurbishment. Will take on additional roles reviewing and approving large actions for regional offices to address accountability concerns from audit agencies. Without the Procurement Analyst's in place, the acquisition office will lack the continuity to implement the national level contracts, mentoring of junior staff, properly reviewing complex actions, and assisting the regional contracting officer with complex research and addressing questions and concerns.	No	No	Yes	No	No	Conditional Yes		Advertise position as DC or ABQ and pick best qualified candidate.	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1722	BIA	9/1/2017	Range Management Specialist	13	Above 12	Phoenix, AZ	Other	2 years	No	This position oversees the range and agriculture functions for the Western Region 12,000,000 acres.	Specific issues not being met include oversight of the current GAO examination of the wild/feral horse program as well as the noxious weed/invasive species program for nearly XX tribes. The region will be unable to conduct inspections or review projects, site or program requiring geologic and geomorphic interpretation, including flood risk and damage, stream bank erosion control, surface expression of the presence of economic industrial rocks or minerals, and the affects of surface mining or other surface disturbing activities on the land and environment. Nor can we review leases and update inventory of minerals related activities. The type of technical assistance is unable to be given as we do have the technical expertise for the region which covers a largely range land in character.	No	No	No	No	No	Yes		
1723	BIA	9/1/2017	Realty Specialist (CM)	05/07/09/11/12	12	Sacaton, AZ	Other	8/21/2017	No	This position needs a subject matter expert in Indian land management and responsible for exercising technical expertise in a wide variety of complex land realty transactions such as rights-of-way and commercial/business leases involving several hundred acres of trust lands on the Ak-Chin Indian Reservation and Gila River Indian Reservation. Both tribal communities have been the subject of litigation in rights-of-way so this is a critical area for this agency.	The Realty Specialist provides technical reviews and analysis on critical, complex, and controversial lands and realty actions including rights of ways, land acquisition and disposal, permits, leases, withdrawal and trespass of lands on behalf of the Superintendent. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities.	No	No	No	No	No	Yes		
1863	BIA	9/15/2017	Safety & Occupational Health Specialist	GS 9-11	Below 12	Anadarko, OK	Other	6/1/2015	No	This position is considered a critical position responsible for advising the Regional Director and Agency Superintendents on the management and operational safety programs for BIA and BIE facilities. This position assesses and monitors the safety of a workplace, recommending best practices for safety, and communicates with directors and relevant personnel of safe practices in the workplace.	This position serves as the focal point for all regional safety matters for all of the Southern Plains Region, and often provides service to Haskell University. If this position is not filled, mishap investigations from injury/illness may not be filed timely resulting in non compliance with OSHA regulations, periodic safety evaluations and survey will not get completed, site conditions to determine if hazards are present will not be investigated, accident investigation will not get documented, and improvements for safety in the workplace will not be remediated. Of critical concern is that safety inspection and conditions are currently identified as a finding on a GAO report. This position requires professional health and safety experience with specific qualifications to perform these duties. At this time there are no employees in DC or Denver area that possess the qualifications necessary for this position.	No	No	Yes	No	No	Yes		
1858	BIA	9/15/2017	Staff Assistant	GS 12-13	Above 12	DC	DC	9/11/2017		This position provides direct executive level administrative support to the Director of the BIA as well as to other executives as needed. Serves as the liaison to senior management teams. Organizes and maintains executive schedules, time, travels, and appointments. Communicates directly with the Director and other staff on programmatic issues/initiatives. Serves as the POC for people seeking appointments and helps establish priorities, and provides overall support to the office and staff in the absence of the Director.	The Staff Assistant is an executive assistant to the Director and is responsible for a wide range of complex and confidential duties, including extensive liaison at all levels from organizing meetings to time management, travel arrangements, and business events. If this position goes unfilled, the Director will not be adequately brief on crucial meetings for attendance, meeting schedules will not be organized and maintained, director's priorities may be misguided, untimely preparation for events, appointments for constituents may be delayed, travel arrangements may be uncoordinated, documents preparation may go awry, data calls may be overlooked, and communication with stakeholders, customers, and employees may be limited. It is essential this position be filled without delay.	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1862	BIA	9/15/2017	Superintendenent	13/14	Above 12	Eagle Butte, SD	Other	9 months	Yes	The Cheyenne River Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Cheyenne River Tribe. The Superintendent is the Department of Interior's representative.	The Agency Superintendent is the primary Federal official that has the final decision making authority for all Agency policy formulation for the Indian reservation(s) he or she serves. This official is also responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 20,000 and a land base of 1.5 million acres and 480 fee acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	No	No	Yes	Yes	No	Yes		
1861	BIA	9/15/2017	Superintendent	GS 13 -14	Above 12	Concho, OK	Other	1/1/2017	Yes	The Concho Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the (list the tribes) . The Superintendent is the Department of Interior's representative.	The Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 12,801 and a land base of 169,974 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	No	No	Yes	No	No	Yes		
1717	BIA	9/1/2017	Superintendent	15	Above 12	Ft Duchese, UT	Other	3 months	Yes	The Uintah and Ouray Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Confederated Tribes of the Colville Reservation. The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Uintah and Ouray superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 3,000 and a land base of 1.3 million acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	No	No	Yes	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1716	BIA	9/1/2017	Superintendent	GS-0340-13	Above 12	Hollywood, FL	Other	3 YEARS	Yes	The Seminole Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Miccosukee, Seminole, and Big Brighton Tribes. The Superintendent is the Department of Interior's representative for the three Tribes and manages th Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Seminole Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency.	No	No	No	No	No	Yes		
1860	BIA	9/15/2017	Superintendent	GS 13-14	Above 12	Pawnee, OK	Other	6/12/2017	Yes	The Pawnee Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the (List the Tribes) The Superintendent is the Department of Interior's representative.	The Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 13,984 and a land base of 128,466 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	No	No	Yes	No	No	Yes		
1715	BIA	9/1/2017	Superintendent	GS-0340-13	Above 12	Philadelphia, MS	Other	7/23/2016	Yes	The Choctaw Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the . The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Choctaw Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 10,000 and a land base of 35,000 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	No	No	No	No	No	Yes		
1845	BIA	9/1/2017	Supervisory Civil Enginner	GS-0810-14	Above 12	Albuquerque, NM	Other	7/28/2017	Yes	Serves as the Safety of Dams (SOD) Officer for Indian Affairs. Provides national policy leadership, senior management and oversight for the BIA Dam Safety, Security and Emergency Management program. Responsible for the technical assistance and oversight of SOD activities at 8 BIA Regional Offices and the associated Agencies and Tribes served by those Regions. Serves as the liaison to American Indians/Alaskan Native governments, Bureau of Reclamation, Federal Emergency Management Agency (FEMA), and other federal agencies. Responsible for a full spectrum of Safety of Dam programs, on issues including environmental, design, construction, operation and maintenance, emergency management and safety issues of the 138 high/significant hazard dams, and conduct of nationwide evaluations concerning program activities.	Impairs the BIA Dam Safety, Security and Emergency Management program's ability to coordinate and support critical life safety and public safety initiatives on a national level. The resultant lack of leadership compromises the ability of the SOD program to provide management and multi-disciplinary support to protect life, property and trust assets in Indian Country. Will limit the ability of Central Office to meet the expected obligation of the BIA and to maintain a comprehensive program necessary to maintain quality standards for the benefit of Native Americans.	No	No	No	No	No	Yes		

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1724	BIA	9/1/2017	Supervisory Realty Specialist, Cobell Land Consolidation Program (Land Buy-Back) - BIA Acquisition Center	12/13	Above 12	Billings, MT	Other	1/19/2017	Yes	<p>The Supervisory Realty Specialist serves as the lead federal official and adviser who is responsible for performing a variety of functions related to professional real estate services that include real estate expertise to Tribes, State, Federal, and local entities, land acquisition and disposal, trust transactions review, assessment of the use of land or property, leasing, sale, rights of way, and asset enhancement of real property. In this capacity, the incumbent will: Facilitates tribal and co-owner purchases by assisting in the development and implementation of cost effective processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maxi</p> <ul style="list-style-type: none"> <li>• Serves as subject matter expert in Indian lands and real estate services, and provides front line supervision to realty staff charged with land acquisition- and co-owner purchase-related duties.</li> <li>• Manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals.</li> <li>• Performs quality assurance/quality control to ensure all realty transactions are accurate, complete, and in compliance with applicable laws, policies, and procedures.</li> </ul>	<p>This position is mission critical. It focuses on a full spectrum of real estates services and trust transactions including research, report preparation, public engagement and agency coordination for internal and external stakeholders. If this position is not filled, technical reviews such as appraisal, acquisition and disposal, asset enhancement of real property, residential/commercial/businesses leases, and full implementation of the Land Buy Back Program for Tribal Nations, may not be accomplished thus delaying projects that are critical to the tribes and individual trust land owners for economic purposes. The Associate Deputy Secretary is informed of this request and as indicated his concurrence. Lack of capacity to successfully implement co-owner purchase processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize land consolidation.</p> <ul style="list-style-type: none"> <li>• Less success in reducing the Government's burden of managing highly fractionated Indian lands.</li> <li>• Less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges.</li> <li>• Fewer consolidated lands amenable to economic development, including energy production.</li> <li>• Compromised operational effectiveness and efficiency.</li> <li>• Reduced bandwidth to perform thorough quality assurance/quality control over conveyances.</li> </ul>	No	No	Yes	Yes	No	Yes		
1725	BIA	9/1/2017	Supervisory Realty Specialist, Cobell Land Consolidation Program (Land Buy-Back) - BIA Acquisition Center	12/13	Above 12	Billings, MT Headquarters (or Satellite Field Office)	Other	7/24/2017	Yes	<p>The Supervisory Realty Specialist serves as the lead federal official and adviser who is responsible for performing a variety of functions related to professional real estate services that include real estate expertise to Tribes, State, Federal, and local entities, land acquisition and disposal, trust transactions review, assessment of the use of land or property, leasing, sale, rights of way, and asset enhancement of real property. In this capacity, the incumbent will: Facilitates tribal and co-owner purchases by assisting in the development and implementation of cost effective processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maxi</p> <ul style="list-style-type: none"> <li>• Serves as subject matter expert in Indian lands and real estate services, and provides front line supervision to realty staff charged with land acquisition- and co-owner purchase-related duties.</li> <li>• Manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals.</li> <li>• Performs quality assurance/quality control to ensure all realty transactions are accurate, complete, and in compliance with applicable laws, policies, and procedures.</li> </ul>	<p>This position is mission critical. It focuses on a full spectrum of real estates services and trust transactions including research, report preparation, public engagement and agency coordination for internal and external stakeholders. If this position is not filled, technical reviews such as appraisal, acquisition and disposal, asset enhancement of real property, residential/commercial/businesses leases, and full implementation of the Land Buy Back Program for Tribal Nations, may not be accomplished thus delaying projects that are critical to the tribes and individual trust land owners for economic purposes. The Associate Deputy Secretary is informed of this request and as indicated his concurrence. Lack of capacity to successfully implement co-owner purchase processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize land consolidation.</p> <ul style="list-style-type: none"> <li>• Less success in reducing the Government's burden of managing highly fractionated Indian lands.</li> <li>• Less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges.</li> <li>• Fewer consolidated lands amenable to economic development, including energy production.</li> <li>• Compromised operational effectiveness and efficiency.</li> <li>• Reduced bandwidth to perform thorough quality assurance/quality control over conveyances.</li> </ul>	No	No	Yes	Yes	No	Yes		
1864	BIA	9/15/2017	Tribal Relations Specialist (Choctaw Liaison)	GS-12	12	Muskogee, OK	Other	Will be vacated on 10/01/2017	Yes	<p>Manages the Bureau's trust responsibilities, Agriculture, Realty, Probate and natural resource management activities held in Trust and program services for Choctaw Nation of Oklahoma. Administers tribal operations and tribal relations functions associated with the Bureau's Choctaw Nation of Oklahoma activities. Maintain government to government relationship with Federally recognized Tribe. Certifies, as delegated, Certificates of Degree of Indian Blood and Form 5-4432 for Indian individuals of the Tribe in the servicing area in coordination with the respective Tribal Offices. Enhances coordination with Federal and State agencies.</p>	<p>Eastern Oklahoma Region, Choctaw Liaison Office mission is to carry out the responsibility to protect and improve the trust assets for Choctaw Nation of Oklahoma. Failure to fill this position will impede the Federal Government from fulfilling its trust responsibilities to the Native population and will compromise any commitments that are due to the Native, Federal, and State population that the Tribal Relations Specialist (Choctaw Liaison) serves. The Liaison is needed to continue to show strong leadership, knowledge, and understanding of BIA policy and tribal traditions - because of the complexities of the position it is imperative and vital that this position be filled. This position processes on an average of 1,000 CDIB applications per month. Failure to fill this position would greatly increase turnaround time and negatively impact more than 12,000 Choctaw Nation members per year relying on the CDIB to assist with health care, housing, education, and land matters.</p>	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1967	BIE	9/15/2017	Education Specialist (Curriculum, Instruction and Assessment) GS-13	GS-13	Above 12	Minneapolis, MN	Other	7/1/2017	No	The position deals with matters pertinent to the implementation of Curriculum Core State standards, development of learning tasks and targets, formative assessments and instructional programs, responsible for assigned program components of curriculum and instruction, and includes studies and research to generate data for school improvement and providing classroom support and coaching to teachers.	The securing of this position is needed as the world of curriculum is a valuable factor to school improvement.	No	No	No	No	No	Yes		
1965	BIE	9/15/2017	Administrative Support Assistant (OA) - Budget and Finance	GS-0303-09	Below 12	Washington, DC or Albuquerque, NM	DC	2/1/2016		Supports the Deputy Bureau Director of School Operations in overseeing; guiding BIE School supervisors and staff as we transition to our new organizational structure and continually improve our responsiveness of School Operational support/financial oversight for our schools. Employee will carry out the mission to achieve the vision through guiding organizational principles supporting how the work of the BIE is successfully accomplished.	Critical functions will not be fulfilled and business function oversight responsibilities will be delayed. Follow up, oversight, and training will be delayed due to lack of staff. The planning, coordination of business function oversight will remain the same until more staff is hired. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes		
1408	BIE	7/15/2017	Chief Academic Officer	SES	Above 12	Washington, DC or Albuquerque, NM	DC	2/1/2016		The CAO is a top level official in the BIE that contributes to the mission and provides oversight of operating efficiency and effectiveness. The CAO oversees BIE's efforts to provide technical assistance, professional development, community engagement, and coordinates the work of the associate deputy directors.	Much needed oversight of academic capacity building for tribes and schools will be seriously effected. Leadership, vision and strategic direction for the BIE's academic program will also be negatively impacted especially since BIE is on the cusp of engaging in negotiated rulemaking on standards and assessments as statutorily required by the Every Student Succeeds Act.	No	No	No	No	No	Hold		ERB - Review.
1964	BIE	9/15/2017	Education Technology Specialist (Curriculum and Instruction)	GS-1710-12	12	Washington, DC or Albuquerque, NM	DC	2/1/2016		Supports the curriculum and instructional needs of schools; manages technology assets; and provides technical assistance to BIE funded schools.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	No	No	No	No	No	Yes		
1963	BIE	9/15/2017	Special Assistant	GS-0303-14	Above 12	Washington, DC or Albuquerque, NM	DC	2/1/2016		Provides assistance on the full spectrum of administrative support functions and programs evolving from day-to-day operations and critical issues requiring immediate attention or fast responses. The position will assist with planning and conducting complex qualitative and quantitative analytical studies involving administrative areas of School Operations and will serve as the Deputy Director for School Operations primary liaison with Tribal officials, government, and community leadership on key strategic and operational matters important to improving the agency.	Serves as an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, construction, maintenance, safety, and other school operations policies and procedures.	No	No	No	No	No	Yes		
1605	BIE	8/15/2017	Supervisory Information Technology Specialist (Division Chief)	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	2/1/2016		Serves as the supervisor providing leadership and operational support in education technology key to supporting school access to critical learning infrastructure.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	No	No	No	No	No	Yes		
1966	BIE	9/15/2017	Supervisory Librarian	GS-12	Above 12	Lawrence, KS	Other	8/1/2017	Yes	The Director of the Haskell Indian Nations University Library has both administrative and supervisory responsibility for the management of the Haskell Library, staff and students. The Director oversees the management of textbooks issued to freshmen and sophomore students and the inventory of these books as well as the overall collection of the Haskell Library. Is responsible for the Student Computer Labs located in the building and scheduling of space for events. Management of the budget, supervision of professional staff and support staff, as well as student workers and volunteers.	This is a critical core mission function that provides direct and essential library services to students, as well as supervision of employees, volunteers and student workers. These include distribution of textbooks, provision of appropriate databases, computer labs, the library collection and monitoring of usage, fines and other needs.	No	No	No	No	No	Yes		
1880	BLM	9/15/2017	Assistant Director, Business, Fiscal and Information Resources Management	SES	Above 12	Washington, DC	DC	2 months	Yes	The incumbent serves as Assistant Director for Business, Fiscal and Information Resources Management (AD-BFIRM). S/he has broad managerial responsibilities that include the establishment of Bureauwide goals and priorities needed to oversee the control of fund systems; management control and evaluation; budget development and execution; management of fiscal and information resource assets; procurement of real, personal & information property; accounting principles and standards; information systems and standards; organizational management and analysis; strategic planning coordination; organizational performance management; and process reengineering.	The Assistant Director oversees the development and implementation of Fiscal and Information policy, programs and services across the BLM. S/he provides leadership and direction to the Bureau's geographically disperse operational communities and is responsible for the management of a robust fiscal and Information Resources program in accordance with Federal laws and regulations. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	No	No	No	No	No	Hold		ERB - Review.

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments	
1875	BLM	9/15/2017	Assistant Director, Fire and Aviation	SES	Above 12	Boise, ID	Other	3 months	Yes	The incumbent serves as Assistant Director for Fire and Aviation (AD-FA). S/he has broad managerial responsibilities that include the establishment of Bureau-wide goals and priorities needed to oversee the Bureau's far flung Wildland Fire operations and activities.	The Assistant Director oversees the development and implementation of Wildland Fire policy, programs and services across the BLM. S/he provides leadership and direction to the Bureau's geographically disperse operational communities and is responsible for the management of Wildland Fire programs and resources in accordance with Federal and Departmental policies, laws and regulations. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	No	Yes	Yes	No	No	Hold		ERB - Review.	
1872	BLM	9/15/2017	Assistant District Manager	GS-13	Above 12	Rock Springs, WY	Other	4 months	Yes	This position directly supports public safety through the supervision/oversight the State's Horse Corrals (public & animal safety) and the District Safety Officer position (public & employee safety). The incumbent is integral to the internal operation of the District Office and manages all budget and administrative functions, as well as engineering operations and activities.	Failure to fill this position would result in a loss of critical oversight for the entire Support Services Division. Support Service functions are crucial to the proper functioning of many operations that BLM performs, including budget, engineering, administration, Wild Horse and Burro Program, etc. A lack of division leadership would pose a serious threat to energy development as budget & accounting activities would not be reviewed and controlled. This could lead to processing delays and inaccurate accounting.	No	No	Yes	No	No	Yes			
1869	BLM	9/15/2017	Assistant Field Manager, Resources	GS-13	Above 12	Vernal, UT	Other	8 months	Yes	The AFM for Resources is responsible for technical and administrative supervision of staff in the range, wild horse, wildlife, T&E, cultural, reclamation, botany, and recreation programs. This position is responsible for managing the workload of interdisciplinary team members that support renewable resources and energy. This position sets division priorities and provides direction, supervision and leadership to the Division of Renewable Resources.	The BLM Vernal Field Office is a pilot office and this position indirectly supports critical oil and gas program activities assigned to this location. Failure to fill this position may result in slower processing of APDs and lease sale NEPA documentation and require the Vernal FM to become more actively involved in day-to-day supervision of operations for the Division of Resources (at the expense of other priorities and responsibilities). This position is responsible for ensuring timely consultations with SHPO, Fish Wildlife Service and the Ute Tribe. Without this AFM position, the FM would be forced to take on these responsibilities.	No	No	No	Yes	No	Yes			
1710	BLM	9/1/2017	Field Manager	GS-13	Above 12	Glennallen, AK	Other	2 months	Yes	The Field Manager directs a Field Office that serves local communities, and is critical to meeting the Department's five national priorities. Examples include: 1) Making America Safe (Energy)- reviews/approves rights-of-way and permits for mining operations; 2. Shared Conservation Stewardship - coordinates public land stewardship w/federal and state agencies and tribes; oversees youth/internship programs; 3. Making America Safe (Sovereignty) - supervises BLM law enforcement and coordinates law enforcement with the District and State; 4. Getting America Back to Work - hire veterans through direct hire; and 5. Serving the American Family- makes wildland fire decisions in cooperation with the Alaska Fire Service and local communities and tribes; consults with 15 Alaska Native tribes and Native Corporations; the office provides over 4,000 subsistence-hunting permits annually.	The Glennallen Field Office oversees more than 6 million acres and covers a broad swath of public lands from the Copper River Basin to Southeast Alaska. Some of the area's resources include two designated wild and scenic rivers, campgrounds, an archeological historic district, and nationally known areas for heli-skiing and mineral resources. With a population of less than 500 people Glenallen, Alaska is both remote and rural by ANILCA standards. As the only member on the Alaska Leadership Team located in an isolated office (all others are located in Anchorage or Fairbanks) this position is unique. The position requires an understanding of the complex issues and time required to develop productive relationships with local communities, tribes, the public and industry. If left unfilled, critical on-the-ground decisions regarding BLM managed lands cannot be made and community/tribal relationships cannot be maintained. As Agency Administrator for wildland fire, the incumbent must be on-site to coordinate fire related decisions directly affecting public safety.	No	No	Yes	Yes	Yes	Yes	Yes		
1868	BLM	9/15/2017	Fire Management Specialist	GS-12	12	Salt Lake City, UT	Other	2 months	No	The position serves as the State Fire Planner for the Utah State Office. The incumbent is a subject matter expert for Land Management Plans, NEPA, Fire Management Plans (FMPs), the Wildland Fire Decision Support System (WFDSS), Fire Concurrence Database, Fire Budgeting Systems (FPDSS), National Fire Danger Coordination and Systems, and many other important fire management functions. This position is critical for providing field-level service and support for Wildland Fire Operations and serves as a bridge for coordinating numerous fire programs such as suppression, fuels, preparedness, fire budget, and others within the Utah State Office.	If this position remains unfilled critical field support and coordination assistance will not take place. Fire planning operations for BLM Utah will be delayed and quality control for the existing fire databases will cease. Without a permanent incumbent there will be no one to coordinate FMP annual certification, and no representative to coordinate State-wide fire management NEPA and LUP revisions. Coordination and interaction with the National Fire Planning Committee and NIFC will be hindered and important sage grouse planning efforts will be delayed; field support for FMP development and WFDSS training and implementation assistance will have to be deferred. In addition, program budget for a variety of operations will suffer because the fire databases will not have the appropriate levels of quality control and inputs.	No	Yes	Yes	No	No	Yes			

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments	
1871	BLM	9/15/2017	GIS Specialist (Mobile GIS)	GS-12	12	Cheyenne, WY	Other		No	Following an Internal Control Review of WY Geospatial Program and a Geospatial Services Survey of WY geospatial needs, this new position was approved by the BLM review team as part the eGIS implementation.	This position is intended to provide expertise in geospatial data collection methods and software application; and to extend the eGIS structure to cloud capabilities for data collection and field use utilizing mobile devices such as Trimble or Garmin GPS, i-Phone, i-Pad, Samsung phones, Android devices, and Windows-based tablets. Geospatial technology, software, and tools are employed at all levels of the WY organization for energy development and monitoring. Mobile technology and services currently provide field support for vegetation treatments, invasive species, fire, sage brush monitoring, and wildlife--additional services for law enforcement, safety, monitoring, and inspections are now in the developmental stage.	Mobile Technology is a critical component of WY's eGIS platform and requires both software and hardware validations to be performed by this position. The need to make use of mobile technology was a major point identified by District and Field Office personnel in the 2015 Geospatial Services Survey. The District and Field Office's identified Mobile technology (iPhones, iPads, tablets) as necessary for streamlined, efficient data collection and navigation in the field. Current contract investments and progress made in the deployment of mobile technology and implementation of ArcGIS Online geospatial services could be lost if we cannot maintain them internally.	No	No	No	Yes	No	Yes		
1874	BLM	9/15/2017	Human Resources Officer	GS-13	Above 12	Reno, NV	Other	2 months	Yes	The incumbent serves as State Human Resources Officer (HRO), advisor and authoritative consultant to all management officials within the Nevada State Office in all matters concerning HR program management and operations. S/he directs HR program operations and activities within the framework of the Office of Personnel Management (OPM), DOI and Bureau regulations, policies and procedures. The HR management program is crucial to the recruitment, development, and retention of a qualified and productive workforce throughout Nevada.	This position provides critical HR leadership guidance and direction to the BLM Nevada, particularly in the recruitment and retention of employees needed to support all five of the Bureau's critical program priorities. Without an HRO, the State's ability to manage effectively its human resources program in keeping organizational priorities will be significantly impacted.	No	No	No	Yes	No	Yes			
1870	BLM	9/15/2017	Petroleum Engineer	GS-12	12	Kemmerer, WY	Other	4 months	No	This position serves as Petroleum Engineer and provides approval and oversight of Federal mineral interests assigned to the Kemmerer Field Office. This office contributes resources and expertise assist the Wyoming efforts in oil and gas activities.	This is a stand alone position within the Kemmerer Field Office. Failure to fill this position would significantly affect the oil and gas oversight/energy development activities in this Field Office and essentially stop or delay the achievement of current program operations.	No	No	No	Yes	No	Yes			
1873	BLM	9/15/2017	Records & Information Management Specialist (Data Base Admin for GIS)	GS-12	12	Cheyenne, WY	Other	This position is mandated under IM 2016-095.	No	This position functions as State Data Administrator in the Division of Support Services, Geospatial Program in the Wyoming State Office. The incumbent is responsible for planning, coordinating, and managing BLM data and information resources and serves as the technical authority for all things related to data management and administration. S/he supports data life cycle management policies, standards and guidelines of all data resources, including land, minerals, environmental, wildlife, cultural, renewable energy, geospatial and administrative data; and assesses data quality, access and security of all systems housing data relayed to energy development and mineral leasing.	Failure to fill this position could result in non-compliance, or less than full compliance, with Executive Order "Making Open and Machine Readable the New Default for Government Information"; OMB Memorandum M-13-13, Open Data Policy - Managing Information as an Asset; WO IM 2010-152, Publication of BLM Data Sources to Data.gov; WO IM 2015-067, "Request for Data Asset Inventory Plan"; WO IM 2017-055, Implementation and Use of Navigator Service for Geospatial Information, WO IM 2017-085, Data Storage & Back-up Cost Reduction and File Cleanup and other directives for the management and publication of quality data.	No	No	No	Yes	No	Yes			
1877	BLM	9/15/2017	State Director	SES	Above 12	Anchorage, AK	Other	2 months	Yes	The incumbent serves as State Director for the BLM Alaska State Regional Office (AKSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Alaska State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	No	No	Yes	Yes	Yes	Hold		ERB - Review.	
1876	BLM	9/15/2017	State Director	SES	Above 12	Billings, MT	Other	8 months	Yes	The incumbent serves as State Director for the BLM Montana State Regional Office (MTSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Montana State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	No	No	Yes	Yes	No	Hold		ERB - Review.	

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1879	BLM	9/15/2017	State Director	SES	Above 12	Denver, CO	Denver	2 months	Yes	The incumbent serves as State Director for the BLM Colorado State Regional Office (COSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau activities within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Colorado State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	No	No	Yes	Yes	No	Hold		ERB - Review.
1878	BLM	9/15/2017	State Director	SES	Above 12	Santa Fe, NM	Other	2 months	Yes	The incumbent serves as State Director for the BLM New Mexico State Regional Office (NMSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the New Mexico State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	No	No	Yes	Yes	Yes	Hold		ERB - Review.
1713	BLM	9/1/2017	Supervisory Civil Engineer	GS-12	12	Moab, Utah	Other	New position-classification completed November 2016	Yes	This position is responsible for directing and managing the civil engineering program, including professional design and review of all phases of BLM civil engineering work; supervision/direction of engineering staff; and annual budgeting. Incumbent directs all phases of annual maintenance, serves as the Contracting Officer's Representative on construction and maintenance contracts; and utilizes CADD (computer aided design and drawing) systems. This position plays an integral part in road construction and repair; and supports the ID Team by reviewing plans of operation for engineering design and resource protection. This position plays a critical role in new road development for Oil and Gas by reviewing all plans for engineering feasibility and safety.	Failure to fill this position may result in loss of operations that support public and employee safety; and facilities may not be maintained or improved to the degree needed. Response time for public safety issues such as road failures may take longer. New infrastructure to support increased recreational visitation may be deferred. Visitation to public lands in Southeastern Utah has increased more than 25% in the past five years and large increases in visitation are expected to continue. Without a Supervisory Engineer, infrastructure such as boat ramps, toilets, campgrounds, roads and trails will not keep up with growing demand. Not having a Supervisory Engineer to review planning for new infrastructure or repairs to existing infrastructure will limit the BLM's ability to achieve compliance with Agency, State and Federal regulations.	No	No	Yes	Yes	No	Yes		
1712	BLM	9/1/2017	Supervisory Natural Resource Specialist	GS-12	12	Bakersfield, CA	Other	20 months	Yes	This position supervises Bakersfield's oil and gas surface compliance program and acts as the planner for the Field Office. This is a key position for completion of the Bakersfield supplemental EIS for Hydraulic Fracturing.	If this position is not filled, Application for Permits to Drill (APDs) and Master Development Plans (MPDs) will take longer to process. the sEIS for hydraulic fracturing may be delayed without the oversight this position provides, thereby hampering California's ability to issue new oil and gas leases.	No	No	No	Yes	No	Yes		
1711	BLM	9/1/2017	Supervisory Realty Specialist	GS-12	12	Rawlins, WY	Other	14 months	Yes	The incumbent oversees the Realty Program for the Rawlins Field Office and is responsible for the management and processing of critical right-of-ways applications for energy development on BLM managed lands. The current staff includes approximately 14 subordinate positions that address all aspects of the BLM's Realty Program.	This position is critical to the efficient processing of rights-of-ways applications and related energy development projects. If left unfilled, the potential for delay in the development of energy and minerals projects will be significantly increased. Without the technical expertise of a resident supervisor, the possibility of mistakes and slowdowns is greatly enhanced.	No	No	No	Yes	No	Yes		
1714	BLM	9/1/2017	Wild Horse and Burro Program Manager	GS-13	Above 12	Reno, NV	Other	8 months	No	The incumbent serves as the senior-level expert for wild horse and burro management in the Nevada State Office. S/he is an authoritative source of consultation for other scientists, professionals, managers, and/or program specialists, and performs a key role in resolving issues that significantly affect BLM's WH&B program. The Nevada WH&B Program Lead is responsible for professional guidance, coordination, training, and technical assistance on all aspects of the WH&B program as it pertains to land and resource planning, management, and program development. The Nevada WH&B Program Lead ensures professional excellence through guidance, training, counseling, evaluation, and integration of resource disciplines to promote optimum multiple-use management in terms of ecological relationships, economic needs, resource capability, and environmental quality.	The Nevada WH&B program is highly visible with local, regional, and national significance with the long-term management of 83 Herd Management Areas (HMAs) and over fifty percent of the nation's wild horses and burros residing in Nevada. The Wild Free-Roaming Horse and Burro Act requires BLM to manage wild horse and burro herds at population levels that allow for achievement and maintenance of a "thriving ecological balance." There is extremely high interest and scrutiny regarding BLM's performance in meeting the objectives of the WH&B Act, as well as enhancing the health of rangelands. The program is the subject of extensive public and intergovernmental scrutiny, and requires special consideration in establishing and implementing policy, procedures, and practices. Failure to fill this position would prevent BLM Nevada from perusing options necessary to achieving appropriate management levels for the WH&B Program.	No	No	No	Yes	No	Yes		

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1705	BOEM	9/1/2017	Deputy Program Manager (v-Scholten)	0343-14	Above 12	New Orleans, LA	Other	1 year, 8 months	Yes	Performs financial assurance compliance required by 30 CFR 556.901 to ensure lessees provide supplemental financial assurance to protect the U. S taxpayer from incurring any liability for decommissioning in the Gulf of Mexico, Alaska and the Pacific. The deputy assists the Program Manager in overseeing the development and implementation of BOEM's national risk management, financial assurance and loss prevention program by supervising and coordinating the work of subordinate , multi- disciplined staff located in all three of BOEM's regions.	The impact is that lessees will not be fully risk assessed for supplemental financial assurance, which would increase the risk to the US taxpayer of potentially paying for decommissioning costs of lessees totaling \$34.5 billion dollars.	No	No	No	Yes	No	Yes		
1704	BOEM	9/1/2017	Geologist/Geophysicist (v-Cross)	1350/1313-13	Above 12	New Orleans, LA	Other	1 week	No	Staff Geologist/Geophysicist in the Reserves Section, Unit III ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies are met. Independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge. Reviews work of Unit of employees and trains staff on technical aspects of job.	Without the ability to maintain and develop reserve estimates, oil and gas resource assessments, bid adequacy determinations, and reviews of industry plans and requests could not be conducted. Additionally, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	No	No	No	Yes	No	Yes		
1699	BOEM	9/1/2017	Geologist/Geophysicist/Engineer	1350/1313/0881-12/13	Above 12	New Orleans, LA	Other	7 weeks	No	Performs detailed, complete petrophysical analysis and interpretations of well logs. Determines pay intervals and net effective pay of oil and/or gas. Correlates well logs, identifies chronozones, depositional setting and productive characteristics of various sedimentary facies using knowledge of geology, geophysics, or engineering . Petrophysical analysis directly supports fair market value determinations, the evaluation of reserves and resources, review of worst case discharge applications, New Producible Lease determinations, and conservation of resource decisions.	Petrophysical analysis is essential to the proper evaluation of resource and reserve estimation and directly impact bid adequacy determination, the review of industry plans and requests, and conservation of resources. Without accurate and advanced petrophysical analysis, fair market value determinations, worst case discharge, reserve estimation, and resource evaluation could not be conducted properly.	No	No	No	Yes	No	Yes		
1702	BOEM	9/1/2017	Geologist/Geophysicist/Petroleum Engineer (v-Haley)	1350/1313/0881-14	Above 12	New Orleans, LA	Other	Incumbent retires 9/2/17	Yes	Supervisor for Reserves Unit II ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies and training staff are met. Reviews, edits, and prepares oil and gas reserves reports and makes available to stakeholders. Coordinates, screens, and independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge. Manages workload for the Unit, reviews work, and trains employees. Conducts performance appraisals, holds employees accountable, and rewards for high performance.	Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	No	No	No	Yes	No	Yes		
1709	BOEM	9/1/2017	Geophysicist	GS-1313-13	Above 12	Anchorage, AK	Other	8/1/2016	No	The position functions as the Alaska Region's technical specialist and expert on the evaluation of geophysical data and information in support of the OCS energy and mineral resource programs. The geophysicist conducts critical technical analyses and interpretation in support of the National Assessment program using seismic data collected by industry and acquired by BOEM under a geophysical exploration permit. The geophysicist provides knowledge and guidance on the collection and processing of the deep seismic, shallow hazard seismic, magnetic, and gravity data. The geophysicist will carry out in-depth interpretations using sonic well data, seismic attributes, and velocity data. The data are used to develop comprehensive velocity models using the specialized interpretive software tools to generate time-depth conversions for a more accurate depiction of the subsurface geological formations. The geophysicist will analyze AVO (Amplitude vs. Offset) 3D seismic data to determine rock properties, including fluid content, porosity, density, and fluid indicators. These attribute analyses are critical to identifying possible hydrocarbon accumulations in non-structural prospects. The geophysicist will utilize the latest in computer aided interpretive techniques and will work closely with BOEM geologists to ensure the best interpretive results. The geophysicist interpretive work provides the basis for the following two Office of Resource Evaluation's major mission components: a) Resource Assessments of the undiscovered, but technically recoverable oil and gas resources in support of the National Five-Year OCS Oil and Gas Leasing Program; and b) Fair Market Value (FMV) determinations of tracts receiving bids to ensure the Federal Government receives fair value for the resources. The geophysicist is also involved in the geological and geophysical regulatory reviews where subsurface assessment is critical to identifying and preventing problems and ensuring safe	Not filling this vacancy will impact the Alaska Region's ability to evaluate resources for the National Five-Year OCS Oil and Gas Leasing Program and to conduct the FMV evaluation of submitted bids by companies in the expanded leasing program under the Administration's goal of energy dominance. The lack of adequate geophysical expertise will impact important regulatory reviews that ensure the safety of exploration and development project and our understanding of the geological conditions that pose a significant hazard for safe operations such as a shallow gas zone, abnormal pressure zones, and other natural hazards that can be encountered during exploration and development drilling.	No	No	No	Yes	No	Yes		

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1707	BOEM	9/1/2017	Interdisciplinary (Wildlife Biologist/Ecologist)	GS-0486-9/11/12/13 or GS-0408-9/11/12/13	Above 12	Anchorage, AK	Other	9/1/2016	No	This is a staff position that is focused primarily on the preparation of NEPA documents and the required Endangered Species Act (ESA) and Marine Mammals Protection Act (MMPA) consultations. The incumbent serves as an expert in the Alaska Region on the potential effects of oil and gas leasing, exploration and development activities on a wide variety of fish, wildlife and marine mammals in both the marine and terrestrial environments. This involves collecting, analyzing, interpreting, and applying current scientific findings and writing the appropriate sections of the required NEPA documents, typically Environmental Impact Statements (EISs) or Environmental Assessments (EAs) and Biological Assessments for the ESA and MMPA consultations.	BOEM has recently been directed to develop a new Five-year Program with an emphasis on energy independence and development. Initial discussions suggest that the Alaska Region could be holding multiple lease sales per year beginning as early as 2020. To meet the legal and regulatory requirements under NEPA, ESA, MMPA and other environmental laws, filling this staff position is critical in order to be able to adequately address the fish, wildlife and marine mammal resources and accomplish the required NEPA analyses and ESA and MMPA consultations on schedule and in a manner able to withstand the challenges of litigation. The Environmental Analysis Section I currently has only one wildlife biologist on staff, and it is not possible for a single specialist to conduct all of the NEPA analysis and interagency consultations and still meet the deadlines to conduct a lease sale in the Arctic as early as 2019.	No	No	No	Yes	No	Yes		
1708	BOEM	9/1/2017	Oceanographer	GS-1360-11/12/13	Above 12	Anchorage, AK	Other	1/1/2016	No	This is a staff position that is focused primarily on the Oil Spill Risk Analysis (OSRA) and modeling. This requires extensive knowledge/experience of physical and chemical oceanography, offshore and coastal transport processes, coastal morphology, coastal storm effects and the chemistry and physics of oil to understand the environmental implications of proposed oil and gas activities. The primary duties include analyzing, interpreting, and portraying technical data and information on oil spills, oil weathering and fate, and oil spill risk for environmental analysis documents; working with subject matter experts to select appropriate oil-spill-risk model parameters; assisting with the design of hypothetical transportation routes for use in the model and as alternatives for the decision maker; and interpreting the use and applicability of general circulation models for predictions of oil-spill trajectories. Additionally, this position provides technical expertise on the statistical probability theory of environmental risk associated with oil spills and oversees the appropriate use of statistical applications in the assessment process.	Oil Spill Risk Analysis is a highly contentious and controversial aspect of any proposed oil and gas lease sale, Exploration Plan (EP) or Development and Production Plan (DPP), especially in the Arctic. This staff position is responsible for the oil spill risk analysis and modeling and providing this information in support of the required NEPA documents and ESA and MMPA consultations. This position is extremely technical and absolutely critical in order to be able to adequately address the risk of oil spills, which is always a major concern to the public, in a manner to withstand the challenges of litigation. Without properly addressing OSRA it would be very difficult for BOEM to successfully authorize oil and gas lease sales, EPs or DPPs due to public concerns of potential oil spills in the Arctic.	No	No	No	Yes	No	Yes		
1703	BOEM	9/1/2017	Petroleum Engineer (v-Griffith)	0881-12	12	New Orleans, LA	Other	1 week	No	Ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies are met. Continually revises reserve estimates to reflect new information obtained from development and production activities. Independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.	Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	No	No	No	Yes	No	Yes		
1706	BOEM	9/1/2017	Petroleum Engineer (v-Hoke)	0881-12	12	New Orleans, LA	Other	2 months	No	This position conducts in-depth technical reviews and evaluation of all Exploration, Development, and Production Plans for oil and gas activities on the OCS. Proposed operations are reviewed to ensure they are planned to comply with statutory and regulatory requirements, will be safe and protect the human, marine, and coastal environment, and will result in diligent exploration, development, and production of leases.	Negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an economically responsible way. Could imperil the human, marine, or coastal environment. Possibly leading to the U.S. Government and the U.S. Taxpayers incurring costs related to oil and gas exploration and development.	No	No	Yes	Yes	No	Yes		
1700	BOEM	9/1/2017	Petroleum Engineer (v-Mouton)	0881-5/7/9/11/12	12	New Orleans, LA	Other	7 weeks	No	Reserves engineer ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies. Continually revises reserve estimates to reflect new information obtained from development and production activities. Prepares oil and gas reserves reports and makes available to stakeholders. Coordinates, screens, and independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.	Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	No	No	No	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1701	BOEM	9/1/2017	Staff Geologist/Geophysicist/Engineer (v-Skinner)	1350/1313/0881-13	Above 12	New Orleans, LA	Other	Incumbent retires 9/29/17	No	As Staff Geologist/Geophysicist/Engineer for the Office of Resource Evaluation, ensures the requirements of the OCS Lands Act related to oil and gas resource management are met. Serves as a technical advisor and subject matter expert on all matters related to the assessment and estimation of oil and gas resources and reserves. Reviews scientific articles to ensure suitability for publication. Serves as a contracting officers representative. Coordinates, evaluates, and leads the development of information technology initiatives necessary for the evaluation of oil and gas resources. Develops and implements a training program for professional geologists, geophysicists and engineers.	Without accurate oil and gas resource and reserve estimates - analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. Contracts for oil and gas related data, initiatives, training, and scientific studies would be imperiled. This position is critical to ensure the proper development and maintenance of information technology initiatives, databases, and software.	No	No	No	Yes	No	Yes		
1760	BOR	9/1/2017	Accountant - 2 positions	GS-12	12	Billings, MT	Other	New	No	GP1: Regional Office - These positions will provide expert advice, direction, and assistance to management and technical staff relative to developing and administering financial activities, including audit management; cost accounting for construction activities; contract repayment and revenues management; review of grant recipients fund utilization; management of rural water financial issues for the region; as well as daily management of regional project accounting. These positions will handle the most difficult accounting issues and will collaborate with multiple disciplines within the region and with Denver MSO to address accounting issues and audit findings.	These non-supervisory positions are funded through the Working Capital Fund and do not add a supervisory layer. If these positions are not filled, financial actions supporting the accounting records of Reclamation projects would be delayed or unexecuted, which would increase the risk of negative audit results. These positions will help ensure the financial management of the region maintains technically competent staff and timely recording of accounting events. These positions represent a level of expertise associated with the Financial Business Management System (FBMS) and the additional processes and audit requirement within Reclamation.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	No	No	No	Yes		
1488	BOR	8/1/2017	Administrative Support Assistant	GS-6/7	Below 12	Denver, CO	Denver	8 months	No	DO/WO P&A4: The administrative assistant position is responsible for supporting the Civil Rights Manager and the Equal Employment and Diversity staff. Provides essential support to Equal Employment program functions by processing incoming and outgoing complaint actions and interfacing with customers. Provides administrative support for the office, coordinating clerical and administrative duties required to accomplish the work of the Civil Rights Division. Consolidates a variety of analyses of administrative or management data and completes required reports. Oversees and coordinates administrative functions to include correspondence, mail, publications, and records management.	This is an existing non-supervisory position funded through Policy and Administration and working capital fund. Filling the vacancy will permit better stewardship of program funds by permitting the Division Manager to focus on critical tasks with appropriate administrative support. Currently, the admin support is either not getting completed, or is being completed as other admin support staff can fit it in. POLICY is already short staffed in the admin support area. Title 29 Code of Federal Regulations Section 1614.102(a)(1) requires that each Federal agency "provide sufficient resources to its equal employment opportunity program to ensure efficient and successful operation." This office has six non-supervisory positions, five of which are currently vacant. Not filling this position may result in Equal Employment Opportunity cases not being properly logged and referred to the appropriate individual for investigation. If investigations are not completed in a timely manner, Reclamation can face financial and legal consequences.	No	No	No	No	No	Yes		
1756	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP2 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This new position is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties; costs will continue to increase; while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	No	No	Yes	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1757	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP3 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This second new position (this is not a duplicate) is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties, costs will continue to increase, while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	No	No	Yes	Yes	No	Yes		
1758	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP4 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This third new position (this is not a duplicate) is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties, costs will continue to increase, while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	No	No	Yes	Yes	No	Yes		
1759	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP5 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This fourth new position (this is not a duplicate) is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties, costs will continue to increase, while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	No	No	Yes	Yes	No	Yes		
1773	BOR	9/1/2017	Assistant YRBWEP Manager	GS-12	12	Yakima, WA	Other	6 months	Yes	PN3: Assistant Yakima River Basin Water Enhancement Project (YRBWEP) Manager assists YRBWEP Manager with planning, directing, and overseeing the development and construction of new projects associated with YRBWEP and Yakima River Basin Integrated Water Resource Management Plan, such as fish passage at storage dams and construction of a pool raise, and existing programs, such as water conservation, tributary enhancement, floodplain restoration, and Yakama Nation programs. Works with Region and TSC staff on feasibility studies, design, contracting and construction of these projects. Supervises project managers on YRBWEP team. Prepares agreements and grants, including 638 agreements with Yakama Nation. Coordinates complex long range land and water acquisition programs. Coordinates and collaborates with internal and external partners.	This position is funded through Yakima River Basin Water Enhancement Project funds. It is an existing supervisory position that does not add a new supervisory layer. Reclamation is responsible for implementing YRBWEP water conservation and land and water conservation activities. If this position is not filled, it will adversely impact Yakama Nation 638 agreements. Under 638 agreements, Reclamation resources are made available to assist the Yakima Nation to protect, manage, and develop their water and related resources. It provides for training to improve the technical expertise of the Tribe to develop and manage their water and related resources and educates Reclamation employees on working effectively with the Tribe. This position is integral in meeting these requirements. Further, the YRBWEP Team will benefit from increase in supervisory span of control.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1474	BOR	8/1/2017	Branch Chief-Formulation	GS-14	Above 12	Washington, DC	DC	Will be vacant September 2017		DO/WO2: This position has primary bureauwide responsibility for authorship, analysis, and editing of Reclamation's budget submission to the Commissioner, Department, Assistant Sec./Water & Science, OMB and Congress. Develops briefing & analytical materials to communicate goals and achievements of Reclamation and its leadership on a corporate level, to both internal and external stakeholders. Supervises six regional analysts and budget review committee professional staff.	This is an existing position that has overall responsibility for preparation, analysis, and continuity of budget publications and materials that communicate the justifications for Reclamation's programs and their approximately \$1.1 billion in discretionary funding. The incumbent's primary function is to successfully secure an appropriate level of funding for Reclamation. The publications are among Reclamation's principle methods of communication to both internal and external stakeholders, serving as the authoritative source of appropriations and authorization information. This position is critically important to advance the budgetary agenda of Reclamation's political leadership. The incumbent is considered to be Reclamation's expert on programmatic budgetary issues, and technical expertise is heavily relied upon by management, to fund activities and carry out program requirements. The Formulation Chief is one of Reclamation's two Budget Branch Chiefs (the other is "Execution," which is a standard organizational setup for an organization of Reclamation's mission and size).	No	No	No	Yes	No	Yes		
1769	BOR	9/1/2017	Budget Analyst	GS-12	12	Sacramento, CA	Other	8 months	No	MP7: Bay-Delta Office. As the Budget Officer for the Bay-Delta Office, this position prepares the budget documents and oversees the execution of all funds managed by the Bay-Delta Office. Responsibilities include approving purchase requests, monitoring the status of funds, tracking undelivered obligations, managing deobligations, assessing cost share and reimbursable requirements, and balancing requirements between multiple funding sources and authorities.	This position is funded through Bay-Delta appropriations and is an existing nonsupervisory position. If this position is not filled, managing deobligations; assessing cost share and reimbursable requirements; and balancing requirements between multiple funding sources and authorities will be adversely affected. The Bay-Delta Office cannot effectively track the status of funds and may fail to execute agreements necessary to perform the required construction, monitoring, water quality, and environmental compliance functions for the Central Valley Project, which could result in violations of Biological Opinion requirements and damage relationships with partner state and Federal agencies. Current uncertainty has been managed by a conservative approach to funding agreements resulting in low to no progress on necessary action for water supply and species and could result substantial in failure to execute the budget this fiscal year.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Page 4, #1100, this position was disapproved with a note "No - can DC or Denver resource be reassigned?" MP is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.	No	No	No	No	No	Yes		
1753	BOR	9/1/2017	Budget Analyst	GS-11	Below 12	Sandy, Oregon	Other	1 month	No	DO/WO - Policy & Administration: This position works closely with the lead budget analyst. Policy and Administration's budget office has responsibility for budget formulation and execution (\$80-\$100 Million).	This is an existing, non-supervisory position that is funded through Policy and Administration. We would like to select a remote employee, who is already working with us on a temporary appointment, and has career status. This position works on a variety of budget activities that touch on administration and execution of appropriated funding (e.g., P&A, WRR), revolving funds (e.g., Working Capital), funding of grants (e.g., WaterSMART, Title XVI), and transferred funding from other Federal agencies (e.g., Federal Highways Administration). The budget for FY17 is \$93.3M. With limited staff, activities may not be completed timely (obligation, year end closing, etc.).	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1744	BOR	9/1/2017	Business/Systems Analyst	GS-12	12	Anywhere in the 17 continental Western States	Other	5 months	No	DO/WO - Mission Support Office: The incumbent serves as a Business/Systems Analyst responsible for the development and oversight of metrics and reporting for the functional areas covered by the Acquisition and Assistance Management Division (AAMD) including, but not limited to, acquisitions, financial assistance, and charge card. This position also serves as the Regional Charge Card Agency/Organization Program Coordinator (A/OPC) for the Denver and Washington Offices and as the Alternate Bureau Lead Charge Card Coordinator.	The Business/Systems Analyst is funded under the Policy and Administration BOR-Wide Bankcard code. This is an existing position. This position provides direct support to the charge card program, in which DOI will be undergoing a transition to a new bank in conjunction with the new GSA SmartPay3 contract in November 2018. Preparation for this transition began in January 2017 and will continue through and beyond the bank transition date of November 30th, 2018. Reclamation has responded to 55 data calls for this transition, requiring extensive work. As we move further into the transition period, transition-related change management activities, meetings, and data calls will continue to increase and current Bureau resources are not adequate to meet the needs of the program requirements. In addition to supporting the transition to the new bank, this position performs internal control reviews of the travel business line for Denver and Washington Offices, as well as, assists the Bureau Lead Charge Card Coordinator in monitoring and reviewing Regional charge card activity on a monthly basis. Currently, Reclamation has 6,880 cardholders; 5,037 are purchase and/or travel and 1,843 are fleet cards. In FY16, Reclamation had 77,850 transactions totaling \$32,603,372.25 under the purchase business line of the charge card program. Leaving this position vacant poses a risk to the entire charge card program where the need for adequate resources is essential to ensure a smooth transition to the new bank and provide thorough oversight and successfully implement internal control measures post transition.	No	No	No	No	No	Yes		
1775	BOR	9/1/2017	Chief, Power Office	GS-14	Above 12	Boulder City, NV	Other	6 months	Yes	LC1: This senior-level management position reports directly to the Regional Director. The incumbent serves as the principle advisor to the Regional Director and is the primary Regional spokesperson on issues related to power, regulatory compliance, and contracts. The position ensures regulatory compliance for the operation and maintenance of all power facilities, power generation and transmission, utility contract development, negotiation, administration, and monitoring; and the management of public and private renewable energy initiatives. This supervisory position has 10 direct reports.	This is an existing supervisory position that does not add a new supervisory layer and is funded through 25% appropriated funds and 75% non-appropriated funds. The recent uptick in activities of NGS have increased the workload of the Power Office. Denying this request puts the onus on the current staff in taking on the additional responsibilities; thus, impacting their programmatic responsibilities, which results in projects compliance reviews being untimely or not performed at all. Not conducting compliance reviews of designated projects could result in Reclamation not being in compliance of NERC/WECC and other federal laws, rules, and regulations.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Page 5, #934, this position was disapproved with a note "No - can DC or Denver resource be reassigned?" LC is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.	No	No	Yes	Yes	No	Yes		
1785	BOR	9/1/2017	Civil Engineer	GS-12	12	Boulder City, NV	Other	1 month	No	LC1: As a staff engineer, this position has the responsibility for planning, coordinating, and executing inspections of Dams, powerplants bridges and other critical water infrastructure. It includes assessing current inventory and reporting related to the safety of structures, as well as, operations and maintenance. The position also reviews and is involved in engineering plans to meet operation and maintenance recommendations. Conducts inspections of existing structures.	The position is not supervisory and does not add another supervisory or managerial layer. The position is funded by both appropriated and nonappropriated funds. By providing civil engineering support to customers for select projects that might otherwise overburden their staff resources, Engineering Services Office (ESO) helps its customers to maximize utilization of the area office staffing, which helps Lower Colorado Region to be as efficient as possible with available funding and staffing resources. The position will better equip the examination of existing structures group to fulfill its inspection obligations, and to provide civil engineering services to Lower Colorado Region customers at the level necessary to continue to meet the needs of those customers. Failure to fill the position would limit ESO capabilities and could burden its customers with a need to increase their own staffing to accomplish projects that ESO would be unable to perform. If this position goes unfilled, it is likely that ESO will be unable to perform all the required operations and maintenance exams, or be unable to perform them to the appropriate standard. Ultimately, this will leave the structures potentially unsafe and behind in operations and maintenance.	No	No	Yes	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1958	BOR	9/15/2017	Civil Engineer	GS-12	12	Boulder City, NV	Other	1 year	No	LC3: This position has the responsibility for planning, coordinating, and executing inspections of dams, powerplants bridges and other critical water infrastructure. It includes assessing current inventory and reporting related to safety of the structures, as well as operation and maintenance. The position also reviews and is involved in engineering plans to meet operation and maintenance recommendations. The position also assists area offices and facilities in running operation and maintenance inspections.	This is an existing nonsupervisory position that is funded through appropriated and nonappropriated funds. If this position goes unfilled it is likely that Engineering Services Office (ESO) will be unable to perform all the necessary operation and maintenance exams, or be unable to perform them to the appropriate standard. Ultimately this will leave the structures potentially unsafe and behind in operation and maintenance. Also, by providing civil engineering support to customers for select projects that might otherwise overburden their staff resources, ESO helps its customers to maximize utilization of that Area Office staffing, which helps Lower Colorado Region to be as efficient as possible with the available funding and staff resources. The position will better equip the Analysis and Design Civil Group of ESO to provide Civil Engineering services to Lower Colorado Region customers at the level necessary to continue to meet the needs of those customers and to meet inspection needs, as outlined in the directive and standards. Failure to fill the position would limit ESO capabilities and could burden its customers with a need to increase their own staffing to accomplish projects that ESO would be unable to perform.	No	No	Yes	Yes	No	Yes		
1763	BOR	9/1/2017	Civil Engineer	GS-12	12	Farmington, NM	Other	6 months	No	UC3: Mission Support Office - Serves as the Resident Engineer within the Field Engineering Division for the Four Corners Construction Office (FCCO). The incumbent oversees the construction work performed by construction contractors for the construction of the Navajo-Gallup Water Supply Project (NGWSP). This position is responsible for coordinating and conducting construction inspections; coordinating the required inspection testing and construction survey activities; coordinating the review of submittals provided by construction contractors; assisting with planning and reviewing of upcoming construction activities; and assisting in public outreach activities to ensure the public is aware of upcoming construction impacts. Coordinates required cultural resources and environmental monitoring during construction to ensure that cultural and environmental commitments are met.	This is an existing non-supervisory position that is funded through appropriated funding for NGWSP. The FCCO is charged with the design and construction of the NGWSP. This position ensures that construction activities are performed in accordance with contract requirements and that features will perform properly during the commissioning process. The work performed by this position is critical for maintaining the overall project schedule to meet the NGWSP Congressionally mandated contract completion date. Failure to complete construction activities in accordance with the design, and with EIS commitments, will put Reclamation's ability to meet the requirements of the Navajo Nation Water Right Settlement on the San Juan River in New Mexico at risk. Currently, the Field Engineering Division Manager is performing these activities, which reduces his ability to manage other activities performed by the Field Engineering Division.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	No	No	No	Yes		
1780	BOR	9/1/2017	Civil Engineer	GS-13	Above 12	Sacramento, CA	Other	Will become vacant September 1, 2017	Yes	MP2: The position assures and oversees the structural and operational safety of over 60 dams in the MP Region. It requires an expert level of knowledge in Reclamation's Safety of Dams (SOD) and an expert ability to manage complex projects and communicate with external stakeholders.	This position is funded by appropriated funds and is an existing supervisory position that does not add an additional managerial/supervisory level. If not filled, large scale SOD projects ongoing at B.F. Sisk Dam, Boca Dam, and Stampede Dam, along with multiple other dams with active SOD issues, will be adversely affected. The SOD project cost of B.F. Sisk alone is on the order of \$700 million. The duties of this position are imperative toward the success of these projects, which are critical to protecting the public. The management and technical expertise provided by the incumbent affects the safe operations of over 60 dams in the Mid-Pacific Region. Work performed has a major impact on the program for correcting safety deficiencies at the Region's dams, thus, assuring the continued benefit received from these projects. The livelihood, recreation, and safety of thousands of people, and major portions of the economy in California, Nevada, and Oregon rely upon the continued safe operation of these dams and reservoirs.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function in DC or Denver, CO.	No	No	Yes	Yes	No	Yes		
1951	BOR	9/15/2017	Civil Engineer - 2 positions	GS-12	12	Boise, ID	Other	vacant mid-October 2017	No	PN3 & PN4: These two journeyman civil engineering positions serve as the resident engineer or lead civil engineer on a multitude of civil heavy construction projects in the PN Region, including Safety of Dams projects, critical infrastructure repair projects, other dam and spillway rehabilitation projects, etc.	These are existing nonsupervisory positions that are funded through direct and appropriated funds. The lead or resident engineering positions serve as our primary source of engineering expertise in the field, meeting with contractors, verifying differing site conditions, taking quick action when technical issues arise, and managing project risk. Contracts cannot be administered in accordance with the Federal Acquisition Regulation without this capability, which means that the PN's construction program could not effectively be executed.	No	No	Yes	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1736	BOR	9/1/2017	Civil Engineer (Concrete)	GS-13	Above 12	Denver	Denver	7 months	No	DO/WO-Technical Service Center: This position performs concrete materials engineering and concrete repair. Work tasks including: Laboratory testing preparation, specification paragraphs, reviewing construction submittals, traveling to projects for concrete repair tasks, and will assist with research projects.	This is an existing, non-supervisory position. The work is primarily funded through Water and Related Resources (WRR) and Power User Funds (U*P). Not filling this position increases the risk of Reclamation water storage and distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. It is directly within the TSC labs located in Denver, where the testing and modeling are performed. Reclamation does not have this specialized concrete testing equipment in the regions - only Denver has the R&D facilities and equipment capable of carry out this type of work. The position provides engineering lab and field support to Reclamation field offices for design, analysis and construction associated with of dams, canals, pumping plants, power plants, and related features. This is a new request and does not represent prior approvals.	No	No	Yes	No	No	Yes		
1475	BOR	8/1/2017	Civil Engineer (concrete) Technical Service Center	GS-9/11	Below 12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 1: This position performs concrete materials engineering and concrete repair. Work tasks including: laboratory testing preparation, specification paragraphs, reviewing construction submittals, traveling to projects for concrete repair tasks, and will assist with research projects.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering lab and field support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	No	No	Yes	No	No	Yes		
1731	BOR	9/1/2017	Civil Engineer (Conveyance)	GS-13	Above 12	Denver	Denver	6 months	No	DO/WO P&A2: Provides expert advice on risk based assessments on the maintenance of Reclamation's water conveyance systems comprising over 8,000 miles of main line canals, which are essential for the delivery of water for irrigation and municipal and industrial water supply from 338 reservoirs to cities in the western United States. The conveyance system is relied on for over 280,000 jobs and related crop production valued at over \$14 billion and provides a source of drinking water for over 31 million people. Serves as a policy expert and senior advisor concerning the review of operations and maintenance (O&M) of water conveyance systems, which include canals, laterals, pumping plants, and wasteways. Advises on areas of potential concern, which if left unmitigated, would result in an uncontrolled release of water from the conveyance system failure with potential loss of life and significant property damage.	This is an existing non-supervisory position, funded through Policy and Administration and Water and Related Resources. The products from the position are used when making infrastructure investment decisions for conveyance systems and managing deferred maintenance. With the leveraging of non-federal funds to operate and maintain conveyance systems by local water districts and cooperatives, this position is crucial in assessing the performance of those non-federal entities and assisting in the infrastructure investment decisions made at conveyance facilities. Reclamation relies on this position to ensure the corporate approach is the most efficient and cost effective maintenance program employed at Reclamation conveyance systems, as well as preparing, coordinating, and presenting O&M training material for use by management and O&M staff. If this position is not filled, there will be an increase in costs in operating and maintaining conveyance systems, an increase in the failure of conveyance systems, along with loss of water supply to cities and farms through uninformed equipment replacement or rehabilitation decisions, increased risk to the public from uninformed actions by management in prioritizing maintenance, and potentially poor operating decisions by untrained staff.  Per June 15 and July 1, 2017 approval list, Page 13, #1118, this position was disapproved with the note "No - look for other locations for positions". The position is providing the corporate oversight of all field locations performing O&M. Locating this position into any one field location would compromise the effectiveness in monitoring the other locations by virtue of limited access to centrally located data (such as emergency action plans, standing operating procedures, and O&M records, which do not exist in digital format) and frequent coordination with other oversight functions located in Denver. The	No	No	Yes	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1730	BOR	9/1/2017	Civil Engineer (Dams)	GS-13	Above 12	Denver	Denver	6 months	No	DO/WO P&A1: Provides expert technical advice and guidance to senior leadership on the effective and efficient operations and maintenance of Reclamation's 489 dams. Serves as a policy expert and senior advisor concerning the review of operations and maintenance (O&M) of dams, which include high- and significant-hazard dams. Serves as primary contact for regional offices and others seeking guidance concerning the review of O&M of Reclamation's dams. The products from the position are used in making infrastructure investment decisions at dams, including prioritization of deferred maintenance items. This position is relied upon to ensure the corporate approach is the most efficient and cost effective maintenance program employed at Reclamation dams; as well as preparing, coordinating, and presenting operation and maintenance training material for use by the agency staff.	This is an existing non-supervisory position; funded through Policy and Administration and Water and Related Resources. Provides independent assessments of how well Reclamation's dams are being operated and maintained to minimize the public risk, and ensures the portfolio of deferred maintenance activities is appropriate for the overall function and benefit of the dams. Reclamation's dams, in addition to providing crucial flood protection, are the source of drinking and agriculture water from over 338 reservoirs in the western United States and contribute over \$36 billion to the national economy. If this position is not filled, there will be an increase in costs in operating and maintaining dams through uniformed equipment replacement or rehabilitation decisions and increased risk to the public from uniformed actions by management in prioritizing maintenance and potentially poor operating decisions by untrained staff.  Per June 15 and July 1, 2017 approval list, Page 15, #1117, this position was disapproved with the note "No - look for other locations for positions". The position provides the corporate oversight of all field locations performing O&M. Locating this position into any one field location would compromise the effectiveness in monitoring the other locations by virtue of limited access to centrally located data (such as emergency action plans, standing operating procedures, and O&M records, which do not exist in digital format) and frequent coordination with other oversight functions located in Denver. The nature of the work involves resolving complex issues that require face to face discussions. In addition, this position interacts frequently via face to face meetings with numerous TSC engineering staff, Dam Safety staff, and administrative staff, all located in Denver, in developing the corporate response and technical advice to leadership	No	No	Yes	No	No	Yes		
1939	BOR	9/15/2017	Civil Engineer (Geotech)	GS-7/9/11	Below 12	Denver	Denver	6 months	No	DO/WO-Technical Service Center: This entry level position is needed to perform the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialties.	This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Boca Dam (California), Scoggins Corrective Action (Oregon), BF Sisk Corrective Action (California), Steinaker Dam (Utah), Stampede Dam, and issue evaluations on several dams throughout the 17 western states. Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that typically	No	No	Yes	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments	
1739	BOR	9/1/2017	Civil Engineer (Geotech) - 2 positions	GS-12	12	Denver	Denver	5 months	No	DO/WO-Technical Service Center: These team lead positions are needed to manage the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams.	These are existing, non-supervisory positions. The work is funded primarily by Water and Related Resources (WRR). Not filling the positions puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. They are in the TSC located in Denver, where the design and analysis of high hazard embankment dams is performed. The positions provide engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Boca Dam (California), Scoggins Corrective Action (Oregon), BF Sisk Corrective Action (California), Steinaker Dam (Utah), Stampede Dam, and issue evaluations on several dams throughout the 17 western states). This is a new request and does not represent prior approvals.	No	No	Yes	No	No	Yes			
1481	BOR	8/1/2017	Civil Engineer (Geotech) Technical Service Center	GS-12	12	Denver, CO	Denver	7 months	No	DO/WO Technical Service Center 7: This team lead position is needed to manage the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams.	This is an existing, non-supervisory position funded primarily by Water and Related Resources. The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	No	No	Yes	No	No	Yes			
1950	BOR	9/15/2017	Civil Engineer (Hydraulic) - 2 positions	GS-12	12	Ephrata, WA	Other	2 weeks	No	PN1 & PN2: Responsible for establishing operational targets of operation (reservoir elevations, feed route flow rates) and safely operating the Potholes Reservoir. Leads a staff of three or more dispatchers and provides training to others who operate a series of canals, wasteways, and reservoirs. Conducts detailed studies and analyses of the effects of the Moses Lake irrigation operation, leakage, evaporation, amount of natural inflow, amount of runoff during, amount of return flow from irrigation, and the resultant amounts of water, which must be fed through canals into the reservoir to meet the estimated needs of irrigation. Manages the hydrography system, which is a water accounting of water delivered to the CBIDs. Completes the diversion distribution report that is used to bill the CBIDs, and develops the CBP Water Supply Report.	These are existing, nonsupervisory positions that are funded through district funds. They are mission critical position and critical positions in EFO. The positions require at least one year of training under constant supervision before the new employees can operate the system without oversight. Without these positions, the EFO Operations group will not have Lead Dispatchers to coordinate all dispatching activities and will have only two dispatchers going into 2018, which is not sustainable given the 24/7 operation during irrigation season. If these positions are not filled, it is not likely other newly hired staff will remain on the job, due to the heavy workload. If these positions are not filled, it will adversely impact our ability to deliver water to our customers. The positions are not supervisory, but do provide guidance and leadership to field and other technical staff when on duty. By filling the positions, EFO Ops will be able to continue to safely operate the CBP, and provide a compliment of skills to conduct non-dispatching duties. One position is currently vacant. The second position will be vacated in February of 2018 when a 20 plus year employee retires. The Ephrata Field Office would like to be able to hire now to provide for the transfer of knowledge of these critical positions.	No	No	Yes	Yes	No	Yes			
1953	BOR	9/15/2017	Civil Engineer (Hydraulic)/Hydrologist	GS-12	12	Boise, ID	Other	1 month	No	PN6: The civil engineer/hydrologist performs unique duties that are critical to the mission of Reclamation and the Pacific Northwest Region. These duties include analyzing the ability to deliver water and power under current and future hydrologic conditions, infrastructure configurations, and policy limitations using complex computer models. The output from the computer models and other analytical tools helps direct decisions in infrastructure investments, policy changes, and litigation. The civil engineer/hydrologist must have a unique skillset that includes computer modeling and programming in a wide variety of languages and tools, written and oral communication to varying audiences, and an understanding of Federal and state policy.	This is an existing position that is funded through appropriated and nonappropriated funds. This vacancy is in a group of five modelers that are required to handle the workload that supports the entire Pacific Northwest Region. The vacancy in the current position has the potential to impact a number of studies that are currently planned including the Upper Deschutes Basin Study (Basin Study) and the Columbia River System Operations Environmental Impact Statement (CRSO EIS). The Basin Study is an investigation into water supply and demand imbalances and potential solutions to the imbalances. This study is funded partially by stakeholders via a grant from the Oregon Department of Water Resources. Delays in this study may result in additional cost implications for the stakeholders who have already contributed \$665,000 toward the study. The CRSO EIS is being conducted by Reclamation, U.S Army Corps of Engineers, and Bonneville Power Agencies under direction by court order. The vacant position will contribute to the water supply analysis of this study. Delays in this study may result in potential court penalties for all three agencies.	No	No	No	No	No	Yes			

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1480	BOR	8/1/2017	Civil Engineer (Specs) Technical Service Center	GS-11/12	12	Denver, CO	Denver	6 months		DO/WO Technical Service Center 6: This position writes complex construction specifications in specialized format using guide specifications sections, standard clauses, provisions, and paragraphs. Works with design engineers in the TSC so that detailed specifications can be prepared for each of the separate construction features and operations. The position also serves as the specifications coordinator on design teams reporting to various project managers. Information gathered while serving as a member of a design team is used during the preparation of the specifications for the features of work being designed by the team.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides support to Reclamation field offices for preparing specifications associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	No	No	Yes	Yes	No	Yes		
1764	BOR	9/1/2017	Contract Specialist	GS-12	12	Sacramento, CA	Other	1 month	No	MP1: Services and Supply Branch - Contracts encompass (1) the safety and security of project infrastructure, and (2) supporting key agency priorities for managing, protecting and preserving water, lands and fish and wildlife. The work also encompasses multi-agency, basin-wide programs such as CalFed, CVPIA, and Klamath basin recovery. This position is responsible for pre-award and post-award contracting functions involving complex architecture-engineering design and construction projects. Duties include contract formation, solicitation, negotiations, cost and price analysis, award, contract administration, termination and close-out for contracts.	This position is funded by appropriated funds and is an existing nonsupervisory position. If this position is not filled, contracts, inter-agency agreements, and procurement activities may be delayed and, in some cases, terminated, which will have a severe impact on construction schedules, law enforcement services, upgrading/replacing components in hydropower plants, and critical services to complete environment documents required to support Congressionally mandated storage studies. Timely negotiation and award of contracts, as well as contract administration, are essential to the safe, reliable delivery of water and power to farms, municipalities and private citizens throughout the Klamath Basin, Lahontan Basin, and the Central Valley of California.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	Yes	Yes	No	Yes		
1765	BOR	9/1/2017	Contract Specialist	GS-13	Above 12	Sacramento, CA	Other	1 year	No	MP2: This position is responsible for pre-award and post-award contracting functions involving complex architecture-engineering design and construction projects. Duties include contract formation, solicitation, negotiations, cost and price analysis, award, contract administration, termination and close-out for contracts, which frequently require special handling or other specialized terms and conditions due to the complexity and high visibility of the contracts. Projects vary in type, size and complexity and involve accelerated schedules, the need for new and specialized equipment, materials and methods, site layout and foundation preparation problems to include unforeseen site conditions and limited accessibility, hazardous, toxic, and environmental considerations.	This position is funded by appropriated funds and is an existing nonsupervisory position. If not filled, contracts and procurement activities may be delayed and, in some case, terminated, which will have a severe impact on construction schedules, upgrading/replacing components in hydropower plants, and ultimately impact a wide range of Reclamation activities; the work of other agencies, including the U.S. Fish and Wildlife Service, Department of Agriculture, National Marine Fisheries Service and the Environmental Protection Agency; the operations and solvency of private contractors especially small and women owned or minority owned contractors; non-profit organizations; Native American tribes; and the general public. Timely negotiation and award of contracts, as well as contract administration, are essential to the safe, reliable delivery of water and power to farms, municipalities, and private citizens throughout the Klamath Basin, Lahontan Basin, and the Central Valley of California.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	Yes	Yes	No	Yes		
1745	BOR	9/1/2017	Contract Specialist - 2 positions	GS-12	12	Anywhere in the 17 continental Western States	Other	8 months	No	DO/WO - Mission Support Office: These two positions solicit, award, and administer acquisitions in support of the Technical Service Center (TSC). This includes direct support of civil, chemical, environmental, geotechnical, and structural engineers that support dam safety, dam/canal improvement projects, as well as, future project design and support of other Reclamation projects.	These positions are existing non-supervisory positions and are funded through the Working Capital Fund and direct billing. Leaving these positions vacant will reduce the ability to solicit, award, and administer contracts, which support TSC for successful operation, maintenance, and rehabilitation of water distribution facilities to meet the required contractual water and power demands, as well as, support for Dam Safety design and analysis of embankment dams, appurtenant features, laboratory testing and modeling of concrete, and issuance/review of specifications associated with dams, canals, pumping plants, and power plants.	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1956	BOR	9/15/2017	Contract Specialist - 2 positions	GS-13	Above 12	Boise, ID	Other	New	No	PN9 & PN10: These positions are responsible for applying procurement regulations and utilizing contracting principles in order to plan, develop, implement, maintain, and administer contractual aspects of a procurement program. Incumbents will utilize their expertise in the area of negotiation techniques, cost/price analysis, and legal and regulatory interpretations to award and administer complex contracts for construction, supply, and services necessary to program delivery in support of field operations. Meet with field personnel to develop acquisition strategies, award contracts, and monitor and evaluate performance throughout the life of the contract to ensure compliance with contract terms.	These are new nonsupervisory positions that are funded through appropriated and nonappropriated funds. The PN Region has several dams that are an essential component in the management of our Nations natural resources. These dams provide flood control, irrigation water, and hydroelectric power to the people of the Pacific Northwest. These critical infrastructure facilities are aging and in dire need of major rehabilitation and/or complete overhaul in order to continue to provide these essential services. Failure to successfully complete these projects in a timely manner jeopardizes not only these essential Government services, but also the life and safety of those employed at the facilities. If the requested positions are not filled, there is a high likelihood that the modernization work may not be completed; negatively impacting power generation, water distribution, and public safety.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.  Per the July 15 and August 1, 2017 approval listing, item No. 1169, page 7, these positions were not approved. We are resubmitting this request. The positions have been restructured, increasing the knowledge level that is required, as the positions are responsible for complex contracts. The positions are essential in awarding contracts for construction and refurbishment of our aging infrastructure.	No	No	Yes	Yes	No	Yes		
1776	BOR	9/1/2017	Contract Specialist - 4 positions	GS-12	12	Boulder City, NV	Other	4 months	No	LC3: These are senior positions responsible for applying procurement regulations and utilizing contracting principles in order to plan, develop, implement, maintain, and administer contractual aspects of a procurement program. Incumbents will utilize expertise in the area of negotiation techniques, cost/price analysis, and legal and regulatory interpretations to award and administer complex contracts for supply, service, and construction. These positions are critical in accomplishing the mission in LC Region and ensuring appropriated funds are obligated and expended expeditiously.	The positions are funded by the appropriated and non-appropriated accounts through direct charging accounts of entities for which work is performed. These positions perform inherently governmental functions, obligating and awarding contract actions in support of the Bureau's mission. In addition, these positions provide timely oversight of on-going contracts and facilitate timely payment to contractors and small businesses throughout the country. These positions provide critical, real time on the ground support to both the program office and the contractors performing the work. They routinely meet with contractors and customers to develop acquisition strategies, award a multitude of contracts, and monitor and evaluate performance throughout the life of the contract to ensure compliance with contract terms and conditions. Due to the high number of vacancies, the acquisition office is desperately in need of significant support at the senior level. The current staff is already working excessive overtime and prioritizing award functions over post award administration. As a result, payments to contractors and small businesses are delayed as are oversight functions. These positions also provide critical training and mentoring to new and less experienced employees, further compounding the ability of the Region to meet its obligation roles, as well as ensuring proper oversight and payment functions on existing contracts. Contracting obligations currently are being adversely impacted.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1782	BOR	9/1/2017	Economist	GS-13	Above 12	Sacramento, CA	Other	New Position - will not increase FTE	No	MP4: This position is responsible for overseeing the preparation of the economic portions of the Central Valley Project Cost Allocation Study (CVP-CAS), as well as, other Mid-Pacific Region studies. Congress has authorized the CVP to provide water for seven major purposes: flood control and navigation, recreation, power generation, water supply, water quality, and fish and wildlife. Portions of the costs for providing water for these purposes is reimbursed by water and power users, through a process called cost allocation, which determines and distributes the costs of multi-purpose CVP facilities amongst the various purposes and identifies responsibilities for repayment from project beneficiaries.	This position is funded by Water and Related Resources and is a new, nonsupervisory position that does not result in an increase in FTE. This position is required to implement the two cost/two period repayment approach for the final Central Valley Propject (CVP) Cost Allocation Study (CAS). This approach has never been used within Reclamation before and will require time and expertise to appropriately apply the study results for allocating costs among water and power customers for repayment. The last major cost allocation study was conducted in 1970, with a minor update in 1975. Since 1975, the allocation has been subject to minimal annual adjustments related to project water and power uses. The new allocation will replace the 1975 allocation in its entirety, ensuring fair and equitable distribution of CVP costs amongst the various beneficiaries of CVP water and power. If this position is not filled, it will impact the Region's ability to complete the results for the final CAS by the end of the year and will delay cost recovery from project stakeholders.  ***Resubmission. Per August 1, 2017 approval list, page 7, #1159, this position was not approved with the note "Can the Office of Policy Analysis economist be leveraged for this work? Investigate first". Update - We reached out to the DOI Policy and Analysis Office (Ben Simon) in Washington D.C. to see if they could perform the described workload. We were told that the complexity of the work and the amount of time needed to complete the study and implement the results in the water rates for reayment is not something that the DOI Policy and Analysis Office has the resources to do at this time. Request approval to announce DOI-wide.	No	No	No	No	No	Yes		
1957	BOR	9/15/2017	EEO Specialist - 2 positions	GS-12	12	Location to be determined within the Lower Colorado Region (Boulder City, NV; Glendale, AZ or Yuma, AZ)	Other	1 - 11 months; 1 - pending retirement in 12/17	No	LC 1&2: Serves as Equal Employment Specialists. Provides managers, employees, and applicants counsel, advice, and technical guidance on complaint process procedures and other available avenues of redress. Conducts inquires on claims of discrimination. Informally negotiates with complainant and management to effect resolution. Provides guidance to complainants and assists in developing resolutions to complex problems. Performs trend analyses and conducts studies, organizational reviews, and workforce analyses to determine attitudes of, and significant changes in the makeup of the workforce. Analyzes problems and barriers and devises methods to eliminate or overcome barriers. Develops and presents EEO and Diversity training.	These are existing positions that are funded through Water and Related Resources, nonappropriated funds, and working capital funds. We currently have one vacant position and a pending retirement in December 2017. The appointment of two full-time EEO Specialists will provide resources for the LCR workforce, comply with the established counseling timeframes, and increase our resolution rates with informal complaints. In addition, the lack of ongoing workforce analyses, affirmative employment plans, and barrier analyses can harm the diversity of Lower Colorado Region's workforce. Due to the lack of seasoned EEO Specialists in Reclamation, sometimes we must rely on contractors to perform complaint processing duties and EEO training. Reliance on contractors to perform these functions is not desirable. Contractors are less accountable for meeting deadlines and less effective in providing advice and training to the workforce due to their lack of familiarity with the workforce and Reclamation's business practices.  These positions could not be effectively filled by moving like positions from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.	No	No	No	No	No	Yes		
1738	BOR	9/1/2017	Electrical Engineer	GS-13	Above 12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: This senior position ensures compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. The position leads multidisciplinary teams and provides key mentoring for knowledge transfer.	This is an existing, non-supervisory position. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling this position increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. It is co-located with the TSC in Denver where, the specialized electrical engineering design and analysis for hydropower features is performed. The position provides hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals.	No	No	Yes	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1740	BOR	9/1/2017	Electrical Engineer	GS-12	12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: This position ensures compliance with hydropower facility NERC/WECC requirements; battery testing, protection system testing, and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. This position also works on renewable energy integration, reliability, and economics.	This is an existing, non-supervisory position. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling this position increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. It is co-located with the TSC in Denver, where the specialized electrical engineering design and analysis for hydropower features is performed. The position provides hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals.	No	No	Yes	Yes	No	Yes		
1735	BOR	9/1/2017	Electrical Engineer	GS-12	12	Flatiron (Loveland) (Denver Area)	Denver	New - Position does not increase current FTE	No	GP2: Eastern Colorado Area Office (ECAO) - The electrical engineer position is critical in maintaining plant availability; reducing equipment downtime; and ensuring safety of plant personnel and equipment for the six hydropower plants of the Colorado-Big Thompson (C-BT) Project. These C-BT powerplants include Flatiron, Pole Hill, Big Thompson, Estes, Marys Lake and Green Mountain. Provides timely troubleshooting of equipment faults and sudden loss of generation to determine remediation actions required to return the equipment to operation. Maintains NERC/WECC auditing and reporting compliance. Performs testing, evaluation, and documentation to satisfy regulatory requirements. Maintains and upgrades obsolete protection and control systems. These systems must be upgraded/replaced with modern protection and control equipment prior to the existing systems failing and causing extended outages or equipment damage.	This position is an existing, non-supervisory position funded through appropriated funds and does not add a managerial layer. If unfilled, powerplant maintenance, repair, and upgrades will be deferred creating a backlog of electrical issues negatively impacting and degrading facilities and increasing risk to Reclamation's primary mission of water and electrical delivery. Without filling this position, plant maintenance will degrade; repairs will be delayed; and Hazardous Energy Control Program clearances are at higher risk of compromise. NERC/WECC regulatory requirements dictate the reliability and safety of powerplants. If power facilities are not maintained to the NERC/WECC reliability standards, violations, penalties, or sanctions may apply; putting power deliveries in Colorado at risk.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.  Requesting approval to non-competitively reassign a current ECAO employee from MT. Elbert powerplant (at Twin Lakes, CO), to Flatiron powerplant (at Flatiron Reservoir near Loveland, CO).	No	No	Yes	Yes	No	Yes		
1762	BOR	9/1/2017	Electrical Engineer	GS-12	12	Montrose, CO	Other	1 month	No	UC1: Mission Support Office - Provides specialized services and technical consultation, including design and application of new technologies to existing conditions. Analyzes, designs, changes, and/or modifies complex electrical and electronic systems relating to powerplants, dams, auxiliary equipment, and facilities.	This existing, non-supervisory position is funded by power revenues. This is a field engineer position that supports the Curecanti Field Division. Specifically, the position provides technical direction and support for operation, maintenance, and infrastructure investment at the dam and powerplant. Filling this position is necessary for the field division to continue to fulfill their mission of water storage, water conveyance, and power generation. This position supports that mission by providing repair procedures, analysis of operational problems, design of new systems, technical oversight of the NERC compliance program, and oversees the work of contractors engaged in infrastructure investment programs. Failure to fill this position will hamper the field divisions' ability to address numerous challenges, such as generator repair, transformer replacement, improving electrical safety, and the adoption of smart grid technologies. Not filling the position puts Reclamation plant facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	Yes	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1741	BOR	9/1/2017	Electrical Engineer - 3 positions	GS-7/9/11	Below 12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: These positions ensure compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. These positions also work on renewable energy integration, reliability, and economics.	These are existing, non-supervisory positions. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these positions increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. They are co-located with the TSC in Denver, where the specialized electrical engineering design and analysis for hydropower features is performed. The positions provide hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals	No	No	Yes	Yes	No	Yes		
1937	BOR	9/15/2017	Electrical Engineer - 3 positions	GS-13	Above 12	Denver	Denver	3 months	No	DO/WO-Technical Service Center: These senior positions ensure compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. These positions lead multidisciplinary teams and provide key mentoring for knowledge transfer. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialties.	This is an existing, non-supervisory position. It is co-located with the TSC in Denver where the specialized electrical engineering design and analysis for hydropower features is performed. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these positions increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. The positions provide hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state) and Mt Elbert Forebay (Colorado). Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that typically occurs when it is spread through	No	No	Yes	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1938	BOR	9/15/2017	Electrical Engineer - 5 positions	GS-5/7/9/11	Below 12	Denver	Denver	3 months	No	DO/WO-Technical Service Center: These positions ensure compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. This position also works on renewable energy integration, reliability, and economics. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialties.	This is an existing, non-supervisory position. It is co-located with the TSC in Denver where the specialized electrical engineering design and analysis for hydropower features is performed. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these positions increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. These positions provide hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state) and Mt Elbert Forebay (Colorado). Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that	No	No	Yes	Yes	No	Yes		
1774	BOR	9/1/2017	Electrical Engineer - 5 positions	FPL 12	12	Grand Coulee, WA	Other	5 months	No	PN4: These positions are rotational electrical engineers at the Grand Coulee Power facility. The individuals selected for these training positions are hired at the GS-05/07 level and rotate through the various electrical engineering specialties where they perform engineering tests, studies, analysis, and design related to the installation, modification, and performance of electrical systems for power generation, transmission, and pumping systems. Over the course of the program, they can be promoted to the GS-12 level. Due to its remote location and the competition for entry level electrical engineers, Reclamation struggles to recruit and retain qualified electrical engineers at one of the largest hydroelectric facilities in the United States. Due to the diverse learning opportunities and the opportunity for promotions, Reclamation has had success in hiring and retaining skilled young engineers in this program.	These positions are funded through non-appropriated funds. Due to the difficulties of hiring and retaining electrical engineers at Grand Coulee Dam, these positions provide a means to recruit and retain qualified engineers and at the same time have qualified technical expertise to carry out the needed facility improvement projects at Grand Coulee. If these positions are not filled, there will be insufficient staff to carry out facility improvements or equipment replacement projects. This means they will have to be delayed or terminated, thereby, severely impacting the ability of Grand Coulee Dam to generate power to meet the electricity needs of the region.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Pages 22-24, #922-926, these positions were disapproved with the note "No, duplicate of #1106 and #1107". This request is being resubmitted as these were not duplicate requests. PN currently has seven positions that are vacant. Two vacancies were approved to fill (#1106 and 1107 on the June 15 and July 1, 2017, approval list).	No	No	Yes	Yes	No	Yes		
1478	BOR	8/1/2017	Electrical Engineer (Cost Estimator) Technical Service Center	GS-13	Above 12	Denver, CO	Denver	1 year		DO/WO Technical Service Center 4: This is a senior-level position that performs complex electrical cost estimates, provides specialized technical expertise, and peer reviews independent government cost estimates for planning and final design specifications. Trains/mentors other electrical estimators.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides cost estimating support and specialized technical expertise to Reclamation field offices for specifications associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at a very high risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	No	No	Yes	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1476	BOR	8/1/2017	Electronics Engineer Technical Service Center	GS-7/9/11	Below 12	Denver, CO	Denver	1 year		DO/WO Technical Service Center 2: This position provides instrumentation, data acquisition, and control systems for the testing and research conducted in the lab and the field. Completes dynamic testing of structural elements and full scale dynamic field testing of dams. This position also supports the group with miscellaneous hardware and software support. A recent example of this would be completing the hardware and software for the controls and data acquisition system for a newly constructed direct shear testing machine for the Geotechnical laboratory.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides lab systems support for engineering lab and field testing support for Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	No	No	Yes	No	No	Yes		
1485	BOR	8/1/2017	Employee/Labor Relations Specialist	GS-13	Above 12	Denver, CO	Denver	Will be vacant 9/15/2017		DO/WO P&A1: The primary purpose of this position is to plan, organize, and manage the Employee Relations Program. This position is Reclamation's critical link on cutting edge programs with the Department, i.e. administrative investigations, anti-harassment, administrative leave, maximizing employee performance, etc. The position is the principal conduit between the Department and Reclamation and is responsible for developing, implementing, administering, advising on, and evaluating a comprehensive Employee Relations/Labor Relations program for Reclamation.	This is an existing non-supervisory position primarily funded by Policy and Administration sources. If this position is not approved, there will be severe delays in the receipt and transfer of technical, operational, and other key information to field Employee/Labor Relations Specialists. The monitoring and evaluation of program activities will be severely curtailed. Not filling this position will also hamper implementation of strategically important program activities, such as maximizing employee performance, monitoring proper use of administrative leave, implementing anti-harassment programs, overseeing administrative investigations, and reporting on disciplinary status lists. Additionally, response time to inquiries from third-party representatives, to include the Department Office of the Inspector General, Solicitor's Office, client attorney/legal representatives, union officials, Freedom of Information Act requests, Congressional Inquiries, Office of Special Council, Merit System Protection Board, Office of Personnel Management, Federal Labor Relations Authority, will be significantly delayed.	No	No	No	No	No	Conditional Yes		Advertise in Denver and other Reclamation regional headquarters locations and select the best qualified candidate.
1486	BOR	8/1/2017	Equal Opportunity Specialist	GS-13	Above 12	Denver, CO	Denver	6 months		DO/WO P&A2: Responsible for managing Reclamation's Equal Employment Opportunity (EEO) Discrimination Complaints Processing Program. Ensures timely, fair, and prompt processing and investigation of EEO complaints to reach a fair and equitable resolution. Monitors all Bureau-wide EEO Offices' progress of completion of informal complaints counseling for accuracy, effectiveness, and timeliness of resolution. Plans, directs, and implements Reclamation's Alternative Dispute Resolution (ADR) program as it relates to the Title VII Equal Employment Program.	This is an existing non-supervisory position, funded through Policy and Administration. This position is crucial in providing oversight and meeting all aspects of the Equal Employment Program, Reclamation-wide. Advises senior management officials on legal and financial impacts of EEO complaints and resolutions. Briefs the Reclamation Leadership Team on problem areas, progress of activities, and alternatives to resolving EEO issues ranging from individual issues to complex, systemic problems. Not filling this position will lead to delays in investigating and resolving EEO complaints, which may lead to larger financial and legal implications for Reclamation. Further, delays will result in missing specific deadlines that have been established by the EEOC; which could result in Reclamation's noncompliance with EEO policies and regulations and diversity goals and objectives.	No	No	No	No	No	Conditional Yes		Advertise in Denver and other Reclamation regional headquarters locations and select the best qualified candidate.
1742	BOR	9/1/2017	Financial Specialist	GS-13	Above 12	Denver	Denver	4 weeks	No	DO/WO - Mission Support Office: Serves as the Mission Support Organization (MSO) Budget Officer with primary responsibilities for budget formulation and execution (\$150-175 million). This position functions as the primary internal control for anti deficiency spending. Analyzes budgetary issues and provides guidance and direction to management and staff on budget formulation, funds execution, and allocation for multiple funding sources and Reclamation wide programs. Serves as the point of contact for all budgetary issues and is the primary account manager of several multi-million dollar accounts for Reclamation.	This is an existing non-supervisory position that is funded the Working Capital Fund. The Financial Specialist provides internal controls related to fiduciary responsibility and compliance with the Anti-Deficiency Act. The Financial Specialist is considered an expert on technical budgetary aspects, including the formulation, administration and execution of appropriated funding (e.g., P&A), and revolving funds (e.g., Working Capital Funds). Such technical expertise is heavily relied upon by program managers across Reclamation, to fund activities and carry-out program requirements. The budget accounts for FY17 is approximately \$165M of managed activities. It is critical for this position to be in Denver where they provide technical expertise to the career ladder budget staff and functions as the Budget Officer, providing technical guidance/training and coordination with all mission support functions in Denver. Everyday this position is not filled increases Reclamation's mission risk associated with the management of \$165M and the execution of critical programs.	No	No	No	No	No	Yes		

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1781	BOR	9/1/2017	Fish Biologist	12	12	Klamath Falls, OR	Other	7 months	No	MP3: Responsible for fisheries activities as they relate to compliance with the NMFS's opinion on the continued operations of the Klamath Project. These activities include active engagement during the ongoing reinitiation of consultation with NMFS, which will include consultations on ESA listed coho salmon, Southern Resident Killer Whales, and potential spring-run Chinook salmon. Serves a critical role in assisting Klamath Basin Area Office (KBAO) in initiating and completing independent science review of reports, models, and tools that will inform Reclamation's Proposed Action and Biological Assessment.	This position is funded by appropriated funds and is an existing, nonsupervisory position. If unfilled, the KBAO will lack critical capacity and expertise to engage with NMFS during reinitiation of consultation (ROC). The topics that will need to be addressed during ROC include revising the take criteria for coho salmon, assessing the impact of a new proposed action on C. shasta dynamics, and the Project's impact on Southern Resident Killer Whales (SRKW), which will include determining the project's effect on Chinook salmon, the whales primary food source. In addition, the Karuk Tribe petitioned NMFS to list Spring Chinook salmon as endangered under ESA and KBAO may have to consult on it's impact to Spring Chinook salmon. This will mark the first time that KBAO will need to consult on both SRKW and potentially Spring Chinook salmon, a process that requires significant expertise on salmonid biology. The Salmon Biologist will be instrumental in working with Oregon State University and the USFWS CA-NV Fish Health Center to ensure appropriate and meaningful monitoring is in place that allows Reclamation to continue to assess 'incidental take' and our impact on ESA-listed and Tribal Trust Resources.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function in DC or Denver, CO.	No	No	No	No	No	Yes		
1952	BOR	9/15/2017	General Engineer (Scheduler)	GS-13	Above 12	Boise, ID	Other	vacant mid-October 2017	No	PN5: This position oversees all time impact analyses and construction program schedule reviews performed in the PN Region. The position self performs the most complex schedule reviews, such as the \$150 million third powerplant overhaul contract. The position also performs all complex and highly contentious time impact analyses for contractor claims and requests for equitable adjustment.	This is an existing nonsupervisory position that is funded through direct, appropriated and state funds. In order to effectively manage and administer multi-year, high complex construction projects, the PN Region must be able to review (and accept or reject) baseline and monthly schedules, and definitize contract modifications by performing time impact analyses. Contracts cannot be administered in accordance with the Federal Acquisition Regulation without this capability, which means that PN's construction program, which accomplishes the water and power portion of Reclamation's mission, would be adversely impacted.	No	No	Yes	Yes	No	Yes		
1768	BOR	9/1/2017	Geologist	GS-12	12	Sacramento, CA	Other	Will become vacant December 31, 2017	No	MP5: This position is very important to help maintain Branch continuity and provide leadership, mentoring, and advice on all manner technical/geologic issues. This specialized position requires an individual with extensive and in-depth knowledge of geotechnical drilling and sampling equipment; knowledge of geologic standards and procedures for geologic investigations; and analyses of structure foundations and geologic hazards. The position requires the individual to be responsible for the technical quality and accuracy of geologic work and to regularly apply and teach Reclamation engineering geology standards and procedures to junior staff. This skill set is critically needed to support the planning, design, and construction of the Regional programs and projects and the Division of Design and Construction's Geology Branch.	This position is funded by Water and Related Resources and is an existing nonsupervisory position. If this position is not filled, current programs, like Battle Creek Salmon and Steelhead Restoration Project and Safety of Dams Corrective Action Study at B.F. Sisk Dam, which has a very large, lengthy, and technically complex geologic field investigation component, could be delayed or miss critical milestones.  There is no like position in Washington DC or Denver, CO.	No	No	No	No	No	Yes		
1482	BOR	8/1/2017	Geologist Technical Service Center	GS-13	Above 12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 8: This senior level position manages ongoing requests from Dam Safety and Regional Offices for formulating geologic field investigations and performing geologic analysis relating to Reclamation's inventory (200+) of high hazard embankment and concrete dams.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering geology support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	No	No	Yes	No	No	Yes		
1483	BOR	8/1/2017	Geologist Technical Service Center	GS-12	12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 9: This position develops and implements geologic field investigations related to safety analysis and safety modification to Reclamation's inventory (200+) of high hazard embankment and concrete dams. Data collected by the engineering geologist is used by Reclamation's Civil and Geotechnical Design Engineers to make critical Dam Safety decisions.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering geology support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	No	No	Yes	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1940	BOR	9/15/2017	Geophysicist	GS-7/9/11/12	12	Denver	Denver	7 months	No	DO/WO-Technical Service Center: This is journeyman geophysicist in support of seismological analysis to determine earthquake loading associated with geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialties.	This is an existing, non-supervisory position. It is in the TSC located in Denver where the seismic loading and geophysical testing and analysis for high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Examples of dams with significant earthquake loading issues include the thrust fault issue at Scoggins Dam (Oregon), Cascade Dam (Idaho), and Pueblo Dam (Colorado). The monitoring of seismic activity associated with the salinity injection wells in western Colorado is also being impacted. Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that typically occurs when it is spread through	No	No	Yes	No	No	Yes		
1746	BOR	9/1/2017	Grants Management Specialist	GS-9/11/12	12	Anywhere in the 17 continental Western States	Other	5 months	No	DO/WO - Mission Support Office: This position is responsible for the award and administration of Grants and Cooperative Agreements for Reclamation wide programs. It provide direct support to accomplish our mission related work that occurs in the Regions and Field offices.	This position is an existing, non-supervisory position that is funded through the Working Capital Fund. The position is needed to award and administer many of Reclamation's bureau-wide Federal Financial Assistance programs, such as, the WaterSMART Water and Energy Efficiency Grants Program, the Water Infrastructure Improvements for the National Program, the Native American Technical Assistance Program, the Small Scale Water Efficiency Program, the Desalinization and Water Purification Research Program, the Drought Response Program, the Landscape Conservation Cooperative Program, and the Title XVI Water Reclamation and Reuse Program.  If this position is not filled, there will be additional delays in the award and administration of critical Federal financial assistance agreement to States, local governments, tribal governments, specialist district governments, and other stakeholders and recipients under these programs. Due to the critical level of staffing and new requirements of additional higher level reviews of financial assistance awards, 150 (\$33 MIL) of the remaining 167 (\$37 MIL) actions to be award in fiscal year 2017 will be rolled over to fiscal year 2018, which impacts the mission of various Reclamation programs as well as other stakeholders of these programs.	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1752	BOR	9/1/2017	HR Assistant (Information Resources)	GS-08	Below 12	Denver, CO	Denver	11 months	No	DO/WO - Policy & Administration: This position provides support for human resources reporting, and awards, as well as, a wide variety of Human Resources Information Systems needs. The position serves as the audit liaison.	This is an existing, non-supervisory position that is funded by a combination of Policy and Administration and Working Capital funding. The HR Assistant is the lead employee responsible for human resources reporting Bureau-wide. These reports are provided to support HR and other activities in the field, the Denver/Washington office, and to enable timely responses to requests from the Department and other agencies. This position is also the lead in responding to FOIA and is critical to support business systems and technical audits required by OPM, Departmental, or Bureau policy. This assistant is also the Bureau-level awards coordinator, who coordinates our awards with our Washington DC office and the Department. The position provides support to the DOI Learn Data Steward. Currently, three different positions are performing a portion of the duties of this position, which puts additional strain on them and takes away from the primary duties they should be performing. Not filling this position will continue to burden the other employees who have been required to take on these additional duties, which could decrease morale and job satisfaction, potentially leading to current employees taking other jobs that won't require them to do more than their assigned duties. It is critical that this position be filled in Denver as the audit work requires close coordination with audit staff, contract auditors, and payroll operations staff, all of which are located in Denver.	No	No	No	No	No	Yes		
1751	BOR	9/1/2017	HR Specialist (Employee Benefits)	GS-12	12	Denver, CO	Denver	Will be vacant 9/15/17	No	DO/WO - Policy & Administration: Reclamation-wide worker's compensation program (OWCP) Specialist and Benefits Program Specialist. The primary purpose of this position is to plan, organize, and manage the OWCP for the Bureau. This position researches options and provides guidance for Regional HR staff, tracks performance metrics, and analyzes Reclamation-wide cases for program improvements and efficiencies. It is the Reclamation point of contact for processing and managing data necessary to comply with Department of Labor's OWCP requirements for workers with occupational injuries or illness. Serves as the Reclamation-wide technical expert in retirement, insurance programs, Flexible Spending Accounts, and Thrift Savings Plans.	This is an existing, non-supervisory position funded primarily by Policy and Administration. This position provides OWCP and benefits guidance to the Regional HR Specialists. Not filling this critical position puts Reclamation in danger of not meeting OWCP guidelines and policies. It also puts added pressure on existing staff, who are already overworked, which increases the risk of missing deadlines and/or requirements of Department of Labor workers' compensation program. In addition, not filling the position creates a technical void Bureau-wide in critical areas such as retirement, insurance programs, Flexible Spending Accounts and Thrift Savings Plans. This position combines the duties of two previous positions - Benefits Program Specialist and the OWCP Specialist.	No	No	No	No	No	Conditional Yes		Advertise in Denver and other Reclamation regional headquarters locations and select the best qualified candidate.
1954	BOR	9/15/2017	Human Resources Specialist (Employee Relations/Labor Relations)	GS-12	12	Boise, ID	Other	4 months	No	PN7: The position serves as a Labor and Employee Relations Specialist for the PN Region and functions as a technical expert on all Labor and Employee relations issues, e.g., complaints, grievances, pay negotiations, wage surveys, collective bargaining agreement negotiations and administration, investigations, discipline/adverse actions, performance management, etc. The position provides these services to assigned Regional, Area, and Field Offices.	This is an existing position that is funded by a combination of appropriated and non-appropriated accounts. Legal requirements within the Federal Labor Relations statute, as well as 5 CFR 315, 432, and 752, require actions occur within specified time frames and in accordance with the established procedures. Failure to fill this position will significantly limit the Bureau's ability to actively and appropriately engage with bargaining units and significantly impact management's ability to investigate and address poor performers and incidents of misconduct. This will inhibit the Region's ability to hold employees accountable to appropriate standards of behavior and performance by exercising appropriate and legally defensible corrective actions.	No	No	No	No	No	Yes		
1749	BOR	9/1/2017	Industrial Hygienist	GS-13	Above 12	Anywhere in the 17 Western States	Other	6 months	No	DO/WO - Safety Security Law Enforcement - Safety and Health Office: This position serves as the leader and subject matter expert for Reclamation's Occupational Health Program. The incumbent provides decisions and technical support for the occupational health program. This position develops, implements, and manages risk-based guidance and criteria for occupational health at Reclamation facilities and operations to include program elements, such as industrial hygiene, chemical safety, process safety, ergonomics, hazard communication, biosafety, personal protective equipment, hearing conservation, hot work, confined space, OSHA Recordkeeping, and others. The incumbent provides a key link with the US Navy for research and implementation of noise reduction technologies in Reclamation's industrial facilities such as powerplants and pumping plants.	This is an existing, non-supervisory position that is funded through appropriated funds. If this position is not filled, delays in the decision making for occupational health issues will be experienced, thus causing delays in various construction and operational projects. Support for Reclamation's effort to make significant changes in our safety culture (Safety Action Plan) will be delayed and the planned changes will be deferred or postponed. These belated activities will increase the risk for health and safety issues within Reclamation at the operational level for our employees who are directly responsible for delivering water and generating power.	No	No	Yes	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1789	BOR	9/1/2017	Information Technology Specialist (SYSADMIN)	GS-12	12	Salt Lake City, Utah	Other	9 months	No	UC2: Mission Support Office - This position plays a key and lead role in developing, implementing, managing, and administering the core infrastructure systems within the Upper Colorado Region. The responsibilities of this position are representing the Upper Colorado Region as an AD Coordinator, VMware administrator, Citrix administrator, Access DB/SQL Server Administrator, and contribute to projects, which include storage area networks (SAN), backup, scripting, networking requirements, virtual desktop and application delivery, AD objects, roles, groups and permission, and all other system inter-operational IT functions and processes. The position is necessary to maintain and manage current and evolving workload.	This position is fully funded by appropriated funds and included in the Upper Colorado (UC) Regional Office IT Workforce Planning. Several field and area offices have asked that the regional office maintain and manage their core infrastructure computing environment, which includes physical and virtual servers, switches, and SANs. In addition, the UC region IT Systems Group administrators are critical in providing the computer and network infrastructure resources that allow for the effective, efficient, and timely management of water operations and management, power generation, acquisitions, and financial operations. The UC Regional Office IT staffing has been reduced by over 60% through attrition over the past 6 years. Current budgeted staffing levels have been streamlined and baselined to provide the necessary workforce to ensure maximum customer productivity, trust, and confidence in delivery of high quality IT products and services. This vacancy has hindered the UC Region's ability to maintain the high level of services to achieve this standard under the systems management umbrella of services. Additionally, other staff and supervisors have had to take on additional duties and work overtime to try to meet the demands of the position resulting in decreased abilities to succeed with their primary duties and complete priority projects. IT operational demands for the UC region are continually expanding to meet the needs of BOR and it's customers. Due to these increased demands it is necessary for the regional office to be fully staffed.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	Yes	Yes	No	Hold		OCIO - Review.
1767	BOR	9/1/2017	Interdisciplinary - Civil Engineer, Natural Resources Specialist or Physical Scientist	GS-12	12	Sacramento, CA	Other	6 months	No	MP4: This project manager position will manage complex interdisciplinary water resources activities such Federal Feasibility Studies, Basin Studies and Title XVI Projects. These projects have Congressional, DOI & BOR interest. These water development projects are an integral part of Reclamation's mission and the resolution of numerous and varied, but complex technical issues with Federal, State and local officials.	This position is funded by Water and Related Resources and is an existing nonsupervisory position. Failure to fill this position has affected the Region's ability to establish Reclamation's position on solutions to water supply needs in that State water rights terms and conditions, as well as Congressional directives, that must be met before projects will find acceptance. The employee's recommendations and assessments impact Reclamation, state, local programs, and water resource objectives. The results of the water system simulation support and related studies will affect Reclamation's long-term water resources management program.  There is no like position in Washington DC or Denver, CO.  Per July 15 and August 1, 2017 approval list, Page 12, #1160, one like position was approved. This is not a duplicate request, but an additional position to be filled.	No	No	No	No	No	Yes		
1947	BOR	9/15/2017	Interdisciplinary, Civil Engineer (Hydrologic) or Physical Scientist	GS-12	12	Weaverville, CA	Other	2 months	No	MP3: Serves as the primary hydrology/geomorphology position on an interdisciplinary team of resource specialists for the Trinity River Restoration Program. The position is responsible for conducting and managing complex technical studies, scientific monitoring and projects, and integrating these products into management objectives and recommendations that will guide implementation of the Trinity River Restoration Program actions.	This position is funded by appropriated funds and is an existing nonsupervisory position. This position is key to the Trinity River Restoration Program and its mission. If not filled, mission accomplishment would be severely impeded. The position is the necessary federal hydrological representative for the Program for the design work for rehabilitation restoration construction mandated by Department of Interior (DOI); the position is necessary for scientific monitoring for physical geomorphology work and associated data analysis for implementing the required adaptive management requirements of the DOI Record of Decision; and the position is the primary staffer developing flow scheduling and the annual DOI Record of Decision required flow release hydrograph. The position is critical to the mission of Program coordination with the Central Valley Operations Office for restoration, flow scheduling, and associated operations of Trinity and Lewiston dams.	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1946	BOR	9/15/2017	Interdisciplinary, Civil Engineer or Geologist	GS-12	12	Sacramento, CA	Other	2 years	No	MP2: Exercises primary staff responsibility for administering the Safety of Dams Program (Program) in the Mid-Pacific Region. The Program includes the Safety Evaluation of Existing Dams (SEED) Program, the Safety of Dams (SOD) Program, and project liaison for the Construction Program. This position serves as a project manager coordinating SEED investigation programs, SEED inspections, and issue evaluation programs including hydrological and seismic studies and state-of-the-art analyses. The Program assures and oversees the structural and operational safety at over 60 dams in the Mid-Pacific Region, and identifies and corrects safety deficiencies at these dams. Much of the economic livelihood and well-being of residents in the Mid-Pacific Region is dependent upon the continuing safe operation of these dams.	Position is funded by appropriated funds and is an existing nonsupervisory position. If not filled, large scale SOD projects ongoing at B.F. Sisk Dam, Boca Dam, and Stampede Dam along with multiple other dams with active SOD issues will be affected. The SOD project cost of B.F. Sisk alone is on the order of \$700 million. The duties of this position are imperative toward the success of these projects which are critical to protecting the public. The technical expertise provided by the incumbent affects the safe operations of over 60 dams in the Mid-Pacific Region. Work performed has a major impact on the program for correcting safety deficiencies at the Region's dams, thus, assuring the continued benefit received from these projects. The livelihood, recreation, and safety of thousands of people, and major portions of the economy in California, Nevada, and Oregon rely upon the continued safe operation of these dams and reservoirs.  There is no like position in Washington DC or Denver, CO.	No	No	Yes	Yes	No	Yes		
1790	BOR	9/1/2017	IT Specialist (CUSTSPT) (LEAD)	GS-12	12	Sacramento, CA	Other	2 years	No	MP6: This position is responsible for providing computer software and hardware support to Mid-Pacific Region's employees. Serves as the team leader of helpdesk services. The work involves resolving the complete range of problems within the scope of the helpdesk and referring problems requiring highly specialized expertise to the appropriate IT specialty office. The work also involves conducting trend analyses to identify areas where additional customer training and assistance is needed and initiating appropriate action, such as developing test plans and specifications; defining new training requirements; and developing guidance and standard operating procedures. The work enables employees throughout customer organizations (Regional, Reclamation, other agency and non-governmental) to effectively apply IT resources to accomplish mission requirements.	This position is funded by appropriated funds and is an existing nonsupervisory position. Failure to fill this position will impact HEAT ticketing services, a Bureau-wide ticketing system that supports all regions, causing severe service delays. Failure to collect and report critical data points will occur throughout Reclamation. Assigning and tracking tasks for multiple departments within the IMS division will also be seriously impacted. Collaboration of documents using SharePoint will be adversely impacted. Immediate services for broken page links, data loss, and system inefficiency, which violates the Freedom of Information Act by not allowing employees to access relevant information, will be hampered. IT assets will be without adequate management and oversight, potential budget inaccuracies, unreconciled lost equipment, and planning efforts made without knowledge of essential capabilities. Substantial amounts of time and money will be spent utilizing other resources to track down inventory. Further, not filling this position can result in elevated cybersecurity risks.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	No	No	No	Hold		OCIO - Review.
1787	BOR	9/1/2017	IT Specialist (CUSTSUP)	GS-12/13	Above 12	Denver	Denver	2 years	No	DO/WO IRO1: Serves as the Contracting Officer's Representative, IT Project Manager and IT Service Manager for the Reclamation Enterprise Service Center (RESC).	This position is funded through the Working Capital Fund. This is a non-supervisory position, which serves as the IT Service Manager and Contracting Officer Representative (COR) for the \$6.1M (5 year) RESC contract, located in Denver. This contract provides first and second level enterprise information technology support to Reclamation personnel bureau-wide. The RESC additionally provides support for critical systems supporting the Bureau's mission activities, as well as desktop support for Denver users. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain administrative records, approve invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract.  Per June 15 and July 1, 2017 approval list, Page 39, #868, this position was disapproved with the comment "No - identify other locations". This request is being resubmitted, because this contract is a firm fixed price contract with disincentives for the contractor missing key performance indicators, on-site contract monitoring is required; making this position not suitable for placement in a location other than Denver.	No	No	No	No	No	Hold		OCIO - Review.

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1686	BOR	8/15/2017	IT Specialist (CUSTSUP)	GS-2210-12	12	Denver, CO	Denver	2 years		DO/WO IRO: Serves as the IT Service Manager and Contracting Officer Representative (COR) for the \$6.1M (5 year) Reclamation Enterprise Service Center (RESC) contract, located in Denver. This contract provides first and second level enterprise information technology support to Reclamation personnel bureau-wide. The RESC additionally provides support for critical systems supporting the bureau's mission activities, as well as desktop support for Denver users.	This is a non-supervisory position. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain administrative records, approve invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract. Because this contract is a firm fixed price contract with disincentives for the contractor missing key performance indicators, on-site contract monitoring is required making this position not suitable for placement in a location other than Denver. This position is funded through the WCF.	No	No	No	No	No	Yes		OCIO - Approves- BMD & JH for SB Denver location justified because it provides best vantage point for assuring performance and taxpayer value for contract services being performed primarily at the Denver location. Position is inherently governmental. It is the responsibility of the ACIO to coordinate and align the work with DOI-CIO strategic objectives which currently include improving cyber security, converging on enterprise standards, consolidating data centers, developing/using shared services, and implementing ACIO alignment plans. Per your bureau alignment plan all IMT Investments and Spend plans must be under cognizance of the bureau ACIO; the supervisory controls in the position description and performance measures must articulate this alignment.
1684	BOR	8/15/2017	IT Specialist (INET)	GS-13	Above 12	Denver, CO	Denver	1 month		DO/WO IRO: Serves as the primary web and web hosting system manager for all IT Corporate servers. Manages the Reclamation internal web hosting infrastructure, public web infrastructure, and Reclamation-wide web hosting security. Designs, builds, and supports the technologies responsible for delivering both Reclamation internal and public facing web instances.	This is an existing non-supervisory position, funded through working capital funds. If this position is not filled, planning, implementation, and support of Reclamation-wide Web Server Infrastructure, as well as Reclamation's public Water Information System will be affected. This position is the chief support person related to these technologies across Reclamation, as we are moving to a consolidated support model for these enterprise services. The systems this position supports are responsible for all mission related web activities. These include, but are not limited to the Bureau of Reclamation's public web presence (https://www.usbr.gov), the open water data initiative to share water data with the public (https://water.usbr.gov), and Reclamation's web Cyber Security posture. This position directly supports on-the-ground mission delivery by supporting these server infrastructure types. These technologies allow for sharing water data within reclamation, as well as to the public via Reclamation's Web presence. Funded through WCF. The Bureau's web server infrastructure is located in Core Denver Data Center and the position providing maintenance and support must be located in close proximity to the infrastructure making this position not suitable for placement in a location other than Denver. This position additionally serves as the on-site Contracting Officer's Representative over the Reclamation contract services for operational security and middle tier/web hosting services. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain administrative records, approve invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract.	No	No	No	No	No	No	No	CIO Disapproves- BMD- Duplicate from previous approval, #1489
1792	BOR	9/1/2017	IT Specialist (SysAdmin)	GS-12	12	Boulder City, NV	Other	1 year	No	LC4: Serves as a technical expert in the area of the Local Area Network (LAN) systems administration and client/server computer operating systems software. Performs a variety of technical duties relating primarily to client/server (minicomputer, workstation, microcomputer) software installation and management.	The position is a multi-funded activity with three primary funding sources: Water and Related Resources, non-appropriated/customer based funds and working capital funds. This position is the senior system administrator and is directly responsible for core services provided to the Lower Colorado Region in support of the OneLC IT initiative and Data Centers. This position is key to meeting Office of Management and Budget (OMB) requirements concerning data center consolidation and closures. This position also plays a key role in representing the LC Region on Reclamation's Active Directory (AD) Coordinator's Team and Data Center Optimization Initiative (DCOI) Teams. This position supports the Region's Virtual Server environments, systems for water accounting, customer applications, and Storage Area Network (SAN) environments of multiple locations to include the replications of data between those locations. The delay in hiring this position is having a cascading effect on our projects and requirements from not just Reclamation, but both OMB and the Department.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	No	No	No	Hold		OCIO - Review.

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1793	BOR	9/1/2017	IT Specialist (SystemAdmin)	GS-12	12	Boulder City, NV	Other	Pending retirement of employee	No	LC5: Serves as a technical expert in the area of the Local Area Network (LAN) systems administration and client/server computer operating systems software. Performs a variety of technical duties relating primarily to client/server (minicomputer, workstation, microcomputer) software installation and management.	The position is a multi-funded activity with three primary funding sources: Water and Related Resources, non-appropriated/customer based funding and working capital funding. This position is the senior system administrator and is directly responsible for core services provided by the Lower Colorado Regional Office in support of the OneLC IT initiative and Data Centers at both the Regional Office and Hoover Dam. This position is key to meeting Office of Management and Budget (OMB) requirements concerning data center consolidation and closures. This position also plays a key role in supporting the BisonConnect environment for not just the LC Region, but is also Reclamation's Team member on the Department's BisonConnect Team, and supports systems for water accounting, customer applications, and management of the users data storage requirements. The delay in hiring this position is having a cascading effect on our projects and requirements from not just Reclamation, but both OMB and the Department.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	No	No	No	Hold		OCIO - Review.
1788	BOR	9/1/2017	IT Specialist Project Manager	GS-13	Above 12	Denver	Denver	4 months	No	DO/WO IRO2: This IT Project Manager (PM) leads mission essential enterprise wide projects along with related vendor contracts.	The position is non-supervisory and funded through Working Capital Fund. The position provides project management support for enterprise-wide information technology systems and applications centrally developed and maintained in Denver. The position is responsible for developing innovative technology solutions in support of the Bureau's programmatic offices and mission activities. The work involves analysis, design, implementation, testing, integration and software standardization of IT systems, desktop, mobile and web-based applications to meet the Bureau's mission. The position acts as the key liaison, working face-to-face with the bureau customers, the Denver based Federal software developer leads, and the software development contractors. This integration is essential for the cooperative development of new and steady-state applications and is critical in ensuring the IT application security requirements are established in coordination with the Bureau Associate Chief Information Security Officer. The project manager ensures the application of NIST standards and customer business requirements are met, including thorough system testing and the successful delivery of new IT solutions. This position serves as the on-site Contracting Officer's Representative (COR) over the mission and business essential contract services for several application projects, Application Database Administration, in addition to technical writing, testing, and quality assurance contracts.  Per June 15 and July 1, 2017 approval list, Page 42, #866, this position was disapproved. This request is being resubmitted. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain FBMS administrative records, approve	No	No	No	No	No	Hold		OCIO - Review.

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1687	BOR	8/15/2017	IT Specialist Project Manager	GS-13	Above 12	Denver, CO	Denver	4 months		DO/WO IRO: The position provides project management support for enterprise-wide information technology systems and applications centrally developed and maintained in Denver. The position is responsible for developing innovative technology solutions in support of the Bureau's programmatic offices and mission activities. The work involves analysis, design, implementation, testing, integration and software standardization of IT systems, desktop, mobile and web-based applications to meet the Bureau's mission.	The position acts as the key liaison, working face-to-face with the bureau customers, the Denver based Federal software developer leads and the software development contractors. This integration is essential for the cooperative development of new and steady-state applications and is critical in ensuring the IT application security requirements are established in coordination with the Bureau Associate Chief Information Security Officer. The project manager ensures the application of NIST standards and customer business requirements are met including thorough system testing and the successful delivery of new IT solutions. This position additionally serves as the on-site Contracting Officer's Representative (COR) over the Reclamation's mission and business essential contract services for several application projects, Application Database Administration in addition to technical writing, testing and quality assurance contracts. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain FBMS administrative records, approve FBMS invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract. The position is non-supervisory and funded through Working Capital Fund	No	No	No	Yes	No	Yes		OCIO - Approves- BMD & JH for SB  Denver location justified because it provides best vantage point for assuring performance and taxholder value for contract services being performed primarily at the Dever location. Position is inherently governmental.  It is the responsibility of the ACIO to coordinate and align the work with DOI-CIO strategic objectives which currently include improving cyber security, converging on enterprise standards, consolidating data centers, developing/using shared services, and implementing ACIO alignment plans. Per your bureau alignment plan all IMT Investments and Spend plans must be under cognizance of the bureau ACIO; the supervisory controls in the position description and performance measures must articulate this alignment.
1944	BOR	9/15/2017	Management Analyst	GS-12	12	Salt Lake City, UT	Other	8/6/2017	No	UC3: Mission Support Office - This position provides general support for the continued implementation of Reclamation's Project Management Framework, as well as direct support to some of the Region's major programs and projects. This position is assigned to coordinated Regional Office services to and provide direct scheduling support for the Aamodt Water Rights Settlement, a \$200,000,000 Indian water rights settlement with 4 pueblos in New Mexico. The majority of the funds from the settlement are applied to the construction of the Pojoaque Basin Regional Water Supply System (PBRWS), a water deliver infrastructure with almost 200 miles of pipeline and an array of water intake, treatment, and storage facilities.	The position is funded from direct project appropriations for projects to which specific services are provided (primarily Pojoaque Basin Regional Water System project), and from general funds for Region or Reclamation wide services performed. Specifically, this position will coordinate with Regional Office service providers, and monitor and report on the timeliness and completeness of those services. Even more important is the assignment to provided direct scheduling services for the PBRWS. This involves coordinating with the Project Management Team, scheduling work activities, analyzing the schedule, reporting on status, and making recommendations to address problem areas. The schedule has to incorporate extensive environmental and cultural resource and rights of way activities, as well as capture the work of several government contractors, including a design-build contractor. The scheduling support is particularly critical to the project because the legislation established a firm completion date with a relatively short period of time to complete once the necessary environmental approvals are achieved. It is imperative to have this position filled soon to keep up with managing the current work, so that staff can be prepared for the dramatic increase in work activities by the time that approval is received in early 2018. If this position is not filled quickly, management of the schedule will not be kept as current as needed because there is not sufficient staffing resources to do so at this time; placing the project at jeopardy of a late completion, which places the Government in violation of their agreement with the Tribes.	No	No	No	No	No	Yes		
1477	BOR	8/1/2017	Materials Engineer (Coatings) Technical Service Center	GS-13	Above 12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 3: This is a senior technical position focusing on Coatings Technology. The position provides technical oversight and peer review, and leads teams involving protective coatings or complex research programs, for example: Green Mountain PP Penstock relining and coating Life evaluation by EIS. Represents Reclamation research experiences, needs, and interests with Army Corps Of Engineers Civil Works, NIST, and Navy. The technical specialist must maintain expertise in materials engineering research; maintain state-of-the art knowledge of protective coatings; and maintains extensive knowledge of condition assessment of Reclamation structures. This position will participate and present papers at national conferences, such as, Proceedings of the Society for Protective Coatings.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering lab and field support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Offer to be made for 1 position.	No	No	Yes	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1761	BOR	9/1/2017	Mechanical Engineer	GS-12	12	Mills, WY	Other	11 months	No	GP2: Wyoming Area Office - This position provides guidance for engineering, maintenance, modifications, and new additions of mechanical equipment for the dams and hydroelectric powerplants and other associated equipment of the WYAO. Responsible for engineering analysis and corrective maintenance plans for generating unit mechanical components. Develops needs assessments, preliminary design concepts/alternatives, cost estimates, justifications, schedules and reports.	This existing position is funded through appropriated funds. This position is critical as it provides direct engineering support for water delivery and power generation. If this position is not filled, critical powerplant activities and may not be completed or will be delayed, resulting in a direct, significant negative impact on safe and reliable operation of the powerplants and water facilities, which in turn have a direct major impact on public safety and economic well being.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Page 45, #1093, this position was disapproved with the note "No, appears to be a duplicate". This request is being resubmitted as it was not a duplicate. This position is the second of the two vacant positions. The first vacancy has already been approved for fill (#881 on the June 15 and July 1, 2017, approval list).	No	No	Yes	Yes	No	Yes		
1737	BOR	9/1/2017	Mechanical Engineer - 2 positions	GS-7/9/11	Below 12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: These are entry-level positions in support of pumping plant mechanical systems. Work from Grand Coulee and other major powerplants has been increasing.	These are existing, non-supervisory positions. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these positions increases the risk of Reclamation mechanical and water distribution facilities failing to perform as designed due to delays in operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. They are in the TSC located in Denver, where the design and analysis of these major design features is performed. The positions provide mechanical engineering support to Reclamation field offices for specifications associated with pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals.	No	No	Yes	Yes	No	Yes		
1479	BOR	8/1/2017	Mechanical Engineer Technical Service Center	GS-7/9/11	Below 12	Denver, CO	Denver	8 months	No	DO/WO Technical Service Center 5: This is an entry-level position in support of pumping plant steel piping and turbines. Turbine work from Grand Coulee and other major powerplants has been increasing.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides mechanical engineering support to Reclamation field offices for specifications associated with pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced for 2 positions.	No	No	Yes	Yes	No	Yes		
1960	BOR	9/15/2017	Planner (Water Resources)	GS-12	12	Glendale, AZ	Other	11 months	No	LC5: This position develops and manages technical studies designed to meet future water needs, fulfills infrastructure commitments authorized by various tribal settlements, develops and evaluates risk reduction alternatives under Reclamation's Dam Safety Program and upgrades/extraordinary maintenance of the Central Arizona Project and the Salt River Project infrastructure. Work involves extensive collaboration with Reclamation subcontractors, water and power providers, stakeholders, and other Federal, state, tribal and non-governmental organizations.	This is an existing nonsupervisory position that is funded through appropriated and direct funds. There is one other Planner (Water Resources) in the Division, however, the work load is more than can be adequately managed by a single person. Not filling this position puts Reclamation at risk of failing to complete infrastructure development within the timelines congressionally authorized by the Arizona Water Settlements Act and the Colorado River Basin Project Act of 1968. Without updated water management tools and strategies, it will exacerbate the imbalances between future water supply and demand throughout Arizona and western New Mexico, putting the water supplies of partners and stakeholders at increased risk.	No	No	No	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1747	BOR	9/1/2017	Procurement Technician (Financial Assistance)	GS-5/6/7	Below 12	Anywhere in the 17 continental Western States	Other	Less than 1 month	No	DO/WO - Mission Support Office: The position provides automated standard application for payments (ASAP) support Bureau-wide. This support includes recipient enrollment, account maintenance, and serves as the certifying officer for all ASAP payments. This position also supports the Financial Assistance Operation Section with the administration of Grants and Cooperative Agreements.	This position is an existing, non-supervisory position and is funded through the Working Capital Fund, direct billing and P&A. This position supports the regions enrollment and account maintenance for the ASAP System. Leaving this position vacant will reduce the ability to enroll recipient's in the ASAP system, which has a direct effect on the award of financial assistance agreements and PL-638 awards, as recipients and tribes must be enrolled in the ASAP System before an award can be issued. Leaving this position vacant also effects the timeliness of ASAP payments to financial assistance recipients and tribes, as well as, timely verification and correction to ASAP accounts. If not approved, the vacancy would also effect the proper administration of financial assistance agreements in support of the WaterSMART Water and Energy Efficiency Grants Program, the Water Infrastructure Improvements for the National Program, the Native American Technical Assistance Program, the Small Scale Water Efficiency Program, the Desalination and Water Purification Research Program, the Drought Response Program, the Landscape Conservation Cooperative Program, and the Title XVI Water Reclamation and Reuse Program.	No	No	No	No	No	Yes		
1729	BOR	9/1/2017	Program Analyst	GS-11	Below 12	Denver, CO	Denver	1 month	No	DO/WO2: Dam Safety Officer (DSO) and the Design, Cost Estimating, and Construction (DEC) Oversight and Value Program (VP) Office: This position is responsible for (1) providing program analysis, coordination, and support functions for DEC Oversight; (2) performing, managing, and coordinating budget and financial support services for DSO/DEC/VP; (3) serving as the Contracting Officer Representative (COR) for DSO/DEC/VP contracts; and (4) providing coordination and support functions for DSO.	This is an existing, non-supervisory position that is mostly funded through appropriated funds for Water and Related Resources and partly funded with project related funds. This position is critical in supporting the DSO's responsibilities, including ensuring Reclamation dams do not present an unreasonable risk to the public; effectively administering DEC oversight reviews; providing senior-level technical expertise to the Secretary's Indian Water Rights Office; and effectively administering Reclamation's Value Program to better ensure realistic budgets; identifying and removing non-essential capital and operating costs; and improving and maintaining optimum quality of program and acquisition functions. If this position is not filled, DSO/DEC/VP will not be able to effectively accomplish their mission as required by the Federal Guidelines for Dam Safety. Critical functions that will not be completed efficiently or effectively include administering contracts; managing program and project budgets; reporting finances (surplus/shortage, obligations, etc.); and supporting program managers.  This position could not be effectively filled at an alternate duty location because this position supports the Dam Safety Officer and Program Manager for DEC Oversight and the Value Program, who are located in Denver, CO.	No	No	No	No	No	Yes		
1685	BOR	8/15/2017	Program Analyst	GS-13	Above 12	Denver, CO	Other	New		DO/WO IRO: The position is responsible for developing and providing oversight of internal controls; developing and reviewing policies, directives and standards, SLAs, standard operating procedures, and other governance material; leading auditing and compliance activities for internal controls; and coordinating activities to ensuring the accountability of information management and technology (IMT) needed for the effective implementation of the Federal Information Technology Acquisition Reform Act (FITARA).	The position is non-supervisory and funded through Policy and Administration. The Information Resources Office is required to develop policy, procedures, and internal controls to manage the delegated IMT authority. This position provides visibility and accountability for IMT across Reclamation in support of the responsibilities of the Associate Chief Information Officer (ACIO) as defined by FITARA. Under the FITARA legislation, each agency Chief Information Officer (CIO) and bureau ACIO is responsible for FITARA compliance. Without this position, key objectives in the legislation including aligning IMT resources with mission and requirements; strengthening the CIO/ACIO's accountability for IMT costs, performance, and security; planning, programming, budgeting, and executing IT resources; and providing transparency into IMT resources across the bureau and programs, will be unattainable. The Bureau has developed a FITARA IMT Alignment Plan which lays out the activities to comply with the requirements of FITARA and achieve compliance with the law, in accordance with the milestones established by the Department and approved by OMB. This position is critical in the development and implementation of the delegations, policy, and associated internal controls in order to comply with the requirements of FITARA.	No	No	No	No	No	Yes		OCIO - Approved- BMD & JH for SB-  It is the responsibility of the ACIO to coordinate and align the work with DOI-CIO strategic objectives which currently include improving cyber security, converging on enterprise standards, consolidating data centers, developing/using shared services, and implementing ACIO alignment plans. Per your bureau alignment plan all IMT Investments and Spend plans must be under cognizance of the bureau ACIO; the supervisory controls in the position description and performance measures must articulate this alignment.  ACIO provided organization chart to articulate role/placement of this position in the organization. This position is essential for implementing alignment plans approved by the CIO/FIT.  This is one of three positions... and the Denver location is justifiable, because it complements the two that are to be filled in regional locations.

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1941	BOR	9/15/2017	Program Analyst (Critical Infrastructure Protection)	GS-14	Above 12	Denver, CO	Denver	1 Year	No	DO/WO1: Position is the lead technical expert for North American Electric Reliability Corporation (NERC) and Federal Energy Regulatory Commission (FERC) compliance for Critical Infrastructure Protection (CIP) standards. This includes compliance standards related to National Critical Infrastructure (NCI) cybersecurity defense, threat protection, and incident response that may lead to operational failures or instability of the Bulk Power System Grid. CIP standards are implemented in accordance with the Energy Policy Act of 2005 requirements and outlined in FERC Order 706.	This is an existing, non-supervisory position. Reclamation's NERC CIP Program primarily utilizes funding sources from Non-Appropriated Direct Funding. This position directly supports Reclamation's responsibilities for NCI and public safety. This unfilled vacancy reduces Reclamation's ability to comply with NERC/FERC standards that address federal cybersecurity regulations and threats. This includes ensuring FERC Orders and standards related to detection/response to cybersecurity threats and protecting NCI from advanced persistent threats are met; and complying with the administration's Executive Order on Strengthening Cybersecurity of Federal Networks and Critical Infrastructure. The NCI sites, such as Hoover Dam, Glen Canyon Dam, Grand Coulee Dam, Folsom Dam, and Shasta Dam, require enhanced cybersecurity defense, threat protection, and incident response that may lead to operational failures or instability of the Bulk Power System Grid. Incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health, or safety. Non-compliance with these standards can result in enforcement actions from FERC. The Reliability Compliance Office is centrally located in Denver to lead NERC/FERC compliance activities for Reclamation facilities located across the 17 western states.	No	No	Yes	Yes	No	Yes		
1755	BOR	9/1/2017	Program Analyst (MRR/CPIC)	GS-12	12	Denver	Denver	1 week	No	DO/WO - Policy & Administration: Serves as the POLICY point of contact for Capital Planning and Investment Control (CPIC), Deferred Maintenance (DM), and Major Rehabilitation and Replacements (MRR) issues and coordinates Reclamation's program. This includes the development of program policies, directives and standards, guidance documents, and other required agency-level documents, and updating Reclamation's Asset Management Plan, DM, and MRR Reports.	This is an existing, non-supervisory position that is funded through Policy and Administration and Water and Related Resources. This position is essential to the effective oversight of investments in Reclamation \$105 billion inventory of water and power infrastructure, which represents approximately 70 percent by value of the Department of the Interior's constructed assets. The CPIC program analyst ensures that Reclamation meets several critical reporting requirements for which AMD is responsible: the annual reporting of major rehabilitation and replacement needs to the Federal Real Property Profile, the annual reporting of Reclamation's deferred maintenance activities, the annual update of Reclamation's asset management plan, and oversight of capital planning and investment controls critical to Reclamation's budgeting processes. The CPIC program analyst also provides expert guidance to Reclamation field staff on the evaluation of MRR needs, which includes more than \$6.5 billion in extraordinary maintenance, dam safety modifications, and deferred maintenance activities projected over the next 30 years. The position must be located in Denver due to the frequent interaction with Denver administrative positions in finance, acquisitions, public affairs, and POLICY, as well as interaction with staff from other oversight offices such as Power Resources Office, and Dam Safety Office, and the Economic and Cost Estimating Divisions of the TSC. The guidance and oversight of MRR data provided by this position supports the Commissioner's budget process by ensuring a corporate approach to the prioritization of major maintenance and repair needs. It also ensures that Regional Directors can communicate with non-federal water users and operating entities on mission priorities, while addressing affordability issues through planning. Other important work in support of Reclamation's infrastructure investments, program analysis, and internal controls would be delayed or limited to	No	No	Yes	No	No	Yes		
1732	BOR	9/1/2017	Program Analyst (Programmatic Internal Controls)	GS-14	Above 12	Denver	Denver	7 months	No	DO/WO P&A3: Serves as the Bureau of Reclamation's Programmatic Internal Control Program (PICP) Manager and technical authority on the strategic implementation of effective internal controls pursuant to the requirements of Office of Management and Budget (OMB) Circular A-123, Management's Responsibilities for Enterprise Risk Management and Internal Control, and represents Reclamation's PICP to the Department of the Interior's A-123 Working Group. Advises program managers on regulatory requirements, interpretation of data, and importance of programmatic data to program operations and recommended improvements. Develops, updates, and implements Reclamation-wide policy, directives and standards, and guidance on the PICP ensuring compliance with OMB and Department requirements.	This is an existing non-supervisory position that is funded through Working Capital fund. This position serves Reclamation's program lead for programmatic internal controls and is responsible for ensuring compliance with OMB Circular A-123. This position provides training and guidance on internal controls to programmatic staff and managers responsible for Reclamation's assessable units. The PICP has three FTEs; two of which are vacant. Currently the Internal Control Coordinator for Denver and Washington, a GS-12, is ensuring these requirements are being met. Beginning in late August, the Internal Control Coordinator, GS-12, for Denver and Washington, will become a remote employee, duty stationed in California.	No	No	No	No	No	Conditional Yes		Advertise Denver and other Reclamation regional locations and select best qualified candidate.

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1733	BOR	9/1/2017	Program Analyst (Reclamation Manual)	GS-14	12	Denver	Denver	1 month	No	DO/WO P&A4: Manages activities and functions for the Reclamation Manual (RM) which establishes Bureau of Reclamation requirements for carrying out its mission and is comprised of the following four components: delegations of authority; policy; directives and standards; and temporary Reclamation Manual releases. Provides assurance to Senior Executives that the RM releases they issue meet all requirements. Serves as liaison with the Department of the Interior in the development and issuance of Departmental Manual chapters on Reclamation's organizational structure and delegations of authority.	This is an existing non-supervisory position; funded 100 percent Policy and Administration. The RM Program Analyst position ensures Reclamation compliance with the requirements for directives systems imposed by both the Code of Federal Regulations (41 CFR 201-45.105) and the Department (381 DM 1). In addition, this position is highly relied upon by management and senior executives for advice related to the development and implementation of requirements, which have significant political and stakeholder involvement. Currently, there are 357 RM releases issued and another 140 under development. With this vacancy, management of this important and highly visible program is being carried out by a Management Analyst (GS-11) who has been with Reclamation less than 1 year.	No	No	No	No	No	Conditional Yes		Advertise Denver and other Reclamation regional locations and select best qualified candidate.
1754	BOR	9/1/2017	Program Analyst (Transferred Works)	GS-13	Above 12	Denver	Denver	16 months	No	DO/WO - Policy & Administration: Program manager and principal coordinator for the implementation of Reclamation's Infrastructure Investment Strategy for facilities owned by Reclamation, but operated and maintained by an operating entity (transferred works). Provides oversight of Reclamation's project management practices and documentation.	This is an existing, non-supervisory position that is funded through Policy and Administration. Transferred works are facilities owned by Reclamation but operated and maintained by non-federal entities, such as irrigation districts and water conservancy districts. Transferred works operating entities are responsible for maintaining, rehabilitating, and replacing federal assets comprising nearly two-thirds of Reclamation's \$105 billion inventory of water and power infrastructure. Through these contractual arrangements with transferred works entities, Reclamation leverages about \$100 million in non-federal funding annually against \$50 million in appropriations for extraordinary maintenance needs alone. This analyst position is critical to supporting Reclamation's partnerships with transferred works entities in a manner that ensures federally owned facilities continue to deliver benefits reliably while maintaining public safety. The position is essential to ensure the development of policies, procedures, and practices to be used by transferred works operating entities, which are necessary to achieve uniformity in the documentation of infrastructure investment decision points, prioritization, tracking, project management, and accomplishment of work at transferred works and reserved works (facilities owned, operated, and maintained by Reclamation). The position provides oversight of project management position and represents POLICY in that capacity on Reclamation's Real Property Oversight Council (RPOC). The position must be located in Denver due to the RPOC role and frequent interaction with Denver administrative positions in finance, acquisitions, public affairs, and POLICY, as well as interaction with staff from other oversight offices such as Power Resources Office, and Dam Safety Office, and the Economic and Cost Estimating Divisions of the TSC. The position regularly interfaces with the offices of the Commissioner and the Regional Directors.	No	No	Yes	No	No	Yes		
1743	BOR	9/1/2017	Program Manager	GS-14	Above 12	Denver	Denver	Incumbent Expected to Retire	Yes	DO/WO - Mission Support Office: Supervisory position; Provides leadership, direction, and oversight with overall responsibilities associated with the Reclamation FAIR Act Inventory, Compliance with provisions outlined in OMB Circular A-76, MSO Strategic Plan, Reclamation-wide conference reporting, MSO budget formulation and execution to include Policy and Administration (P&A) and Working Capital Fund (WCF) and direct charged activities. Rate setting for Departmental assessments, Bureau-wide indirect costs, Reclamation leave account, Denver Regional indirect costs, and office indirect costs.	This is an existing supervisory position, does not create an additional layer. The position is funded through the Working Capital Fund. Supervises staff for the following Reclamation- wide responsible program areas: Federal Activities Inventory Reform Act (FAIR Act) PL 105-270; Performance of Commercial Activities, (OMB Circular A-76); Bureau-wide Working Capital Fund activities to include Departmental Assessments, Reclamation Leave Fund, Bureau-wide Indirect Cost Activities (BIC), Position needs to be located in the Denver Office to manage staff involved with administering these programs. Responsible for final review of Business Decision Documents, budget justifications and submittals, rate setting proposals, and extensive review of budget formulation and execution for the MSO directorate. This position is critical to meeting legal and regulation requirements associated with spending federal dollars and meeting mission requirements. If not filled in a timely manner, the subordinate staff will not have direction, and will not have the ability to provide internal controls to support antifiduciary spending.	No	No	No	No	No	Yes		

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1945	BOR	9/15/2017	Program Manager	GS-15	Above 12	Sacramento, CA	Other	Will become vacant Sep 16, 2017	Yes	MP1: Position has responsibility for line supervision of assigned offices and programs within the Mid Pacific Region. Plans, directs, reviews, and coordinates, through subordinate supervisory personnel, the work of assigned Divisions and Offices. Exercises knowledge of advanced management and organizational principles and practices along with a comprehensive knowledge of planning, programming, and budgeting regulations, guidelines, and processes, and a thorough knowledge of Reclamation's laws, program policies, and objectives. Possesses authority to commit the Region to a course of action. Accountable for the success of specific line and staff programs within the assigned Regional subdivisions. Oversees the day to day operations, monitors the progress of these organizations toward established goals, and periodically evaluates and makes appropriate adjustments.	Position is fund by appropriated funds and is an existing supervisory position and does not add another managerial/supervisory level. As as full deputy to the Mid-Pacific Region's Regional Director, failure to fill this position will have significant operational, mission related, and political consequences. More specifically, it will have a significant impact on day-to-day operations and the efficient and timely deliver of water and power in California. The incumbent interacts with high level officials from the State of California, water and power users, and other Federal agencies, such as the Fish and Wildlife Services, National Marine Fisheries Services, Western Area Power Administration, and the U.S. Army Corps of Engineers, to mänge this complicated system in compliance with Reclamation law, biological opinions, and other Federal and State requirements.  There are no like positions in Washington DC or Denver, CO.	No	No	Yes	Yes	No	Yes		
1955	BOR	9/15/2017	Project Manager (Natural Resources)	GS-12	12	Boise, ID	Other	1 year	No	PN8: PN Region's Environmental Management System (EMS) provides a systematic approach for managing environmental issues. It is a continuous cycle of planning, implementing, and reviewing processes to meet an organization's environmental goals. In developing and following our EMS, our goal is to take a proactive approach to environmental stewardship with an emphasis on continual improvement. The ultimate goal of our EMS is to ensure personnel consider environmental impacts during their day-to-day activities.	This is an existing position that is funded through appropriated and nonappropriated funds. The Regional EMS Project Manager will provide updates on EMS and training opportunities for staff (i.e. presentations, learning materials, basic EMS information). The Project Manager will prepare for an internal audit (review) intended to position the region for the external audit that will be conducted next fiscal year. The audit will identify areas for improvement, as well as identify what is going well. Without a project manager, the EMS program activities will continue to lag, thereby reducing the benefit to our region. A project manager is needed who will take the lead in updating the EMS manual, making EMS requirements throughout the region more achievable and streamlined when possible, in an effort to reduce the EMS burden on staff, while still keeping in compliance with Departmental requirements.	No	No	No	No	No	Yes		
1961	BOR	9/15/2017	Public Affairs Specialist	GS-12	12	Billings, MT	Other	4 months	No	GP Regional Office - Requesting approval to announce and fill position immediately. Position prepares written materials to clarify the organization's position on a variety of sensitive, emergency, controversial, complex issues with varying degrees of controversy; conveys complex scientific and technical information concerning engineering structures, water conservation and power related issues to key stakeholders across multi-media formats.	This existing position is funded through bureau-wide appropriations and project specific funding. If unfilled, public affairs communications in emergency and non-emergency situations may be delayed, including communications associated with flooding, Safety of Dams projects and more general issues that may be controversial and may result in the loss of trust by the public. This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.  Per the June 15 and July 1, 2017 approval listing, item No. 876, page 53, these positions were not approved. We are resubmitting this request. Director of Communications approved the request to recruit.	No	No	Yes	No	No	Public Affairs - Laura R Review		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1962	BOR	9/15/2017	Public Affairs Specialist (WEB)	GS-12	12	Salt Lake City, UT	Other	1 year 6 months	No	UC2: Mission Support Office Position is responsible for managing, maintaining, updating and reviewing all UC Internet sites and pages—including coordinating website development for the region; maintaining accuracy and clarity of webpage content; ensuring compliance with Section 508 Accessibility, Privacy Act, Electronic Freedom of Information Act, National Environmental Policy Act and other relevant statutes, regulations, rules, and guidelines. Position also coordinates development and publication of the region's internal newsletter (UC Today) and manages social media efforts in support of Reclamation guidelines.	Primary funding source for this position lies with the Regional Public Affairs Office. However, work on special projects are directly charged to the specific office. Not filling this position will have ongoing significant negative impacts on the region's ability to effectively communicate with the public and other stakeholders. As the principal tool for communicating mission-related information, maintaining a current and relevant website is crucial to building and maintaining positive relationships with Reclamation customers. Without this position, the region is unable to efficiently maintain current information and necessary updates to its website and associated Internet pages. Those impacts are already being felt as the region continues to field stakeholder complaints about inaccessible information. That impact would be particularly acute in terms of continued availability of time-sensitive online engagement for public comment on a variety of program and environmental requirements (e.g., EIS, EAs, etc.). It would mean worsening delays and gaps in the currency of online information, website compliance, and updates. Current staff are doing everything they can to keep the website operating amid ongoing agency upgrades and system updates, but those efforts are simply stop-gaps without this dedicated web manager. Increasing website errors, delays in time-sensitive public information, instances of non-compliance, and broken pages can be expected.  Per the July 15 and August 1, 2017 approval listing, item No. 1157, page 18, these positions were not approved. We are resubmitting this request. Director of Communications approved the request to recruit.	No	No	Yes	No	No	Public Affairs - Laura R Review		
1473	BOR	8/1/2017	Regional Liaison (2 year Temporary) 5 positions	GS-13	Above 12	Washington, DC	DC	4 months		DO/WO1: The positions serve as the primary conduit between the Commissioner, the Assistant Secretary and the Department of the Interior to the regional, area and specific project offices in the 17 Western States. Provide expert counsel and technical information immediately to the Commissioner, Assistant Secretary and the Secretary on the operational implications of legislation and policy decisions. Provide immediate information on hydrologic conditions in the West and on stakeholder and customer concerns. Primary source of information and analysis to the Commissioner and DOI leadership on all operational aspects of delivering water and generating power. Provide updates and warnings about operational issues, such as flooding, drought, generation failures and potential conflicts with or between customers.	If these positions are not filled, there will be severe delays in the receipt of technical, operational and other key information to the Commissioner, Assistant Secretary and DOI leadership. It is the Regional Liaisons who facilitate the prompt responses to technical questions from Congress and other Executive Branch entities such as the White House and OMB. It is the Regional Liaisons who ensure that the Commissioner, Assistant Secretary and DOI leadership have current and timely information and analysis about Reclamation's programs, operations and activities for meetings with customers, stakeholders and Congress. Similarly, Reclamation's regional and field offices will lose the timely flow of information about Secretarial priorities and policy directions that guide project operations and water and power deliveries. In short, if these positions are not filled, Reclamation and DOI's leadership will not be able to respond in a timely and informed manner to queries or conflicts that arise related to Reclamation's projects, operations and issues. Further, there will be a significant long term impact of losing this leadership developmental opportunity. The value of this position is their proximity and immediate access to the Commissioner and Assistant Secretary and their unique knowledge of the projects and hydrologic features that are located in the regions that they represent. Therefore, these positions cannot be located anywhere but in the Commissioner's Washington office. These 5 regional liaisons, are NOT the same position as No. 1116 (Liaison/Special Assistant to ASWS (2 year temporary), GS-14, which was already approved.	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments	
1936	BOR	9/15/2017	Regional Liaison (2 year Temporary) - 5 positions	GS-13	Above 12	Washington, DC	DC	5 months	No	DO/WO: The positions serve as the primary conduit between the Commissioner, the Assistant Secretary of the Department of the Interior to the regional, area, and specific project offices in the 17 Western States. Provide expert counsel and technical information immediately to the Commissioner, Assistant Secretary, and the Secretary on the operational implications of legislation and policy decisions. Provide immediate information on hydrologic conditions in the West and on stakeholder and customer concerns. Primary source of information and analysis to the Commissioner and DOI leadership on all operational aspects of delivering water and generating power. Provide updates and warnings about operational issues, such as flooding, drought, generation failures and potential conflicts between customers.	If these positions are not filled, there will be severe delays in the receipt of technical, operational, and other key information to the Commissioner, Assistant Secretary, and DOI leadership. It is the Regional Liaisons who facilitates the prompt responses to technical questions from Congress and other Executive Branch entities such as the White House and OMB. It is the Regional Liaisons who ensure that the Commissioner, Assistant Secretary, and DOI leadership have current and timely information and analysis about Reclamation's programs, operations, and activities for meetings with customers, stakeholders, and Congress. Similarly, Reclamation's regional and field offices will lose timely flow of information about Secretarial priorities and policy directions that guide project operations and water and power deliveries. In short, if these positions are not filled, Reclamation and DOI's leadership will not be able to respond in a timely manner to queries or conflicts that arise related to Reclamation's projects, operations, and issues. Further, there will be a significant long term impact of losing this leadership developmental opportunity. The value of this position is their proximity and immediate access to the Commissioner and Assistant Secretary and their unique knowledge of the projects and hydrologic features that are located in the regions they represent. Therefore, these positions cannot be located anywhere but in the Commissioner's Washington Office.  These 5 regional liaisons are NOT the same position as No. 1116 (Liaison/Special Assistant to ASWS) (2 year temporary), GS-14, which was approved on the June 15 and July 1 approval list. The positions were placed on hold per the July 15 and August 1, 2017 approval list, page 19, item No. 1470 and 1473.	No	No	No	No	No	No			Duplicate of 1473
1734	BOR	9/1/2017	Safety & Occupational Health Specialist	GS-12	12	Loveland, CO (Denver Area)	Denver	New - Position does not increase current FTE	No	GP1: Eastern Colorado Area Office (ECAO) - The Safety and Occupational Health Specialist provides technical assistance and safety oversight of all operations and maintenance (O&M) activities. Duties include planning, implementing, and coordinating all safety aspects of ECAO's highly-complex project work and contractor activities. Plans, schedules, and conducts safety and occupational health (S&OH) inspections on a routine basis for the purpose of preventing accidents and injuries. This position provides technical guidance and recommendations to resolve issues concerning high risk hazards.	This new, non-supervisory position is funded through appropriated funds and does not add a managerial layer. If position is not filled, O&M activities and projects will have less safety oversight and may result in negative impacts to hydropower generation. Also, mandatory safety inspections may not be able to be completed in a timely manner. This position supports on-the-ground mission by helping to ensure S&OH requirements and recommendations are executed through regular communication with staff and stakeholders to address needs, ensuring they are not put at unreasonable risk.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	No	No	Yes	Yes	No	Yes			
1949	BOR	9/15/2017	Safety and Occupational Health Specialist	GS-12	12	Willows, CA	Other	2 weeks	No	MP5: Plans and manages an effective health and safety program for the protection and safety of Reclamation employees, contractor forces, official visitors, and the public coming onto Reclamation construction sites, and to insure that construction contractors comply with and carry out the requirements of the various specifications and Reclamation Safety and Health Standards. The purpose of the work is to plan, administer, and evaluate a safety and occupational health program impacting various construction sites and facilities. Develops courses of actions to minimize or eliminate hazardous operations and conditions and devise alternative measures to meet unconventional circumstances, which increase the risk of an accident. Without corrective measures, serious unpredictable consequences to personnel and property could result.	Position is funded by appropriated funds and is an existing nonsupervisory position. This position directly supports Reclamation's employee safety, public safety, and life safety programs. Additionally, the position provides direct safety services to the Regional Construction Office for all Regional safety of dams and infrastructure improvement projects. Employee and public safety are key components in achieving Reclamation's mission. Not filling this position will result in reductions in Reclamation construction site safety inspections, occupational safety program audits, and a reduction in overall technical safety and public safety resources to operations, maintenance, and regional construction activities.	No	No	Yes	Yes	No	Yes			

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1766	BOR	9/1/2017	Safety, Security & Occupational Health Manager	GS-12	12	Shasta Dam, CA	Other	1 month	Yes	MP3: As the program manager for the safety, occupational health and security programs at the Northern California Area Office, (NCAO), provides guidance and direction on Reclamation and Regional program goals and objectives. Develops and oversees implementation of local procedures, conducts inspections, and recommends corrective actions to ensure safe, healthy, and secure operating environments. Analyzes program parameters and resources, identify deficiencies, and recommend plans for improvement. Uses risk assessment techniques to investigate and eliminate or mitigate vulnerabilities, threats, hazards, and/or exposures that could potentially affect a wide variety of physical security, health, and safety program operations. Acts as agency liaison during security/law enforcement incidents on Reclamation owned lands. Acts as Contracting Officer's Representative.	This position is funded by Water and Related Resources and is an existing supervisory position and does not add another supervisory layer. If not filled, safety and security at the NCAO, which includes Shasta Dam, a National Critical Infrastructure (NCI), along with 13 other dams and six power plants, will be affected. NCAO is a key component of the Central Valley Project as this position interacts with several key external stakeholders, including Bureau of Land Management, Forest Service, National Parks Service, along with all local and state law enforcement agencies. This position also oversees the Security and Safety Program for 175+ NCAO Reclamation employees. The Security, Safety and Occupational Health Manager is responsible for the safety and security of all personnel and physical structures at NCAO. Critical work such as emergency planning programs, continuity of operations, and Contracting Officer's Representative on all safety and security related contracts, cannot be accomplished effectively and efficiently. This position is essential to ensuring the safety and security of this NCI.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO	No	No	Yes	No	No	Yes		
1728	BOR	9/1/2017	Secretary	GS-09	Below 12	DC	DC	1 year	No	DO/WO1: Serves as the Executive Assistant for both the Deputy Commissioner (political appointee) and the Deputy Commissioner for Policy, Administration and Budget, who is also the Chief Financial Officer for Reclamation. Serves as principal correspondence expert; manages the Deputy Commissioners' calendar and travel; and drafts correspondence for the Deputy Commissioners. Schedules meetings for the Deputy Commissioners with members of Congress, stakeholders, state officials, etc. Reviews, controls, and monitors incoming and outgoing correspondence. Responsible for ensuring outgoing correspondence reflects the policies and views of the Deputy Commissioner, as well as the appropriate style, tone, and format.	This position is an existing non-supervisory position and funded through Policy and Administration. This position is essential for providing administrative support to two key level executives, the Deputy Commissioner and the Deputy Commissioner - Program, Administration and Budget. This position ensures that the two Deputy Commissioners can keep track of requirements, deadlines, and commitments of key Reclamation programs. This position performs travel and schedule management that is extensive and complicated for each Deputy Commissioner. The alternative to filling this position would be to bring in detailees from the field. This comes at a cost of \$30,000 per month, including travel and per diem costs.	No	No	No	No	No	Yes		
1487	BOR	8/1/2017	Secretary (OA)	GS-06/07/08	Below 12	Denver, CO	Denver	6 months		DO/WO P&A3: Serves as the office manager and Executive Assistant for the immediate office of the Director, Policy and Administration (POLICY) (Senior Executive) who is also the Bureau's Human Capital Officer. Serves as principal correspondence expert in POLICY, provides guidance and training to subordinate secretaries, as well as authors office policies and correspondence guidelines. Reviews, controls, and monitors incoming and outgoing correspondence. Responsible for ensuring outgoing correspondence reflects the policies and views of the Director, as well as the appropriate style, tone, and format.	This is an existing non-supervisory position funded through Policy and Administration. This position ensures that the Director can track the requirements, deadlines, and commitments of several key Reclamation programs (e.g. WaterSMART, Aging Infrastructure, Title XVI, Denver and Washington DC Human Resources Operations, Human Resources Policy, Civil Rights and Equal Employment Opportunity). Currently, the duties are being shared amongst other lower graded administrative staff that already have a full workload. At times, work is being accomplished by program managers. Not filling this position continues to overwork other employees and increases the risk of missing deadlines and/or requirements of key Reclamation or Departmental programs.  Please note that this position was previously advertised two times (December and January) with limited applicants referred.	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments	
1750	BOR	9/1/2017	Secretary (OA)	GS-08	Below 12	Denver, CO	Denver	7 months	No	DO/WO - Policy & Administration: Serves as the office manager and Executive Assistant for the immediate office of the Director, Policy and Administration (POLICY) (Senior Executive) who is also the Bureau's Human Capital Officer. Serves as principal correspondence expert in POLICY, provides guidance and training to subordinate secretaries, as well as, authors office policies and correspondence guidelines. Reviews, controls, and monitors incoming and outgoing correspondence. Responsible for ensuring outgoing correspondence reflects the policies and views of the Director, as well as, the appropriate style, tone, and format.	This is an existing non-supervisory position funded through Policy and Administration. This position ensures that the Director can track the requirements, deadlines, and commitments of several key Reclamation programs (e.g. WaterSMART, Aging Infrastructure, Title XVI, Denver and Washington DC Human Resources Operations, Human Resources Policy, Civil Rights and Equal Employment Opportunity). Currently, the duties are being shared amongst other lower graded administrative staff that already have a full workload. At times, work is being accomplished by program managers. Not filling this position continues to overwork other employees and increases the risk of missing deadlines and/or requirements of key Reclamation or Departmental programs.  Per July 15 and August 1, 2017 approval list, Page 21, #1487, this position was placed on hold. Requesting approval to advertise outside of the Department due to lack of interest. This position was previously advertised two times (December and January) with limited applicants referred.	No	No	No	No	No	No	No		Duplicate of 1487
1484	BOR	8/1/2017	Student Trainee (Accountant) - 3 positions	GS-4 target 12	12	Denver, CO	Denver	New		DO/WO MSO1: Pathways Intern-Indefinite. Receives, analyzes, classifies, and codes a variety of accounting documents in support of Reclamation's accounting staff. Reconciles specialized ledgers and automated system of accounting data. Researches cause of discrepancy and initiates necessary adjustment actions. Researches current accounts, historical data, and source documents to develop detailed information on the status of various transactions, account balances, changes during a period, or other specified information. Develops comparative data reflecting relationships between accounts, time periods, and cost of operations.	These positions are funded through working capital funds. The Mission Support Organization, Finance and Accounting Division (FAD) utilizes the Pathways Program for succession planning to convert upon completion of higher education requirements and the hourly requirements for the program. FAD has seven accountant positions eligible for retirement in the next five years. The following six enterprise accounting areas are critical functions that support every office in Reclamation to include accounts receivable debt management, intragovernmental accounting, bi-weekly labor processing, cost allocation (monthly, soft close for Bonneville Power Administration and MP Region distribution), real property transfer of assets, travel policy, and transactional research assistance to the regional offices. By filling these positions, FAD is able to pass on corporate knowledge that will be lost as employees retire within the next five years. This will ensure a smooth transition of work without adverse impacts to the quality of the work.	No	No	No	No	No	Yes			
1942	BOR	9/15/2017	Supervisory Civil Engineer	GS-13	Above 12	Albuquerque, NM	Other	8 months	Yes	UC1: Serves as Manager, Technical Services Division for the Albuquerque Area Office (AAO). Represents the Area Manager in matters involving design, construction, contracting, and other engineering concerns, with the Upper Colorado Region, State water districts, Native American tribal governments, and other Federal agencies. Manages engineering work related to operation and maintenance, repair or replacement of facilities, and construction of new features to deliver, conserve, and salvage water, and plan and implement measures to provide for river and low flow conveyance channel maintenance for efficient Reviews/signs documents that affect the design or its implementation for major facilities or critical components, and has responsibility for engineering determinations concerning contract awards of other major aspects of design and construction work.	This position is funded by appropriated funds and is an existing supervisory position that does not add another managerial/supervisory level. This position has seven direct reports and is critical in leading all engineering and technical support, including geographical information services (GIS), covering Reclamation projects in Colorado, New Mexico, and Texas, including design of small structures, construction by force account, and river maintenance work on the Rio Grande and Pecos River. The position oversees services to help ensure program goals are achieved and projects are delivered that increase reliability of water delivery infrastructure, water availability, water delivery, and ecosystem function. Not filling the position puts Reclamation water distribution facilities at risk of failure and jeopardizes operations that are required to meet contractual demands. If unfilled, river maintenance projects protecting riverside irrigation facilities and allowing for the efficient transport of water sediment will be adversely affected. The livelihood and safety of hundreds of thousands of people living along the Rio Grande in New Mexico, rely upon the engineering and technical support managed by this position.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	No	No	No	Yes			

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1771	BOR	9/1/2017	Supervisory Civil Engineer/Hydrologist	GS-13	Above 12	Boise, ID	Other	Incumbent retiring next month	Yes	PN1: The Reservoir Operations Team Supervisor has oversight and responsibility for coordinating reservoir operations for over 50 dams and reservoirs in the Pacific Northwest Region. This includes real-time coordination with Reclamation's area offices including Snake River, Columbia-Cascades, and Grand Coulee Power Office. The Team Supervisor works with engineers, planners, biologists, and hydrologists from Reclamation, Bonneville Power Administration, the Army Corp of Engineers, and other agencies in doing short and long term planning of reservoir operations, flood control operations, and runoff forecasting. The Team Supervisor also performs and supervises others in hydrologic studies related to water supply, flood control, power, irrigation, water quality, fisheries and compliance with the Pacific Northwest Coordination Act.	The position is funded 70% through appropriated funds and 30% non-appropriated funds. It is an existing, supervisory position that does not add a new supervisory layer. The position has an impact on the efficiency, economy, and safety of Reclamation facilities throughout the Pacific Northwest Region. Creative, effective, and timely results are essential to enable Reclamation to carry out its responsibilities in accomplishing its programs, responding to current public interest, avoiding or withstanding legal challenges, and meeting multiple water needs in the Pacific Northwest river basins. There will be significant risks to mission-critical work and to public safety if this position is not filled.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	Yes	No	No	Yes		
1777	BOR	9/1/2017	Supervisory Environmental Specialist	GS-13	Above 12	Billings, MT	Other	To be vacated October 2017	Yes	GP1 Regional Office - This position provides for Regional oversight, management, and technical assistance for environmental programs and activities, including NEPA, ESA, NHPA, FWCA, and other related environmental compliance requirements. This position functions as the regional representative handling the most difficult environmental and cultural resource compliance issues and works in conjunction with the Solicitor's Office on litigation to protect the interests of the United States; as an expert advisor to Area Offices and field specialists; and in coordination with and support of Reclamation senior leadership to promote the efficient and effective execution of mission critical activities, including water contracting, rural water, and tribal construction projects, and endangered species compliance activities.	This existing, supervisory position is funded through Bureau-wide appropriations and project specific funding. It has nine direct reports and does not add an additional supervisory layer. If this position is not filled, NEPA/ESA, and other associated environmental compliance actions supporting the construction, operation, and maintenance of Reclamation projects would be delayed or unexecuted, placing in jeopardy efficient execution of projects associated with Safety of Dams and rural water, which provides potable water to indigenous and disadvantaged communities, potentially impacting legislatively mandated Indian Water Rights Settlements. Our ability to respond to protect the United States interests in environmental litigation would be negatively impacted.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.  RESUBMITTAL- Per "Consolidated Hiring Waiver Requests 2017-07-01" approval list, Page 63, #883, this position was disapproved with the note "No, can DC or Denver resource be reassigned". Contact was made with the supervisor of individuals in Denver who would be qualified to fill this position (there are no qualified individuals in DC). Subsequently, those (5) individuals were contacted by the selecting official to gauge their interest in relocating to Billings to fill this position, each person indicated that they had no interest in moving to Billings. We request reconsideration for filling this critical position.	No	No	Yes	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1784	BOR	9/1/2017	Supervisory Facility Operations Specialist (Centralized Planning)	GS-13	Above 12	Grand Coulee, WA	Other	New	Yes	PN2: Responsible for the initial development, planning, coordination, and implementation of future short and long term planning and maintenance management of power producing equipment, water delivery equipment, station service equipment, buildings and structure, tour facilities and related equipment in the four powerplants and three switchyards at Grand Coulee Power office. The Planning Manager is overall responsible for the direction and supervision of the projects apprenticeship programs.	This is an existing supervisory position that is funded through nonappropriated funds and has 17 direct reports. This position is responsible for the proper development of the Capital Asset Resource Management Application (CARMA) and the Financial Business Management System (FBMS) to properly execute the business of Grand Coulee. Further responsibilities include the proper maintenance of generation, transmission, and water conveyance facilities and equipment to allow for the appropriate management of the Columbia River (fish, environment, downstream navigation, flood control, and dissolved gas cap protection for downstream projects) and power production (generation, automatic generation control, load following, system reserves, Mid-Columbia hourly coordination, and Pacific-Northwest voltage and frequency support). If the position is not filled, such programmatic activities as electrical regulatory compliance (NERC/WECC), proper budget control and execution, appropriate staffing, correct development of the computerized maintenance management program (CMMP) used to maintain projects, the accurate and timely conversion to appropriately employ FBMS at for projects, are all in jeopardy of falling short of expectations or failing completely. By timely staffing this position, CMMP will be properly developed resulting in adherence to Reclamation policies, highly accurate budgetary and staffing data, collaborated equipment outages, reduced forced outages, full NERC/WECC compliance, and increased availability and reliability for the generation, transmission and water conveyance missions. Apprenticeship programs will function as intended meeting future specialty staffing needs of the facility. Finally, proper allocation of maintenance and assets between CARMA and FBMS will be accomplished.	No	No	Yes	Yes	No	Yes		
1943	BOR	9/15/2017	Supervisory Facility Operations Specialist (Powerplant Supervisor)	GS-12	12	Elephant Butte, NM	Other	3 years, 1 month	Yes	UC2: The position is responsible for the operations and maintenance of the powerplant and related facilities. Serves as the field division's subject matter expert and central point of contact for compliance with North American Electrical Reliability Corporation (NERC) electric reliability standards and Reclamation's Power Review of Operation and Maintenance Program. Supervises a crew consisting of operators, electricians, plant mechanics, electronic equipment mechanics, utilitymen, and engineers. Supervises the operations of the generators, gates, valves, and related electrical and mechanical equipment and ensures that maintenance operational checks and functions are performed. Plans work to ensure availability of required resources and coordination with other groups. Works to ensure O&M recommendations are scheduled and completed.	This position is an existing supervisory position with oversight for Elephant Butte Powerplant and the personnel (8 direct reports) that work there. The position is funded upfront by appropriations that are reimbursed through power rates. The position makes and implements decisions for operation, maintenance, and infrastructure investment at the powerplant in support of the project's purposes of water storage, conveyance, and power generation. If the position is not filled it would continue to disrupt the powerplant's ability to complete required maintenance and testing/calibration of relays to maintain compliance with electric reliability standards, long term O&M work, and replacements are not identified and planned, potentially leading to unavailability of generating units and loss of revenue.	No	No	No	Yes	No	Yes		
1786	BOR	9/1/2017	Supervisory Interdisciplinary Civil Engineer/Hydrologist	GS-13	Above 12	Yuma Area Office, Yuma, AZ	Other	8/13/2017	Yes	LC2: This position is critical to the execution of mission-critical work at the Yuma Area Office. This position is responsible for supervision of the water systems engineering group which has overall responsibility to plan, direct, coordinate, and supervise the groundwater and geology team, water systems development team, and the desalting team. The functions of the group, include but is not limited to, Colorado River engineering related projects including tribal backwaters, monthly groundwater monitoring and reporting, and well drilling design activities. Oversees the major replacement & rehabilitation program for the LC Region, and has management responsibility for the operations and maintenance of the Yuma Desalting Plant.	This is an existing, supervisory position that is funded through both appropriated and nonappropriated funds. If the position is not filled, there is no group manager in charge of project coordination and personnel actions for 12 staff members and over 50 ongoing projects and activities related to Colorado River water deliveries and infrastructure projects. Projects can be delayed, and deadlines and commitments to Tribal Nations and Water District Stakeholders can go unmet. Many of these projects and programs are critical to meeting the requirements of the 1944 Water Treaty with Mexico, as well as meeting the terms of our agreements with Tribal Nations and water districts. If this position is not filled, some duties will have to be assumed by lower graded personnel whom will continue to be overtaxed, and this large and critical group will remain leaderless and at risk of not completing mission-critical work. The workload of the position is extremely high for a temporary or acting staff to perform in addition to their normal duties, resulting in two staff members doing team lead coordination on projects and the personnel actions being performed by the office chief.	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1959	BOR	9/15/2017	Supervisory Interdisciplinary Civil Engineer/Hydrologist	GS-13	Above 12	Yuma Area Office, Yuma, AZ	Other	1 month	Yes	LC4: This position is critical to the execution of mission-critical work at the Yuma Area Office. Supervises the water systems engineering group, which has overall responsibility to plan, direct, and coordinate the groundwater and geology team, water systems development team, and the desalting team. The functions of the group, include Colorado River engineering related projects, monthly groundwater monitoring and reporting, and ongoing well drilling design activities. Oversees the Major Replacement & Rehabilitation program, and has management responsibility for the operations and maintenance of the Yuma Desalting Plant. Many of these projects and programs are critical to meeting the requirements of the 1944 Water Treaty with Mexico, as well as meeting the terms of our agreements with Tribal Nations and water districts.	This is an existing supervisory position that is funded through appropriated funds. If the position is not filled, there will not be a group manager in charge of project coordination and personnel actions for 12 staff members and over 50 ongoing projects and activities related to Colorado River water deliveries and infrastructure projects. Projects can be delayed, and deadlines and commitments to Tribal Nations and Water District stakeholders can go unmet. If this position is not filled, some duties will have to be assumed by lower graded personnel, who will continue to be overtaxed, and this large and critical group will remain leaderless and at risk of not completing mission-critical work. The workload of the position is extremely high for temporary or acting personnel to perform in addition to their normal duties, resulting in two staff members doing team lead coordination on projects and the personnel actions being performed by the office chief.	No	No	No	No	No	Yes		
1791	BOR	9/1/2017	Supervisory IT Program Manager	GS-14	Above 12	Boulder City, NV	Other	7 months	Yes	LC2: The Information Management Technology Office (IMTO) Chief is responsible for leading organizational change to implement the Federal Information Technology Acquisition Reform Act (FITARA) including planning, organizing, directing, and evaluating a broad range of Information Management Technology (IMT) services in support of Region programs and activities. Services include information technology (IT) management (voice and data networks, data, operating systems, software, databases and IT security), information management (records management, print services, Privacy Act compliance and Freedom of Information Act compliance), asset acquisition and portfolio management, project management, IMT governance, and customer technology support.	This is an existing supervisory position that does not add a new supervisory layer. The position is a multi-funded activity with three primary funding sources: Water and Related Resources, non-appropriated/customer based funds and working capital funds. The Supervisory IT Program Manager is responsible for developing, implementing, and maintaining sound and integrated IMT practices to meet the requirements of the FITARA, including enterprise architecture, IMT investment management (budget formulation/execution), cybersecurity, records management, and privacy management for the LC Region. Provides support and influence related to Reclamation-wide IMT activities and Departmental policies. The position provides technical expertise to the Regional Director on all IMT matters and provides IMT guidance and direction to all other offices throughout the region. The position develops long-range plans for the maintenance of IMT facilities and programs, and reviews, and recommends for approval IMT resources needed to accomplish the work of the region.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Page 65, #934, this position was disapproved with a comment "No - can DC or Denver resource be reassigned?" LC is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.	No	No	Yes	Yes	No	Hold		OCIO - Review.
1770	BOR	9/1/2017	Supervisory Land Management Specialist	GS-13	Above 12	Fresno, CA	Other	Will become vacant Oct 1, 2017	Yes	MP8: South Central California Area Office (SCCAO). This position has responsibility for the direction, coordination, and quality of review of all water conveyed or discharged in to Federal facilities, including irrigation, drainage, and land resource management activities under SCCAO jurisdiction. The area of responsibility covers Reclamation public lands and facilities within 18 counties originating from the Sacramento-San Joaquin Delta of the Central Valley Project to the South Coast, Cachuma, Ventura, and Santa Maria Projects. This position interprets policies and regulations; resolves technical issues; and works with local, state, and Federal agencies, and public groups on significant land and water-related issues.	This position is funded through Water and Related Resources and is an existing supervisory position, which does not add another supervisory layer. If this position is not filled, Reclamation will not be able to ensure proper land use and that land values are collected for real estate transactions, leases, licenses, and permits. In addition, regulatory compliance for meeting irrigation and municipal and industrial water quality standards on Reclamation public lands and facilities within 18 California counties will not be effectively and efficiently managed.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Page 65, #903, this position was disapproved with a note "No - can DC or Denver resource be reassigned?" MP is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1783	BOR	9/1/2017	Supervisory Project Manager	GS-13	Above 12	Grand Coulee, WA	Other	7 months	Yes	PN1: Position supervises the Project Management group at the Grand Coulee Dam Power Office and supports capital, non-routine, and other projects across the portfolio of dams and related civil structures under the control of the office. Project planning and execution for Grand Coulee Dam, Hungry Horse Dam, and North Dam for near-term and long-range planning horizons are developed and managed by this group. The annual project budget exceeds \$75m and the successful execution of projects and the application of both "Appropriated" and "Power" dollars is directly impacted by this position.	This is an existing supervisory position that is funded through nonappropriated funds. It has 10 direct reports. GCPO performs river management and water passage operations in compliance with "Biological Opinions" enforced by legal actions. Multiple projects under the control of the Project Management group are in support of facility modifications or capability enhancements necessary to comply with these requirements. GCPO's ability to meet contractual obligations associated with project timelines and similar commitments (i.e. government furnished items) will be negatively impacted if this position is not filled in a timely manner. The Keys Pumping Plant and various power houses at GCPO rely on mission capable assets for normal operations. Major projects under the control of the Project Manager Supervisor's staff are tasked with developing and managing projects in all of the power houses. The execution of projects and project plans stretching out 20 years and more are facilitated by the Project Management Group Supervisor. The proper application of the project management resources at GCPO and available through the Regional Office establish the necessary structure for timely and efficient execution of the programmed projects at GCPO.	No	No	Yes	Yes	No	Yes		
1779	BOR	9/1/2017	Supervisory Public Affairs Specialist	GS-13	Above 12	Sacramento, CA	Other	Will become vacant September 1, 2017	Yes	MP1: This position develops and implements strategies for conveying information about the Region's programs and obtaining public input on a wide variety of program development and implementation efforts. Assures individuals and groups impacted by programs have the opportunity to provide input on policies developed. This position serves as the regional news media coordinator, serves on interdisciplinary project teams, prepares public involvement plans, conducts public meetings, manages public information and media contacts, develops public comment/team response systems, and works with interest groups to create an open, visible process for project understanding and implementation. Develops general communications products to inform the public and coordinates responses to California's Congressional delegations about Reclamation's programs and activities.	This position is funded by appropriated funds and is an existing supervisory position that does not add another managerial/supervisory level. This position is vital to the Region's ability to provide critical public outreach and public involvement support to the Region's five Area Offices and three specialized field-level offices. This position provides public information support for two of Reclamation's five dams that are considered National Critical Infrastructure. The Mid-Pacific Region is responsible for the largest and most complex water project in the world – the Central Valley Project – in one of the largest media markets in the nation, in the state with the largest and most dynamic Congressional delegation. Also, responsible for the highly complex and controversial Klamath Project in southern Oregon and northern California, as well as the Newlands Project in Nevada.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.	No	No	No	No	No	Public Affairs – Laura R Review		
1772	BOR	9/1/2017	Supervisory Realty Specialist	GS-12	12	Ephrata, WA	Other	1 Month	Yes	PN2: This position plans, completes, and supervises work necessary to accomplish the land management and realty program goals for the Ephrata Field Office. Program activities include the management, acquisition, exchange, and disposal of land, interests in land, including the exchange of land for the relocation of utilities and roadways, the disposition of land, and rights of use agreements for the administration of Reclamation land. Also acquire certain properties when the opportunity for an exchange of reciprocal land rights exist, or in dealing with other governmental agencies. Ensure that any covenants and/or conditions on acquired property are compatible with project goals and mission.	The position is funded 75% through appropriated funds and 25% non-appropriated funds. It is an existing, supervisory position with seven direct reports and does not add a new supervisory layer. Permanent leadership of the Realty Group is critical. If this position is not filled, realty actions supporting the construction, operation, and maintenance of Reclamation projects would be delayed or unexecuted, including realty actions associated with Safety of Dams projects and rural water projects providing potable water to indigenous and disadvantaged communities. Failure to efficiently and effectively carryout program responsibilities through maintaining technically competent staff could result in the loss of trust by the public that Reclamation serves.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	No	No	No	No	No	Yes		

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1778	BOR	9/1/2017	Supervisory Resources Management Specialist	GS-12	12	Provo, UT	Other	15 months	Yes	UC1: Provides support and direction in supervising, organizing, coordinating, and directing the development and execution of programs involving contracts and repayment, water conservation, Reclamation Reform Act (RRA), water rights, and recreational issues. Meets and interacts with public and private sector water districts and associations and other interest groups to obtain input, discuss and disseminate information, and collaborate in the development of solutions and courses of action regarding the associated disciplines. Ensures that decisions on accomplishing goals and objectives are made in accordance with Reclamation law, environmental and project plan commitments, and customer service recommendations or requirements.	This is an existing, supervisory position with seven direct reports. Funding for the position will come from multiple appropriated fund sources—A10 Water and Energy Management (sub-activity Water Resources Management, Conservation, and Administration and Compliance); A20 Land Management and Development (sub-activity Recreation and Administration and Compliance); A40 Facility Operations (sub-activity Land and Recreation Facilities). Reclamation has an obligation to establish requirements to strengthen communication and collaboration with Reclamation customers and stakeholders. Water rights and contracts are key components of each of our dealings with our partners. In addition, recreation and the positive or negative effects associated therewith, are found at most of our projects. Because this position oversees and facilitates all the collaborative work in the aforementioned disciplines, this person plays a crucial part in developing solutions that assist Reclamation in meeting these requirements. Additionally, this person oversees the water resources group that insures compliance with laws and policies.  The position will provide the needed day-to-day oversight and supervision of some of Upper Colorado Region's most important water rights, contracts and repayment issues, and grants. Currently, there is a lack of immediate supervisory oversight, insuring compliance with all Reclamation policy and law. This position will also provide guidance and support to the WaterSMART personnel, allowing them to place more focus on assisting potential awardees. Finally, as the area served by the Provo Area Office continues to grow in demand for water, supervision of this group will be one way in which the staff within this group will be able to meet those demands.	No	No	No	No	No	Yes		
1748	BOR	9/1/2017	Technical Writer/Editor	GS-11/12	12	Denver, CO	Denver	New	No	DO/WO - Safety Security Law Enforcement - Dam Safety Office: This position provides technical writing and editing support to the risk management functions of dam safety, security, safety, emergency management, and law enforcement. This position is responsible for the development of internal reports including annual reports, dam safety modification reports, and technical editing and publishing of dam safety documents prepared by others for distribution. This position will also provide support to the Safety Action Planning teams seeking to make significant improvements to Reclamation's safety culture.	This is a new, non-supervisory position that is funded through Water and Related Resources. If this position is not filled, delays in annual reports for the dam safety and security offices are likely. Additionally, support to the safety action planning teams will not be provided. Finally, there would be a delay in issuing decision documents on dam safety decisions, which could impact scheduled corrective action and safety of dams modifications, causing increased risk to the public for those projects where delays to infrastructure modifications are incurred.	No	No	Yes	No	No	Yes		
1948	BOR	9/15/2017	Water and Lands Specialist	GS-12	12	Carson City, NV	Other	Will become vacant Sep 16, 2017	No	MP4: Lahontan Basin Area Office (LBAO) - This position is responsible for implementation and maintenance of grazing programs; managing recreation and fish and wildlife usage on Reclamation lands; implementation and maintenance of resource management plans; and ensuring water rights are identified, transfers monitored, and contracts executed and monitored for the LBAO.	Position is funded by appropriated funds and is an existing nonsupervisory position. Proper execution of resource management responsibilities is required to assure orderly and proper administration of project resources necessary to safeguard the government investment. Proper administration of project resources serves to reduce or eliminate costly procedures involved in termination of unauthorized uses. In-depth research and analysis are essential to evaluate project management and assure continued economic viability of projects. Results of work may affect the economic well-being of the agency or other entities such as irrigation districts, water projects, wildlife refuges, special interest groups, and state or local governments. The services performed facilitate the work of the Area Office in that it assures uses made of government resources are compatible with the project purposes. The work ultimately impacts public relations and project acceptance.  There is no like position in Washington DC or Denver, CO.	No	No	No	No	No	Yes		
1691	BSEE	9/1/2017	Geophysicist/Geologist	GS-12	12	Jefferson, LA	Other	5 Months	No	Works as a Geophysicist or Geologist to the Development Unit Supervisor in subsurface petroleum geophysics or geology as applicable to all functions in reservoir management and conservation of resources including structural and stratigraphic seismic interpretations, seismic attribute analyses, synthetic seismograms, and well log interpretations, as relating to premature abandonment reviews, zone bypassing reviews, paying quantities assessments, compensatory payment analyses, future utility reviews of idle iron wellbores, and evaluations of operator requests for suspensions of production (SOPs) and suspensions of operations (SOOs).	Failure to fill this position may result in delays to various permit applications; without a geophysicist or geologist, the Unit must wait for the availability of assistance from other sections to perform certain evaluations. There are a limited number of geophysicists/geologists in other sections to assist with these permit applications, and some are eligible to retire or approaching eligibility. Also, the Geophysicist that will serve as mentor for this position is a temporary hire with less than 12 months remaining before his term is completed.	No	No	Yes	Yes	No	Yes		

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1697	BSEE	9/1/2017	Petroleum Engineer	GS-13	Above 12	Jefferson	Other	9 months	No	This position is a highly-specialized, advanced Petroleum Engineer position in which the incumbent serves as the principal advisor, advanced specialist, and consultant to the Development Unit Supervisor in matters concerning drilling, production and reservoir engineering principles and methods including new, highly-technical, drilling, completion, and production practices. Incumbent also analyzes highly-complex, and sometimes highly-controversial, suspension of production and/or operations applications with very significant financial impacts to the oil and gas industry and the federal government. Incumbent also conducts comprehensive investigations of highly-complex oil and gas reservoirs to assess the remaining economically-recoverable reserves and ensure the conservation of resources and prevention of waste.	This position is essential to BSEE's mission. Nearly half of the positions in this Unit are vacant, including this position which was vacated when one of the agency's most knowledgeable and experienced (particularly with regard to well completions) petroleum engineers retired. Numerous Authorizations for Permit to Modify (APMs) are referred to this Unit to ensure that the proposed downhole procedures would not result in the premature abandonment or bypassing of economic reservoirs. If this position is not filled, decisions regarding the approval/denial of such permits may be delayed and/or incorrect. In addition, numerous lease suspension requests are submitted to this Unit, and failure to fill this position could result in delayed and/or incorrect suspension decisions. In addition, this position is critical to help ensure that our most talented employees are not lost to industry.	No	No	Yes	Yes	No	Yes		
1698	BSEE	9/1/2017	Petroleum Engineer	GS-13	Above 12	Jefferson	Other	3 months	No	This position is a highly specialized, advanced Petroleum Engineer position in which the incumbent will oversee and/or conduct management system audits of oil, gas, and sulphur Operators on Federal leases in the Gulf of Mexico. This position is directly related to safety of operations, protection of equipment, conservation of natural resources, and preservation of the environment as required by congressional laws, and Federal regulations.	Not filling the positions will have a direct impact on BSEE-RFO's ability to oversee Operators' safety management systems due to a lack of offshore technical experience and a mastery of advanced concepts, principles, and practices of petroleum engineering. This has fiscal impacts by not achieving the desired number of performance measures; increases the workload for other advanced Petroleum Engineers; and additional staff impacts by not developing entry level engineers with specialized, advanced Petroleum Engineers. Therefore, in order to accomplish the responsibilities of this office, management needs a higher level employee to work the complex assignments and to help mentor lower level employees which would also leave more time for the supervisor to manage the remaining employees and their work product. In addition, such a position would help ensure our most talented employees are not lost to industry.	No	No	Yes	Yes	No	Yes		
1696	BSEE	9/1/2017	Student Trainee (Petroleum Engineer)	GS-12	12	Jefferson	Other	N/A	Yes	Serves as an engineering student trainee and performs a variety of duties of limited difficulty and complexity. Assignments are designed to provide training and experience in the practical application of the theories and basic concepts and principles of petroleum engineering. The positions are directly related to safety of operations, protection of equipment, conservation of natural resources and preservation of the environment as required by congressional laws, federal regulations, and lease stipulations.	The BSEE student trainee program has produced a large quantity of full time employees over the last several years. If these positions are not filled, it will prevent BSEE from achieving our goals regarding succession planning.	No	No	Yes	Yes	No	Yes		
1693	BSEE	9/1/2017	Supervisory Inspector	GS-13	Above 12	New Orleans, LA	Other	3 months	Yes	Plans, directs, organizes, and reviews the work of inspectors to assure adherence to the inspection schedule, the accomplishment of overall program objectives and the conduct of offshore operations in a manner consistent with OCS regulations and directives to lessees. Assigned responsibility for the conduct of inspections, including the selection of team leaders on the basis of inspector qualifications and facility complexity. Responsible for the coordination of field inspections, manpower and helicopter transportation to utilize inspection resources at maximum efficiency to meet regulatory inspection requirements and monitor facilities with chronic deficiencies and/or complex state-of-the art production and measurement equipment and safety devices and systems. Responsible for rapid adjustment, rescheduling and redirecting inspection activities in response to changes in workload, inspection requirements, weather conditions, helicopter availability, and available manpower.	Delays in decisions and possible uninformed decisions may affect the District Offices ability to conduct inspections of production facilities in an efficient and effective manner.	No	No	Yes	Yes	No	Yes		

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1694	BSEE	9/1/2017	Supervisory Petroleum Engineer	GS-15	Above 12	Jefferson	Other	2 years	Yes	The Regional Supervisor of the Office for Regional Field Operations (RFO) is a critical position for the GOMR and reports directly to the Regional Director/Deputy Regional Director. The Regional Supervisor is responsible for overseeing a staff of approximately 67 employees consisting of petroleum engineers, structural/civil engineers, technicians, and administrative. The RFO office consists of five sections: Office of Structural and Technical Support, Pipeline Section, Technical Assessment Section, Office of Safety Management, and Decommissioning Support Section. The Regional Supervisor also oversees the work of a Deputy Regional Supervisor, two staff engineers, and a secretary. The Regional Supervisor has many regulatory responsibilities including those related to permitting of platform installation, modification, and abandonment; permitting of pipeline installation, modification, and abandonment; the Safety and Environmental Management System (SEMS) program; new and unique technology as evaluated in Deepwater Operations Plan (DWOP) applications; the idle iron program; and the decommissioning cost assessment program. In this position, meetings occur daily with the oil and gas industry and also requires the approval of permits consistent with regulations. The Regional Supervisor ensures consistency between applications and timely regulatory based actions.	The ability for RFO to continue meeting its responsibility in effectively approving permits under its jurisdiction would be impacted/delayed if the position is not filled. Such delayed approvals will also negatively impact oil and gas operators as the associated work cannot commence prior to the required BSEE approvals. The ability for the GOMR to continue meeting its long term responsibilities in RFO would be impacted.	No	No	Yes	Yes	No	Yes		
1692	BSEE	9/1/2017	Supervisory Petroleum Engineer	GS-14	Above 12	New Orleans, LA	Other	2 months	Yes	Within the Office of Field Operations at the District level, the incumbent directly supervises the following program activities: approval of all production operations; conduct of a field inspection program for production operations, platform pipeline operations, and meter proving and site security; investigations of accidents, fires, blowouts, and pollution incidents; analysis of violations related to applicable rules and lease terms, assistance (via comment processes) in the preparation of Notices to Lessees and Operators and Safety Alerts and governing laws and regulations; conduct of internal review and oversight of the inspection program to ensure that all inspection activities are conducted in accordance with regulatory requirements, Inspection Program Handbook, Field Supplements and applicable guidelines and policy.	Delays in decisions and possible uninformed decisions may be issued to inspection staff and permitting staff if position is not filled.	No	No	Yes	Yes	No	Yes		
1695	BSEE	9/1/2017	Supv. Petroleum Engineer, Geologist, Geophysicist	GS-13	Above 12	Jefferson, LA	Other	1 month	Yes	Supervises, leads, and coordinates the activities of an interdisciplinary group of senior staff (5) and provides technical oversight for related contracted work. Oversees the planning, budgeting, implementing, and managing of data and records management initiatives, processes, contracts, and projects. Defines unit, program, and project objectives and aligns them with TDM, GOMR, and BSEE objectives and strategies, developing the methodologies, establishing priorities and preparing schedules for the performance of assigned work.	Supervisor of a multi discipline senior group of employees ranging from geologists, petroleum engineers, and IT specialists providing data to internal users in BSEE and BOEM as well as release of data to the public. This data collection and release may be interrupted.	No	No	Yes	Yes	No	Yes		
1913	FWS	9/15/2017	Biologist (FWS Air Force Fire Liaison)	GS-12/13	Above 12	Lackland Air Force Base, San Antonio, Texas	Other	new position approved Jan 2017	No	Advise the Air Force Civil Engineer Center on wildland fire and prescribed fire planning and associated operational procedures, and provide a direct conduit to the related expertise at the NIFC and NWCG.	Uncontrolled wildland fire cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. if this position is not filled the likelihood of uncontrolled wildland fire on the Air Force land impacting the critically important national security mission of the Air Force will increase. Also, reduces sustainability for multipurpose use of natural resources (e.g. hunting, fishing, and trapping) and public access for such uses.	No	Yes	Yes	No	No	Yes		
1918	FWS	9/15/2017	Fire Management Officer	GS-11/12	12	Jamul, CA	Other	October, 2016	Yes	This position supervises and manages fire management activities including prevention for the San Diego, Hooper Mountain and Sonny Bono Salton Sea NWR Complexes.	Uncontrolled wildland fire cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. if this position is not filled the likelihood of uncontrolled wildland fire in California will greatly impact the largest area of wildland-urban interface, the greatest number of homes, facilities and infrastructure could be lost to fire.	No	Yes	Yes	No	No	Yes		
1969	FWS	9/15/2017	Fire Management Officer	GS-11/12	12	Klamath Basin	Other	7/13/2017	Yes			No	Yes	Yes	No	No	Yes		See hard-copy request.
1919	FWS	9/15/2017	Fire Management Officer	GS-11/12	12	Las Vegas, NV	Other	Current incumbent is retiring on Sept 30, 2017	Yes	This position supervises and manages fire management activities including prevention for the Nevada Zone. It is the only FMO position in the state of Nevada.	Uncontrolled wildland fire cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. if this position is not filled the likelihood of uncontrolled wildland fire in Nevada will significantly impact natural resources (e.g. hunting, fishing, and trapping) and public access for such uses.	No	Yes	Yes	No	No	Yes		

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1916	FWS	9/15/2017	Fire Management Specialist	GS-12/13	Above 12	Anchorage, AK	Other	January, 2017	No	This position provide critical support to fire management activities by assisting the FMO in managing the Alaska Fire program. It supports a safe and effective regional fire program in Alaska to protect its infrastructure.	Sufficient support staff will not exist to manage uncontrolled wildland fire which cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. If this position is not filled the likelihood of uncontrolled wildland fire in Alaska will significantly impact natural resources (e.g. hunting, fishing, and trapping) and public access for such uses.	No	Yes	Yes	No	No	Yes		
1920	FWS	9/15/2017	Refuge Manager	GS-13	Above 12	Ventura, CA	Other	March, 2017	Yes	This position supervises and manages multifaceted functions which include endangered species (condor), conservation, oil and gas (16 wells on Complex) production and public safety due to the location of the Complex in a mountainous terrain prone to wildlife occurrence. The Refuge Manager will be responsible for improving infrastructure for public access and recreation.	Lack of leadership and technical expertise to deal with the considerable number of intricate management issues and challenges managing multifaceted functions. Leadership is needed to build partnerships with over 15 organizations including California Dept. of Fish and Wildlife and the California Zoos. Intensive management is required to restore the condor to its native range.	No	No	Yes	Yes	No	Yes		
1915	FWS	9/15/2017	Supervisory Criminal Investigator	GS-14	Above 12	Portland, Oregon	Other	April, 2017	Yes	This position supervises, leads and directs a cadre of criminal investigators and wildlife inspectors in carrying out the law enforcement investigations and operations in Idaho, Washington, Oregon, Hawaii and the Territorial Pacific Islands in accordance with governing laws, regulations and DOI and FWS policies and procedures.	It impacts the strategic alignment of resources, functions and supervisory personnel established to effectively and efficiently carryout investigations and enforcement operations in the specific geographic locations for which this position is responsible. Additionally, there will be a lack of coordinated support for natural and manmade disasters.	Yes	No	Yes	No	No	Yes		
1914	FWS	9/15/2017	Supervisory Land Management LE Officer	GS-13/14	Above 12	Hadley, Massachusetts	Other	July, 2017	Yes	The position serves as the program manager for the natural resource protection and public safety function for the FWS Northeast Region. The position provides leadership to 30 Federal Wildlife Officers and supervises 7 mid-management LE Officers responsible for ensuring compliance of laws, regulations and policies on public land, and serving as a first responder to natural and manmade disasters. Also, this position will be instrumental in implementing the SO 3347 FWS wide.	It impacts the strategic alignment of resources, functions and supervisory personnel established to effectively and efficiently manage and handle incidents and ensure visitor safety on national wildlie refuges in the Northeast Region for which the position is responsible. Additionally, there will a lack of coordinated support for natual and manmade disasters.	Yes	No	Yes	No	No	Yes		
1968	FWS	9/15/2017	Texas Transportation Liasion, Senior Fish and Wildlife Biologist	GS-12	12	Austin, TX	Other	11/1/2016	No			No	No	No	No	No	Yes		See hard-copy request.
1917	FWS	9/15/2017	Wildlife Refuge Manager	GS-12/13	Above 12	Okmulgee, OK	Other	January, 2017	Yes	This position supervises and provides critical oversight in the Refuge's public use program including hunting, fishing and environmental, education programs, infrastructure maintenance and replacement, and resource protection and public safety through Refuge law enforcement	Lack of leadership and supervision to successfully implement habitat management project, implement and oversee programs that provide recreational oppourtunities for the visiting public will continue to be impacted.	No	No	Yes	No	No	Yes		
1883	NPS	9/15/2017	Administrative Officer	12/13	Above 12	Oneida, Tennessee	Other	1 month	No	This position manages the administrative and business operations for BISO, OBRI, and MAPR-Oak Ridge. The position is the principal advisor and management consultant to the superintendent and park management team for administrative matters and is responsible for advising the park management team and staff on all administrative matters in the park and guiding management and staff toward effective management of the park's business. This position also serves as the Concession Specialist for the three park units.	Without this position, the parks' administrative operations would suffer greatly. The superintendent and park management team would be adversely affected without the advice and consultation this position provides. The workload of numerous administrative staff would be unduly hampered with the need to take on additional responsibilities related to this position.	No	No	No	No	No	Yes		
1911	NPS	9/15/2017	Administrative Support Clerk	7	Below 12	Washington DC	DC	New position		This is an administrative support position to support the trade workers providing travel administration, budget, credit card allocation, record keeping and other duties.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Histric Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	No	No	No	No	No	Yes		

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1894	NPS	9/15/2017	Budget Analyst	GS-12	12	Lakewood, CO	Denver	Not yet vacant	No	This budget analyst position is primarily responsible for tracking recreation fees. There are several programs within the Federal Lands Recreation Enhancement Act fund, i.e. park retained funds, servicewide funds, transportation fees, and more recently the Centennial Act endowment for the Senior pass. Each program has very specific criteria and tracking procedures. As visitation continues to increase, and revenues continue to increase, analysis of these programs is important. Intermountain Region collects approximately half of the service-wide total.	If not filled execution of the programs within FLREA are at risk for non-compliance, lack of project execution for deferred maintenance, and at risk for waste, fraud, and abuse.	No	No	No	No	No	Yes		
1895	NPS	9/15/2017	Budget Analyst	GS-12	12	Lakewood, CO	Denver	New position	No	This position is the primary analyst for the Service-wide Comprehensive call and the Intermountain Region point of contact for the Project Management Information System (PMIS).	Lack of compliance for the many programs initiated through the Service-wide Comprehensive call (SCC). SCC guidance is the one place where NPS can obtain guidance for project execution and authority for spending project funds. The incumbent of this position disseminates guidance and support for all SCC programs.	No	No	No	No	No	Yes		
1910	NPS	9/15/2017	Budget Analyst	11	Below 12	Washington DC	DC	Position will be vacated September 30th, 2017.		This position serves as the key administrative support related to all HPTC reimbursable project accounts. The position provided budget support over 60 park project accounts, 10-12 million dollars in funding and over 66 employees. The position requires proficient use of AFS4, FBMS, and other financial programs to execute the reallocation and administration of park accounts. The position requires understanding of Reimbursable Support Agreements, Interagency Agreements and other financial support agreements.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	No	No	No	No	No	Yes		
1406	NPS	7/15/2017	Chief of Communication and External Affairs	GS-14	Above 12	San Francisco	Other	7 months	Yes	Primary Public Information Officer for park. Position is critical for communicating all messages including during emergencies to park staff, visitors, and surrounding communities. Oversees communication with local, state, and federal elected officials. Liaison with Dept. of Interior and multiple partner organizations. Lead in responding to FOIA requests.	Substantially diminished ability to communicate effectively with public, elected officials, media, and park partners. Severely impairs park's ability to communicate during emergencies. Reduces ability of park to respond to ongoing and future FOIA litigation, putting park at serious risk of failing to meet legal FOIA responsibilities.	No	No	No	No	No	Public Affairs - Laura R Review		Comms position - provided to Laura Rigas.
1829	NPS	9/1/2017	Chief of Facilities Management	GS-14	Above 12	Homestead, FL	Other	< 1 month	Yes	The incumbent directly supervises the Division's Branch Chief of Maintenance and Operations, the Branch Chief of Planning and Project Management, a Supervisory Facility Management Systems Specialist, a Housing Management Specialist, and an Administrative Support Assistant. Under management of the Division Chief, the Division of Facility Management includes approximately a half dozen subordinate supervisors, three dozen permanent employees (in a mix of both general schedule and wage grade positions), and a dozen temporary, project-based, and/or seasonal employees.	Management responsibility will be dispersed between the Deputy Superintendent and the park's Deputy Chief of Maintenance. Consequently, lack of adequate oversight will be provided to the Facilities Management operations of a park with a significant capital investment program.	No	No	No	No	No	Yes		
1837	NPS	9/1/2017	Chief, Recreation Grant Programs	GS13	Above 12	Omaha, NE	Other	16 months	Yes	The Chief of Recreation Grant Programs provides leadership at the regional level in administering the Land and Water Conservation Fund (LWCF) State and Local Assistance Program. This program provides matching grants and technical assistance services to 21 Midwest and Western State and local governments to create or enhance close-to-home park and recreation opportunities. The Regional Chief is responsible for supervising 7 staff involved in negotiating and processing the grant awards; monitoring project implementation and use of the federal grant funds; assisting the States in planning efforts that set priorities for needed recreation improvements; as well as ensuring compliance with statutory requirements that assisted State and local parks remain open to the public for recreation purposes. The program's activities and responsibilities makes the Regional Chief accountable to elected officials including members of Congress, State legislatures, and mayors as well as the media.	The FY2018 President's budget continues the support of the LWCF State and Local Assistance Program through mandatory funding that will allocate more than \$30 million in new grant funding to Midwest and Western States for the indefinite future. Forgoing the re-appointment of this position, which has been vacant for more than a year, will continue to constrain the ability of the Regional office to provide crucial services to State partners such timely processing of grants for much needed state and local park projects. NPS assistance to support the States in addressing issues related to ensuring assisted park sites remain in a recreation use as mandated by the LWCF Act could also be impacted by slower response times and/or insufficient review, attracting negative Congressional attention and increasing the litigation risk to the NPS. Finally, this position provides leadership in the program's accountability efforts to prevent fraud, waste, and abuse of federal funds.	No	No	No	No	No	Yes		

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1224	NPS	7/15/2017	Contract Specialist	GS12	12	Denver, CO	Denver	3 months		This position is a senior level contract specialist who will be responsible for direct support of complex requirements to include A&E, construction and complex supplies and services. The Contracting function is centralized within the regional offices and headquarters for efficiency. The work is not done in parks.	The mission impact of not filling the position is a substantial reduction in direct interaction with park and program staff resulting in a higher level of risk for the contracting program and a possible impact on obligation rates as well as protests and ratifications. The loss of this position will add additional workload on the existing staff impacting quality and the ability to continue to absorb funded mandates within the Region resulting in lost opportunities for parks and programs continued success.	No	No	No	No	No	Yes		Contracting function at Denver Service Center - line item construction. Center would take time to relocate.
1844	NPS	9/1/2017	Data Manager (Inventory & Monitoring Network)	GS-12	12	Washington, DC	DC	6 months	No	The data manager serves as the primary data steward for natural resource information and provides data management support to regional programs as well as to parks. The role of the data manager is to ensure that high quality data are collected, managed, secured and available to park managers and external audiences. Park and program managers need high quality, defensible data on which to base management decisions. The data manager works closely with park resource managers to assure that relevant and useful data are readily available to inform resource stewardship decisions.	The National Park Service and its cooperators partners devote a great deal of time and effort towards collecting data and information on the status of park natural resources. These data are an asset that need to be maintained and managed. Failing to do so reduces the utility of the information and data products to park managers who need defensible data to support park decision making. Therefore, this position fills a vital data management need for all NCR parks by providing access to high quality standards and expertise to assure parks have the data necessary to make informed resource stewardship decisions.	No	No	No	No	No	Yes		
1827	NPS	9/1/2017	Deputy Chief of Visitor Resource Protection	GS-13	Above 12	San Francisco, CA	Other	New position	Yes	This position directly supervises four field supervisors and an administrative support assistant. The position indirectly supervises a team of 26 field rangers who provide essential law enforcement (LE), emergency medical services (EMS), and search and rescue (SAR) throughout the dispersed park. Together, the team provides essential emergency response at one of the busiest parks in the country with over 17 million visitors annually. The Chief of Visitor Resources Protection (VRP) relies on this commissioned officer to effectively lead, train and mentor the field staff, to be directly involved in incident response, while also being an outstanding role model in all aspects of law enforcement. The position takes on a high number of special problem solving assignments that requires a high degree of sensitivity and urgency to meet the public demand for safety in the park.	Upgrading this position will increase the park's ability to create and maintain a safe experience for visitors from around the world in one of the busiest and most demanding parks in the country. The high demand and intense workload combined with the high cost of living of the San Francisco Bay Area presents a challenge to both attracting and retaining the most qualified individuals. Upgrading the position will enable the park to recruit the best and most qualified individual to provide direct leadership to the field staff and serve the needs of visitors.	Yes	No	Yes	No	No	Yes		
1821	NPS	9/1/2017	Deputy Superintendent	GS13	Above 12	New Bedford, MA	Other	New position	Yes	In 2014, New Bedford Whaling NHP and Roger Williams NM were combined under one superintendent. In December of that year, the new Blackstone River Valley NHP was also added to the Superintendent's oversight. Since that time, the park has been working on restructuring the staff to fit the new, more efficient org chart that combines the staff of the three parks under one management structure. This is the last piece that changes the site manager position from Roger Williams NM to a Deputy Superintendent position over all three parks. While it is a new position for the three park structure, it is not an additional person on staff, but rather meets the need is to realign current staff with the org chart that now reflects the needs of the three parks. This job supports the Superintendent across two states – over 90 miles, eight municipalities, over 80 partners.	This position is critical in allowing the Superintendent to meet external relationship needs, including state and local government partners, non-profits, Congressional and other federal entities. Both New Bedford Whaling NHP and Blackstone River Valley NHP are partnership parks, where the federal government has little physical ownership and therefore relies on strong partnerships with other land owners for the stewardship of resources within the boundary of the parks. Without the support of a deputy superintendent is near impossible for the superintendent to oversee three parks, engage with critical partners and preserve and protect the resources that are within the boundary of the parks and especially those that are owned by partners. In addition, at this critical juncture, Blackstone River Valley NHP is still being formed, the careful negotiations over the boundary require intense Superintendent scrutiny and will for quite some time. This Deputy position ensures the park will be set up in the most effective and efficient way.	No	No	No	No	No	Yes		
1905	NPS	9/15/2017	Deputy Superintendent - Supervisory Exhibits Specialist	14	Above 12	Washington DC	DC	9 months		This is a key leadership position that oversees the Reimbursable Fee for Service program and operations at the Historic Preservation Training Center (HPTC). This position serves as the key line of supervision for the preservation services and the majority of the HPTC staffing. They also serve as a Technical Expert in support of the NPS.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	No	No	Yes	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1842	NPS	9/1/2017	Digital Learning Communities Manager	12	12	Washington DC	DC	New position		The Digital Learning Communities Manager (DLCM) will oversee "The Commons", which provides Communities of Learning, Inquiry and Practice (CLIP) across the entire NPS via "The Common Learning Portal" (CLP). The CLP has been funded and under development by the Workforce and Inclusion Directorate Office of Learning and Development since FY2014 and is scheduled for public launch in FY2017. The project was announced as a Service-wide pilot by the Director on Founder's Day, August 25, 2016. The upcoming launch will not only be for all NPS and DOI, but will include access for Partnerships, volunteers and public organizations that support the NPS. The DLCM position will promote CLIPs and train and mentor group moderators and others in order to provide an environment that inspires learning and peer collaboration; will monitor group discussions and take immediate action, when necessary (such as when questionable language or content is involved) while also balancing freedom of speech with NPS values.	Social learning is one of the most powerful and currently untapped media for learning engagement at the field levels for employees in the NPS. It is also a critical component of the L&D strategic plan's Learning and Performance Ecosystem that includes Social Networking and Collaboration and Access to Experts as key components via the CLP.  A decision not to fill this position would create an extreme risk in the use of social media in the public domain due to the fact that there would be no dedicated staff that would train moderators and monitor and guide the intended use of CLIP groups for the purpose of learning and connecting with peers and experts. Even if the site were to not allow public participation, there will still be a moderate risk in the use of unmonitored social media in the NPS Learning & Performance Ecosystem environment.  The WI Directorate has made a significant investments in The Common Learning Portal with the understanding of its great potential to support the employees in the field. As previously mentioned, this outreach includes members of the public—our NPS partners, volunteers and others that will both benefit and contribute to our collective learning resources. Should this position not be funded, the investments made would not be fully realized and the future benefits of this investment – which includes saving money through reduced need for formal instruction & travel, would be highly impacted. The risk of allowing public access would also be too great and participation would likely not be allowed.	No	No	No	No	No	Yes		
1841	NPS	9/1/2017	Environmental Protection Specialist	13	Above 12	Denver, CO	Denver	5 months		The incumbent is a Damage Assessment Case Officer for projects performed under the authority of the Oil Pollution Act of 1990 (OPA) and the Comprehensive Environmental Restoration, Compensation and Liability Act (CERCLA). The incumbent manages case-related assessment activities of NPS employees on damage assessment teams in designing and conducting assessment studies/surveys, provides liaison between the NPS and other agencies involved in case-specific damage assessment, and coordinates with response agencies to minimize injury and/or loss to NPS resources/services. The incumbent also supports the DOI Office of Restoration and Damage Assessment in developing policy and advising on case funding decisions.	The Resource Protection Branch (RPB) currently manages approximately \$60 million worth of restoration projects at parks across the country. Our ability to obtain restoration money through damage assessment for injured park resources is crucial to completing restoration activities and making the American people whole for resource injuries. RPB is small organization. To compensate for the absence of a CERCLA/OPA Case Officer, the incumbent's duties have been assigned to a more junior Environmental Protection Specialist whose primary duties include facilitating restoration projects at the park level. While this has worked as an interim solution, in the longer term this arrangement could result in the gradual attrition of both damage assessment recoveries and on-the-ground restoration, which would affect the continuity and value of the damage assessment and restoration program to NPS and the public.	No	No	No	No	No	Yes		
1825	NPS	9/1/2017	Environmental Protection Specialist	GS-14	Above 12	Spokane WA	Other	New position	No	Provide necessary support for ongoing clean-up decisions and settlement negotiations to resolve natural resource damage assessment claims associated with the Upper Columbia River and Lake Roosevelt NRA	Will delay Interior and NPS opportunities to settle natural resource damage assessment claims and expedite clean-up decisions in the Upper Columbia River and Lake Roosevelt NRA.	No	No	Yes	No	No	Yes		
1882	NPS	9/15/2017	Environmental Protection Specialist	GS-13	Above 12	Washington, DC	DC	New position	No	This position is a project manager for 5 Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) sites located within national parks - East along the Anacostia River. The CERCLA sites are located in under-served neighborhoods and represent a potential hazard to the community. While we have been making steady progress, these sites are the focus of the community, ward council-members, and Advisory Neighborhood Commission commissioners for many years. Each site is in a different phase of the process. The sites served as dumping grounds or industrial sites in an area of the city where the community was less able to defend themselves from these types of activities. Efforts to-date have been to rectify this situation and make these spaces clean and a part of the community that they can be proud of.	If not filled, work will slow or cease on these sites. This has been an additional responsibility of the Region's Chief of Planning for the last year and the additional work load is not sustainable. Without continual work, the sites will not be re-mediated and will remain a potential hazard for the community and the environment. Any slow down or delay in progress will be noticed by the local leaders and the community and will prompt inquiry into why.	No	No	Yes	No	No	Yes		

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1906	NPS	9/15/2017	Exhibits Specialist	11	Below 12	Washington DC	DC			These are Trainee positions working in HPTC Preservation Services under the HPTC Exhibits Specialist Training Program.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	No	No	Yes	No	No	Yes			
1907	NPS	9/15/2017	Exhibits Specialist	11	Below 12	Washington DC	DC			These are Trainee positions working in HPTC Preservation Services under the HPTC Exhibits Specialist Training Program.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	No	No	Yes	No	No	Yes			
1908	NPS	9/15/2017	Exhibits Specialist (Woodcrafter)	11	Below 12	Washington DC	DC	New position		This is a trade position working in HPTC Preservation Services.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	No	No	Yes	No	No	Yes			
1891	NPS	9/15/2017	Facility Management Specialist	GS-12	12	Hagerstown, MD	Other	New position	No	Facility Management Program Manager responsible for the Facility Management Plan, Asset Management Plan, FMSS, Facility Condition assessments, Compliance, Work order and project development to include cost estimates. Deferred maintenance management.	Needed improvements to the FMSS database will not be completed for the park data. Work orders and deferred maintenance reporting will not be accurate or complete.	No	No	No	No	No	Yes			

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1259	NPS	7/15/2017	Facility Management Specialist (Asset Manager)	GS-13	Above 12	Omaha, NE	Other	Not yet vacant		"In keeping with the Secretary of Interior's focus on reducing the NPS deferred maintenance backlog and providing direct support to parks and field units, the Facilities Asset Manager is responsible for leading the MWRs Asset Management Branch which includes overseeing the following program areas: Infrastructure Repair and Maintenance Funding; Fleet and Equipment Management; Housing Management; Capital Investment Strategy; Cyclic Maintenance Fund Source; Condition Assessment Teams; Repair & Rehabilitation Fund Source; and Constructed Asset Data Management. The position directly supports field units by leading design, specifications, rehabilitation estimates, scopes of work for rehabilitation projects for infrastructure assets including historic structures, visitor facilities, water utility systems, roads, disability access, health and safety, and recreation. The position develops deferred maintenance contract packages for open competition by private sector construction firms. Additionally, the position provides direct support services to all 61 park units within the Midwest Region where deferred maintenance mitigation design and engineering expertise/capacity does not exist at the park level.	Leaving this position unfilled would significantly hinder the agency's ability to provide safe and well-maintained facilities to visitors as well as meet legal requirements and national priorities. The position serves a critical DM project development role for all parks in the MWR where this specialized expertise is not feasible to be located in individual park units. If the position remains vacant, parks will be unable to have their critical system(s) DM projects designed and contracted for construction and, in turn, the MWR will be unable to obligate millions of dollars on annual DM mitigation funding. Both resulting in accelerated deterioration of infrastructure and associated critical systems. This position is responsible for ensuring NEPA, NHPA, Accessibility and other code requirements are addressed in contract document development; leading the effective administration of life cycle of constructed assets; managing 7,280 assets, including 580 miles of road, 690 parking areas, 2,850 buildings (includes 2,630 historic structures), 240 water systems, 210 wastewater systems, 130 miles of trails, and 310 housing units. The current replacement value of the MWR Asset Portfolio exceeds \$7.8B...current DM exceeds \$480M.	No	No	No	No	No	Yes		
1901	NPS	9/15/2017	Facility Management Systems Program Coordinator	GS-12	12	Lakewood, CO	Denver	New position	No	Provides coordination, technical, and professional support for the FLREA program in the area of asset management, compliance reviews and revenue collection for 55 parks collecting over \$121 million dollars across the Region. Provides recommendations and support to management to increase revenue across the Intermountain Region. A minimum of 55% of recreation fee dollars must be spent on facility deferred maintenance projects. Participates in formulation and execution of long range strategies for deferred maintenance facility projects, completes compliance reviews on the execution of recreation fee dollar projects, both on-site and back office, to ensure they meet Capital Investment Strategy and Federal Lands Recreation Enhancement Act expenditure policies, and assist parks with revenue strategies.	The ability for parks to plan, formulate, and execute projects with recreation fee dollars on deferred maintenance assets that have a direct visitor benefit.	No	No	Yes	No	No	Yes		
1822	NPS	9/1/2017	Facility Manager or Architect/Engineer/Landscape Architect (Regional Cyclic Maintenance Program Manager)	GS-12	12	San Francisco, CA or Seattle, WA	Other	> 24 months	Yes	Since the start of fiscal year (FY) 2013, Pacific West Region (PWR) used one position to manage both the Cyclic Maintenance (CM) and Repair-Rehabilitation (RR) programs for PWR. With the 90% increase in appropriated funding that these two programs have received over these past four fiscal years, the workload for one person to manage both the RR & CM Programs has grown humanly impossible for one person to accomplish. Therefore PWR has approved a second staff position be restored to just manage the CM program. Even with the proposed reduction in 2018 funding, the PWR annual CM program will be over \$24 million, which make the CM program the third largest project fund source. Major responsibilities of the new CM position would include: 1) conducting outreach with PWR Park managers to develop sound CM program of projects for each Park, 2) funding and assuring completion and fund management for 200- to 250-projects each year, 3) coordinating annual review of all CM proposed project submissions & Park 5-year CM plans using members of the PWR Maintenance Advisory Committee, and 4) working with PWR & NPS Washington Program Management to periodically adjust Regional program allocations and Servicewide CM policies.	An unhealthy & unsustainable workload will continue for the one position managing both the Cyclic Maintenance & Repair-Rehabilitation Programs in Pacific West Region (PWR). All other existing Facility Management staff in PWR are already stretched thin and managing multiple large & complex programs. There is no potential for existing staff to continue to absorb this large workload. This humanly impossible workload greatly increases the likelihood of inefficient and reactive program management, up to \$24 million each year not being obligated, personnel grievances, and greater risks of mistakes.	No	No	Yes	No	No	Yes		

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1820	NPS	9/1/2017	Facility Operations Specialist	GS-12	12	Hampton, VA	Other	8 months - This position was established and approved in October 2016 for the developing new park organization at Fort Monroe N.M. and an active veterans hiring authority recruitment effort to fill the position remained incomplete at the time of the hiring freeze implemented in January 2017.	Yes	Position is directly responsible for the oversight of maintenance, repair and rehabilitation of the complex asset management portfolio of more than 2 Roads & 15 Parking Areas of 342,033 SF, 12 Maintained Landscapes of 595 acres, 10 Buildings totaling 74,700 SF, 4 Fortifications totaling 96,500 SF, 3 Utility distribution systems, 1 Airfield and runway system, 5 leased commercial properties, and +2 miles of recreational beach and shoreline. The current underfunded deferred maintenance requirements are \$2.28 million dollars. The current annual maintenance operating program is approximately \$739,000.  The Facility Operations Specialist develops and oversees complex asset portfolio management strategies, condition & life cycle utilization analysis, and initiate programmatic funding strategies to establish fiscal sustainability, decrease deferred maintenance and optimize effectiveness of maintenance operations and evaluate alternative funding solutions. Incumbent serves as a Chief of Maintenance & Federal Property Manager, having prime direction and authority over the Division's work elements, and provides supervision to facility services contracts and NPS property leases. The monument utilizes the Fort Monroe Authority Public Works Services, Utility and Maintenance contract \$653,700 dollars annually in lieu of hiring and managing a traditional unified multi-discipline maintenance workforce.  Fort Monroe National Monument (FOMR) was established Nov 11th, 2011 establishing the approximately 325 acre park unit within a National Historic Landmark District. FOMR currently hosts more than 100,000 visitors annually. The park operates in a collaborative cooperative management agreement with the Fort Monroe Authority	FOMR, is one of the newer National Park Units, with a documented deferred maintenance backlogs (\$2.8 million). Without this position of Facility Operations Specialist the park will not have the capability to effectively lead core required operations and maintenance programs identified in the park asset management plan, PL 98-540, Executive Order 13327 (Federal Real Property) and NPS Directors Order 80 (Real Property Asset Management) and 35B (Cost Recover for NPS Provided Utilities). Currently adhoc technical assistance may be provided by other Northeast Region park units on a non-priority limited basis to support the new park's operational requirements. Facility condition assessments and work reporting which drive the annual and five year DOI facility funding requirements will lack the organizational expertise and programmatic oversight to be strategic and efficient. The park will be unable to identify and optimize complex program requirements and create the necessary budget requests for facility operations, maintenance, cyclic repair, rehabilitation, and replacement of park facilities & infrastructure, and those of concessions, cooperators, business and partner agency lease holders of properties owned by the agency.  The visitor services and recreation / educational opportunities of approximately 100,000 annual visitors (2016) will be impacted. Historic facilities, fortifications and infrastructure will deteriorate at an accelerated rate. Several partner agencies, communities, cooperators and partners will be impacted. Public health and safety conditions will diminish.	No	No	No	No	No	Yes		
1885	NPS	9/15/2017	Fire Analyst	GS-13	Above 12	Portland OR	Other	Not yet vacant	Yes	The Fire Analyst provides detailed intelligence on established and emerging incidents in the Pacific Northwest. Individuals that have served in this position have a unique combination of Operational Skills and a deep understanding of fire behavior. Outputs from this position are used to develop daily prioritization decision on all wildfires in Oregon and Washington. The prioritization list drives the allocation of critical resources.  The importance of this has been demonstrated everyday during this current fire season, with an incredible amount of fire on the landscape, shortages of all firefighting resources and tremendous numbers of communities and commercial timber being threatened. The input of this analyst position is absolutely vital to strategic allocation of resources and the ultimate success of containing fires.	Without this position we would lose the ability to strategically engage and control wildfires in the Pacific Northwest. Firefighter safety would be compromised and social values will be negatively impacted. There is no other position in the Coordination Center that can fill this function. The impact of not having this position during this current fire season are hard to imagine. We would struggle everyday with decision on IMT placement, complexing, and resource distribution.	No	Yes	Yes	No	No	Yes		
1817	NPS	9/1/2017	Fire Management Officer	GS-12	12	Dinosaur, CO	Other	Not yet vacant	Yes	Serves as the Fire Management Officer for Dinosaur NM, Black Canyon of the Gunnison NP, Curecanti NRA, and Colorado NM. This position is a key Fire Management position within a highly complex fire management program. It has the responsibility for Program Management, Planning, Operations Supervision and Safety. As such this position provides program direction, coordination and evaluation. The position requires a vast broad back ground in regards to wildland fire management which must have numerous years of field experience, as well as abilities to interface with a broad variety of audiences such as line officers, political figure heads, interagency partners, local and state government officials, media outlets, as well as the public.	Dinosaur National Monument is historically one of the most active programs within the Intermountain Region. Failure to fill this position would leave a void and lack of leadership in one of the more active programs in an area which annually sees more initial attack starts than most of the country.  This position is a critical management level position responsible for over seeing field level safety operations, operational, administrative, planning and logistical supervision for one of the agencies wildland fire management programs. This position is the subject matter expert for the the Northwest Colorado park group in regards to fire management and fuels management. This position serves as the conduit with interagency partners in regards to how wildland fire management operations are handled and coordinated between all of the federal, state, county, rural and private entities.	No	Yes	Yes	No	No	Yes		
1824	NPS	9/1/2017	Forester	GS-12	12	Yosemite, CA	Other	Not yet vacant	Yes	Manages and provides expertise in forestry operations, particularly hazardous tree management to forestry crews working to mitigate hazard trees in public use areas. Administers timber sales, COR duties, monitors forest health and assists Fire with forest management.	Forestry program oversight would be compromised particularly hazard tree management of public use areas including campgrounds, day use areas, housing, road ways and concessionaire land assignments. This will increase visitor exposure to tree hazards particularly in campgrounds and other overnight occupancy areas. Timber sale contracts and various other forest health measures would not take place.	No	No	Yes	No	No	Yes		

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1314	NPS	7/15/2017	Government Information Specialist	GS-12	12	Lakewood, CO	Denver	<1 month		<p>The incumbent manages the collection, review and distribution of relevant agency information and records as requested by the public as part of the Freedom of Information Act process. Also, reviews extremely complex Freedom of Information Act (FOIA) requests based on specialized training; performs extensive information searches and legal reviews and develops comprehensive FOIA responses; and provides information to the Department's FOIA Officer, and the Solicitor's Office, including the Department's FOIA Appeals Officer, upon request.</p> <p>Prepares final response letters and related correspondence, e.g. acknowledgement letters, time extension letters and requests for clarification; adapts standard language to fit particular responses; briefs management on controversial/sensitive requests; and coordinates with other bureaus and offices where appropriate to ensure consistency in document releasability and responses, including consistency in fee waiver determinations.</p>	<p>The Intermountain Region has a statutory responsibility (43 CFR 2.3) to process Freedom of Information (FOIA) Requests within twenty (20) days of receipt of those requests. The region processes more than 200 FOIA requests every year and the number of FOIA requests has increased substantially over the past several years. Filling this position is necessary in order to meet this legal responsibility and to respond to requests from the public and the media.</p> <p>Filling this full-time position provides direct technical help to parks, provides substantial help to parks in processing FOIA requests, and ensures compliance with federal FOIA and Privacy Act laws.</p>	No	No	No	No	No	Yes		
1899	NPS	9/15/2017	Historian	GS-12	12	Denver, CO	Denver	1 month	No	<p>The principal focus of this historian is to fulfill the regional office's statutory duties and responsibilities under the Historic Sites Act of 1935 and the National Historic Preservation Act of 1966 related to the National Historic Landmarks (NHL) Program. Under the Acts, the NPS is responsible for managing the National Historic Landmarks program by designating new NHLs, reviewing projects for Section 106 compliance related to existing NHLs, and providing technical assistance to NHL stewards on the preservation of these nationally significant sites. The historian's principal duties will be to formally manage the National Historic Landmarks Program in the Intermountain Region by addressing letters of inquiries from the public on the NHL nomination process; reviewing and editing NHL nominations, including history, photographs, and maps for professional content and appropriate NHL formats; facilitating and guiding the preparation of potential nominations towards NHL designation; coordinating review of nominations by State Review Boards, the Landmarks Committee of the National Park System Advisory Board, and the Secretary of Interior; providing expertise and completing Section 106 compliance review for NHLs related to federal undertakings by other agencies.</p>	<p>If not fulfilled, the NPS will be unable to meet the legislative mandates specified within Historic Sites Act of 1935 and National Historic Preservation Act of 1966, which requires NPS management of the National Historic Landmarks program. This will ultimately create a significant backlog in public inquiries for the designation of NHLs and will have political ramifications as public concerns are relayed to Congress. It will also lead to the delay or halting of NHL designations within the Intermountain Region as there is no other staff available to take on the workload for the NHL program. It will also lead to delays in the official NPS review and comment on federal undertakings that have potential impacts NHLs, which in turn, will delay other federal agencies' ability to complete their projects and missions. In addition, this may lead to the loss of integrity and deterioration of NHLs across the region, as NHL site stewards/property owners often seek guidance, technical assistance, and federal funding from the NPS in to the preservation of these nationally significant sites.</p>	No	No	No	No	No	Yes		
1900	NPS	9/15/2017	Historian	GS-7/9/11/12	12	Denver, CO	Denver	12 months	No	<p>The principal focus of this historian is to fulfill the regional office's statutory duties and responsibilities assigned to the NPS in the Historic Sites Act of 1935 for the management of the Historic American Building Survey (HABS), Historic American Engineering Record (HAER), and Historic American Landscapes Survey (HALS) program. The historian's principal focus will be to manage the HABS/HAER/HALS program, which serves as a vital program and resource for Section 106 compliance projects across the country by formally documenting historic properties to the Secretary of Interior's Standards. The historian will review and respond to state and federal agencies' requests on the proper HABS/HAER/HALS documentation standards for federal undertakings and projects; process documentation and ensure all materials meet the Secretary's Standards; ensure Section 106 compliance for the materials is addressed; review submitted HABS/HAER/HALS documentation and resolve any inconsistencies or missing documentation; scientifically test photographic materials for archival longevity; gather all photographic and narrative materials and transmit complete HABS/HAER/HALS documentation projects to the Library of Congress for long-term archiving.</p>	<p>If not filled, the NPS will be unable to fulfill its legislative mandates to manage the HABS/HAER/HALS program, as required by the Historic Sites Act of 1935. Moreover, it will also hamper the NPS' ability to respond to public, state, and agency requests for HABS/HAER/HALS documentation review, causing delays on federal projects as there are no other available and qualified regional staff to be assigned to the work. This will ultimately delay multiple state and federal agencies' ability to finalize consultation and compliance for Section 106 of the National Historic Preservation Act of 1966, which will ultimately delay federal projects such as infrastructure improvements, oil and gas development and energy transmission. The HABS/HAER/HALS program is a key component to resolving adverse effects found through the Section 106 compliance process and it is widely used as an essential mitigation effort to ensure federal projects are moved forward. If not filled, federal agencies will be unable to efficiently complete projects and missions.</p>	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1902	NPS	9/15/2017	HR Specialist	12	12	Denver, CO	Denver	5 months		This position provides retirement support for the Mid-west Region and Northern Rockies Intermountain Region which has over 3,000 permanent employees. The inability to backfill this position would put the NPS Employee Benefits Program and the employees of the National Park Service in a difficult position. The Retirement Specialists are already overworked with the current Round 2 of VERA/VSIP. This effort adds over 200 retirement calculations to our current workload. Additionally, the possibility of a DOI blanket VERA/VSIP request for 2018 will again impact our workload. The Employee Benefits and Retirement regulations are complex and have a significant impact on all NPS employees. We must maintain current FTE levels for the branch to continue the high level of customer service the NPS employees deserve. Typical staffing levels are 10 Retirement Specialists; we are now working with 7.	The mission impact if this position is not filled is that the Employee Benefits Branch will be unable to effectively carry out the duties related to departing employees under the Voluntary Early Retirement Authority (VERA)/Voluntary Incentive Separation Payments (VSIP). If VERA/VSIP is approved by the Office of Personnel Management (OPM), the Benefits Branch will receive a high volume of separation requests that must be acted on and finalized within 3 months of receipt. We will be unable to meet the requests with our current staff.	No	No	No	No	No	Yes		
1831	NPS	9/1/2017	Hydrologist	GS-13	Above 12	Homestead, FL	Other	1 month	No	The incumbent serves as a technical advisor in hydrology for one or more parks. The hydrologist is responsible for program development and implementation related to hydrology and water resources.	Park management ability to develop and prepare major portions of the resources management plan dealing with water resources and hydrology will take longer than desired. The inability to fill this position might result in staff limitation in preparing specific action plans needed to manage and protect water resources.	No	No	No	No	No	Yes		
1826	NPS	9/1/2017	Integrated Resources Program Manager (Chief of Cultural & Natural Resources)	GS-12	12	Honolulu, HI	Other	New position	Yes	The Resource Manager plans, implements, manages, and coordinates a comprehensive natural and cultural resource program for two parks; manages the complex budgets; serves as a member of the park's Management Team establishing policies, goals and objectives, operating procedures, guidelines, and internal controls; develops and maintains effective working relations with the State Historic Preservation Division, Historic Hawaii Foundation, the US Navy, community stakeholders that represent the diversity of populations held at Honouliuli Internment Camp Native Hawaiians, other agencies, and the public; ensures legal compliance with all NAGPRA, NEPA, Section 106 and ARPA issues; conducts and coordinates the review of park projects to assure protection of natural and cultural resources and compliance with applicable federal laws. Position is responsible for submitting funding requests and providing oversight on projects addressing deferred maintenance on the park's historic structures. Project completion insures preservation of culturally significant assets and corrects safety deficiencies that put employees and park visitors at risk.	This is a new position, needed to address deficiencies at two park units. The USS Arizona Memorial was redesignated as WWII Valor in the Pacific NM (VALR) and expanded to include a number of additional cultural resources in Pearl Harbor in 2008; subsequently Honouliuli NM was established in 2015 and placed under VALR's administrative oversight. It has become apparent that the existing cultural resources staff did not have the capacity or expertise to manage this expanded set of responsibilities, an issue perhaps most clearly illustrated by the illegal demolition and reconstruction of a historic Chief Petty Office bungalow that witnessed the bombing of Pearl Harbor. As a result of this adverse effect to a critical cultural resource, these two park units now conduct all compliance with substantial assistance and increased oversight from PWR, and the Superintendent is serving as the Compliance Specialist. Without this position: the two park units will continue to require this increased oversight; timelines for compliance, consultation, and project implementation (to include repair and rehabilitation) will continue to be delayed; and the ability of the Superintendent to appropriately manage the full suite of programs at these two park units will continue to be negatively impacted due to the necessity of also serving as the Compliance Specialist.	No	No	No	No	No	Yes		
1840	NPS	9/1/2017	Integrated Resources Program Manager (Chief, Cultural Resources and Museum Management)	GS-12	12	San Francisco, CA	Other	1 month	Yes	Supervises, guides and directs 18 employees, and oversees the largest collection of historic artifacts and museum/library items in the NPS. Serves as a member of the park's senior leadership team involved in overall park strategic planning and management. Coordinates the preservation of historic resources visited by over 4 million people per year. Works closely with other park managers and experts from outside the park to ensure that resources retain their historic character and significance, and are available for public enjoyment.	Lack of planning, coordination, and supervisory oversight/direction in a division that is critical to sustaining the park's primary purpose: historic preservation and management of significant cultural resources. Elimination of a Resource Management professional on the park's Senior Leadership team. There would be an increased workload for other cultural resources staff and there would be no one on staff guiding natural resource management. Diminished and compromised National Historic Preservation Act (Section 106) compliance for National Historic Landmark structures and other significant cultural resources; and a diminished ability to conduct required NEPA compliance. Compromised oversight of the largest artifact collection in the NPS. Small, stream-lined staff at the park would not be able to effectively absorb the responsibilities of Chief of Cultural Resources. The park will not be able to adequately plan for and adapt to rising seas and increased storm intensities affecting the park's National Historic Landscape ships, piers, and shoreline structures. The park will have a compromised ability to interact with the State Historic Preservation Office (SHPO) and mitigate adverse effects to historic resources.	No	No	No	No	No	Yes		

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1260	NPS	7/15/2017	Interdisciplinary (Energy Specialist)	GS-12	12	Omaha, NE	Other	7 months		The position is in support of energy priorities, allowing the NPS to actively participate early and often energy proposal review and work with local industry to ensure activities associated with the development, construction and operation of energy project and programs are protective of NPS lands.	The position coordinates and fosters collaboration across parks, regions and NPS programs to ensure that units of the National Park System are addressed and accounted for in the various stages of energy development with emphasis on the Great Plains region. The position identifies and encourages implementation of programmatic and innovative solutions to meet our nations energy needs while also protecting our national natural and cultural heritage. The position helps park managers in working with energy industries to influence land use planning, site design, and analyses at the earliest stages of project development. The impact of the position not being filled is that energy projects may proceed without information on NPS resource needs and thus not build those concerns into improved design and operational practices early in the development of the project. This could result in energy development delays.	No	No	No	No	No	Yes		Outside Denver/DC.
1884	NPS	9/15/2017	IT Specialist	GS-12	12	Haleakala National Park, Maui, HI	Other	< 1 month	No	Pacific Island Parks Network IT position that supports 11 parks across the Pacific Islands.	Pacific Island parks will not receive timely IT support. Parks will be subject to the lack of IT Security and Helpdesk. Overall productivity of Pacific Islands park employees will be degraded.	No	No	No	No	No	HOLD		OCIO - Review.
1816	NPS	9/1/2017	IT Specialist	GS-12	12	Lakewood, CO	Denver	Not yet vacant	No	Incumbent has responsibility as the technical expert for Intermountain regional parks for installation, monitoring and upgrading Symantec Endpoint Protection on all computers and servers in the region. They remediate all IT security incidents related to virus infections and installations. Additionally, as a member of the IT security team for the region, the incumbent will ensure the application of security/information assurance policies, principles, applications and practices to protect National Park Service's (NPS) and Information Technology (IT) systems from threats to confidentiality, integrity, availability, accountability, and authenticity in the delivery of all IT services. The incumbent will ensure adequate protection for all information and IT systems that collect, process, transmit, store, and/or disseminate information. They also represent Intermountain region on the national Messaging council, and are the subject matter expert for BisonConnect for the region.	Failure to fill this position will create a compromise in DOI IT Security. Symantec Endpoint Protection is a critical application to assure the cyber security posture is robust. Other cyber security mandates and requirements, as delivered by NPS, DOI, DHS, OMB, etc. may be delayed. Assistance to park operations as it relates to Symantec Endpoint Protection, BisonConnect, and IT Security will not serviced and the lack of the subject matter expertise across the region will have a very negative impact.	No	No	No	No	No	HOLD		OCIO - Review.
1836	NPS	9/1/2017	Lead Financial Specialist	11	Below 12	Herndon, VA	DC	2 months	No	Manages daily distribution of workload among lower graded staff; assists lower graded staff with resolving complex financial and accounting issues; processes financial transactions; schedules, monitors, and reconciles financial systems interfaces; analysis and reconciliation of vendor payments and financial reports; responds to NPS customers/ vendors regarding payments and employees regarding travel reimbursements.	The vacancies of the Lead Financial Specialist has impacted processing of financial transactions related to vendor payments and travel payments in FBMS, and financial transaction reconciliation. Continuing these vacancies will subsequently cause delay in financial reconciliations and reporting throughout NPS, as well as reporting to the Department and to the Treasury. Additionally, customer service delivery will be delayed and quality will decrease.	No	No	No	No	No	Yes		
1896	NPS	9/15/2017	Management Analyst	GS-12	12	Eads, CO	Other	New position	Yes	At the full performance level, this position will oversee the administrative functions of the High Plains Group (Sand Creek Massacre NHS, Bent's Old Fort NHS, Capulin Volcano NM) and will also function as the site manager for Sand Creek Massacre NHS under the supervision of the High Plains Group Superintendent.	The High Plains Group of parks will be experiencing a high number of retirements in the next two years. The group is therefore planning staffing and budgeting for the next five years, including shared positions. If this position is not filled, it will require each of the three parks to fill additional higher graded administrative positions which will end up costing the government more than the one requested supervisory position.	No	No	No	No	No	Yes		
1888	NPS	9/15/2017	Management and Program Analyst	GS-13	Above 12	San Francisco, CA, Seattle, WA, or Vancouver, WA	Other	Not yet vacant	Yes	Provides leadership, coordination and consultation for the implementation of OMB Circular A-123 "Management's Responsibility for Internal Controls" and Government Performance and Results Act (GPRA). Leads park/office staff in identifying and correcting risks and weaknesses in financial processes, safety practices, and property management to help leverage limited park resources, including revenues from donations and recreation fees.	Employees and managers in parks would lose the opportunity to have on-site assistance to critically evaluate and improve the internal controls over their daily park operations. Additionally, Regional Director will have reduced confidence in annual review and assurance of A-123 internal controls due to limited ability to review and validate data.	No	No	No	No	No	Yes		
1315	NPS	7/15/2017	Management and Program Analyst	GS-11/12	12	San Francisco, CA, Seattle, WA	Other	2 months	No	Assists field staff to improve accountability and safety in their daily operations. Works with park/office staff to identify and correct risks and weaknesses in financial processes, safety practices, and property management to help leverage limited park resources, including revenues from donations and recreation fees.	Employees and managers in parks would lose the opportunity to have on-site assistance to critically evaluate and improve the internal controls over their daily park operations.	No	No	No	No	No	Yes		

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1892	NPS	9/15/2017	Management and Program Analyst (Facilities Management)	GS-12	Above 12	Washington, DC	DC	12 months	No	The position serves as the expert and manager for the Facility Management Software System (FMSS), Project Management Information System (PMIS), and the Financial Business Management System (FBMS) for the division of Facility Management at the National Mall. This position manages the software systems that are used to create and track work orders, labor, material and equipment costs, request project funding, create purchase requisitions and pay vendor invoices. The position is vital to tracking deferred maintenance and developing project funding and purchase requests to reduce deferred maintenance at the National Mall and Memorial Parks.	If this position is not filled the park will not be able to maintain records on asset condition and create work orders for recurring and corrective maintenance repairs. the park will not be able to accurately track deferred maintenance costs and will lose the ability to quickly create project funding requests and purchase requests to initiated contracted work. Filling this position directly supports park operations. Failing to fill this position will lead to shortages of supplies and delays in accomplishing maintenance activities -- ultimately impacting visitor satisfaction and safety.	No	No	No	No	No	Yes		
1828	NPS	9/1/2017	Planning and Project Management Branch Chief	GS-13	Above 12	Homestead, FL	Other	1 month	Yes	The Branch Chief of Planning and Project Management is responsible for, and has authority to, initiate, establish, guide, and control a broad range of planning, design and construction projects from inception through completion. The incumbent supervises an interdisciplinary staff of planners, designers and project managers to accomplish this work within the park unit(s).	Major construction projects will be delayed in absence of coordinated review of project submittals with subordinate staff. There will also be considerable reduction in park staff's ability to write, develop and submit Facility Management division PMS proposals each year.	No	No	No	No	No	Yes		
1898	NPS	9/15/2017	Program Analyst (Portfolio Manager)	GS-13	Above 12	Lakewood, CO	Denver	New position	No	This position works directly with the IMR parks and fund source managers to assess park needs related to general, strategic and implementation-level planning; help parks find appropriate fund sources; and help parks find the necessary expertise to support those needs. This position will help parks refine their planning needs to ensure efforts are at the appropriate scope and scale; promoting concise, focused and timely planning and compliance processes and documentation in accordance with current NPS and DOI policies related to streamlining NEPA reviews. This position will also lead targeted planning efforts to support specific park priorities related to, for example, deferred maintenance, visitor services, resource management and park operations.	One management analyst position per region was approved by the National Leadership Council in late 2016, to enable a more nimble and effective response to park-specific planning needs, while ensuring that we meet the requirements of the National Parks and Recreation Act of 1978. This position is also integral to completing high priority planning and compliance needs that were identified by Parks through the foundation process; this is required before the implementation of many facility and infrastructure improvements, in order to serve visitors and protect resources. If this position is not filled, the planning process will be less responsive to park needs; key park projects will be delayed until required planning and compliance can be completed, and funds and staff will be less effectively aligned with current priorities.	No	No	No	No	No	Yes		
1912	NPS	9/15/2017	Program Coordination Specialist (Youth)	9	Below 12	Washington DC	DC	12 months		This is a trade position working in HPTC Preservation Services.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Histroic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	No	No	No	No	No	Yes		
1258	NPS	7/15/2017	Program Management Assistant (Deferred Maintenance Program Specialist)	GS-12	12	Omaha, NE	Other	3 months		"In keeping with the Secretary of Interior's focus on reducing the NPS deferred maintenance backlog and providing direct support to parks and field units, the Deferred Maintenance Program Specialist is responsible for developing design, specifications, rehabilitation estimates, scopes of work for rehabilitation projects for infrastructure assets including historic structures, visitor facilities, water utility systems, roads, disability access, health and safety, and recreation. The position develops deferred maintenance contract packages for open competition by private sector construction firms. Additionally, the Program Specialist provides direct support services to all 62 park units within the Midwest Region where deferred maintenance mitigation design and engineering expertise/capacity does not exist.	"Leaving this position unfilled would significantly hinder the agency's ability to provide safe and well-maintained facilities to visitors as well as meet legal requirements and national priorities. The position serves a critical DM project development role for all parks in the MWR where this specialized expertise is not feasible to be located in individual park units. If the position remains vacant, parks will be unable to have their critical system(s) DM projects designed and contracted for construction and, in turn, the MWR will be unable to obligate millions of dollars on annual DM mitigation funding. Both resulting in accelerated deterioration of infrastructure and associated critical systems. This position is responsible for ensuring NEPA, NHPA, Accessibility and other code requirements are addressed in contract document development; developing and managing projects that address the Region's \$480M deferred maintenance backlog derived from its 7,800 individual constructed assets.; and maintaining specialized certification and licensing not held by other positions.	No	No	No	No	No	Yes		

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1838	NPS	9/1/2017	Program Manager	13	Above 12	Boston, MA	Other	5 months	No	The NER Region's Federal Lands to Parks Program Manager position is responsible for collaborating with the General Services Administration (GSA) and Department of Defense (DOD) to facilitate the transfer and conversion of surplus federal real estate to state and local governments for approved park and recreation purposes. Nationally, the program is administered by 4 FTE (5 staff). This position is one of the three regional program managers for the entire US and oversees the largest portfolio of 21 states in the Northeastern and Midwestern U.S. The position provides programmatic and policy compliance oversight on 430 transferred properties to ensure they remain open to the public for recreation purposes and compliant with all other deed and program requirements	The mission impact of vacancy, affecting state, county and local agencies in 21 states results in a significant reduction in capability to execute and manage the number of surplus federal properties transferred to communities for public open space and recreation facilities. Fewer deeds will be issued to local and state governments for the final transfer of federal properties to support recreation, quality of life and economic opportunities. Without this position, the region will not carry out its required function to monitor deed requirements and assist communities with post-transfer stewardship mandates in accordance with regulatory and programmatic requirements.	No	No	No	No	No	Yes		
1839	NPS	9/1/2017	Program Manager	13	Above 12	Philadelphia, PA	Other	5 months	Yes	The position is responsible for the coordination, policy implementation and management of the Northeast Region's nationally designated Partnership Wild and Scenic Rivers and Congressionally authorized wild and scenic river studies in cooperation with local councils and state organizations in 10 states. The position also supervises the hydropower recreation assistance programs within the region and provides technical assistance to national park units and local communities.	Without this position, NPS will lack capacity to meet its policy and management obligations to 12 national partnership wild & scenic rivers including; Congressionally authorized rivers special resource studies (SRS), development of comprehensive river management strategies, and the review of projects under Section 7 of the Wild and Scenic Rivers Act. Capabilities and expertise to continue to provided to individual Rivers with established partnership councils comprised of private, local and state interests who are managing the rivers systems which will be impacted by reduced financial management, technical assistance and policy guidance to protect resources, implement river management plans and support Congressionally-authorized Speical Resource Studies.	No	No	No	No	No	Yes		
1889	NPS	9/15/2017	Program Manager (Chief of Resources)	GS-13	Above 12	Glen Jean, WV	Other	12-18 months	Yes	Chief for the natural and cultural resources of New River Gorge, Gauley River National Recreation Area, and the Bluestone National Scenic River. It supervises 7 permanent employees ranging GS-7 to GS-12 positions.	The division needs a leader and someone in charge to ensure that our resources and planning efforts are on track and that the park continues to follow Preservation and Environmental laws, policy and procedures. The New River Gorge has one of the highest diversity of plants in all national park sites and has a large and unique cultural collection, four historic districts, and many historical structures. The other two parks preserve over 30 miles of whitewater and have one of the largest recreational users base in the country. This position is essential to resource protection and serves as an adviser to all other park disciplines in compliance, resources management, cultural management and advise the Superintendent and management team on all resources issues and concerns.	No	No	No	No	No	Yes		
1843	NPS	9/1/2017	Program Manager (Natural Resources)	GS-12	12	Hagerstown, MD	Other	Not yet vacant	Yes	The Natural Resources Program Manager serves as the lead on all natural resource activities conducted within the C & O Canal National Historical Park (park). Within the park's borders reside over 300 utility rights of way both in place and those in negotiation. These include electric and gas rights of way. The Natural Resources Program Manager duties include lead environmental compliance officer and principle advisor for utility right of way agreements providing oversight in right of way negotiations and compliance. Additionally this position manages the agricultural lease program, scientific research, and serves as the coordinator with state, local, and other federal agencies on natural resource management projects and issues. As the environmental compliance lead the Natural Resources Program Manager is responsible for ensuring that appropriate National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and other federal requirements are met and addressed prior to project implementation.	The mission impact of the Natural Resources Program Manager position remaining unfilled, regarding energy prioritization, would be the loss of direct oversight of over 300 current utility rights of way agreements, compliance activities regarding these utility rights of way agreements, loss of senior management direction, and advice regarding current utility right of way negotiations. Additional mission impact would be the loss of program management over scientific research which affects utility agreements and private development, and coordination with municipal, county, state, and federal public agencies and entities as well as private organizations and enterprises regarding energy issues, projects, and agreements. The length and breadth of the park's interest, oversight, and compliance activities regarding energy priorities, both current and future, parallels the Potomac River and bridges the states of Maryland, Virginia, and West Virginia, and the capital: Washington D.C. The Natural Resources Program Manager's position is imperative to maintain the high functioning ability of the park to respond to energy priorities and resource protection.	No	No	No	Yes	No	Yes		

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1890	NPS	9/15/2017	Project Manager	GS-12	12	Bar Harbor, ME	Other	< 1 month	Yes	<p>This Project Manager position is directly responsible for the oversight of the short and long term construction and planning for maintenance, repair and rehabilitation of the complex asset management portfolio of more 53 miles of paved historic motor roads, 45 miles of historic Carriage Roads, 4 park campgrounds with 620 sites, 135 buildings, 7 historic buildings, 19 waste water systems and 16 public water systems. The current underfunded deferred maintenance requirements are \$71 million dollars. The current annual maintenance operating program is approximately \$3.0 million dollars.</p> <p>The Project Manager develops and oversees complex asset portfolio management strategies, condition &amp; life cycle utilization analysis, and initiates programmatic funding strategies to establish fiscal sustainability, decrease deferred maintenance and optimize effectiveness of maintenance operations and evaluate alternative funding solutions. The position develops facility projects from their inception and sees them through to implementation, including ensuring the compliance process is followed. Incumbent serves as a deputy to the Chief of Maintenance having prime direction and authority over the Division's construction and project development elements, and provides supervision to project inspectors and data managers. The position manages and works with the parks' contracted 5 year Architecture and Engineering contracted services ensuring that facility design and construction projects are in alignment with NPS standards and contract specification.</p> <p>Acadia National Park was established in 1916 and now has a visitation exceeding 3.3 million visitors annually. This visitation occurs largely during the six month spring/summer/fall season. This position strategically manages facility repair efforts to minimize impacts to</p>	<p>Acadia National Park manages between \$2.5 and \$9 million dollars of construction work annually. If this position is not filled the park will not be able to effectively manage design and construction projects on critical infrastructure. The park also will not be able to effectively meet the obligation threshold of expending 55% of its fee revenue, an average of \$2.4 million dollars annually. This will have a deleterious effect not only on preservation of park resources, but force the park from an 80% retention down to 60% retention of fee revenue under the current policy guidelines.</p> <p>The park has had this position in place for 20 years and has successfully met all fiscal obligations and committed millions of federal dollars to contracted awards to the private sector. Without this position the park will become significantly less effective at reducing the deferred maintenance backlog and the park will not be able to continue performing sustainable maintenance practices on multiple assets.</p>	No	No	Yes	No	No	Yes		
1266	NPS	7/15/2017	Project Manager	GS-13	Above 12	Denver, CO	Denver	7 months		Electrical Engineer/Security Engineer - Technical Specialist	<p>This position is located in a field support office designed to improve NPS organizational effectiveness by providing direct project execution to parks. This position executes projects directly related to national security projects for White House work; this position requires the top secret security clearance needed to work on the projects to execute the program, including over \$100M in projects at White House, including \$50M in FY17 funding to modify security immediately; \$18M for Project E; and \$35M for WH grounds bollards and gates. Work also includes project execution for Washington Monument Security Screening Facility. DSC directly executes projects in parks in deferred maintenance, security, and other infrastructure investments. DSC is managing more than 300 design and construction projects in parks servicewide with a value over \$1.4 billion. This office works with private sector partners to complete park projects including the National Park Foundation, Trust for the National Mall, and CityArchRiver Foundation.</p> <p>This position supports work on Deferred Maintenance (DM) projects.</p>	No	No	No	No	No	Yes		
1833	NPS	9/1/2017	Project Manager/ Landscape Architect	13	Above 12	North Carolina	Other	7 months	No	Resident Landscape Architect to execute \$67M transportation program, deferred maintenance, and public safety projects at Blue Ridge Parkway and other locations in the Southeast region.	<ul style="list-style-type: none"> <li>This position directly executes the transportation work at the Blue Ridge Parkway, in addition to supporting road rehabilitation and reconstruction projects in parks, including Natchez Trace Parkway. This position is supporting 26 projects worth approximately \$67M in construction at both Blue Ridge and Natchez Trace Parkways.</li> <li>DSC has had a landscape architect working at Blue Ridge Parkway for almost 40 years, since 1978 to directly manage transportation projects at the parkway.</li> <li>With the FAST ACT funding increases from FHWA for NPS, project work for the Transportation program will increase to \$284M in FY18.</li> <li>The NPS Transportation program directly executes projects in parks in deferred maintenance, security, and other infrastructure investments.</li> </ul>	No	No	Yes	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1904	NPS	9/15/2017	Realty Chief	14	Above 12	Denver, CO	Denver	>24 months		<p>Heads expert technical staff providing core mission support to WASO Land Resources Division (LRD), 7 Regional Lands Program 400+ offices, and all parks nationwide. Incumbent is a high-level Program Manager responsible for maintaining realty data on all park units, overseeing NPS's national Rights-of-Way Program, and developing a new Realty Management Program to assist park units with previously unaddressed realty needs related to park unit management (e.g., boundary locations, trespasses, encroachments, jurisdictional issues, etc.)</p> <p>This position has been informally filled in an acting capacity by a GS-13 staff member since her supervisor left. HR has informed the Land Resources Division that the position must be competed through a hiring waiver.</p>	Staffing this GS-14 position with a GS-13 employee potentially violates Merit Protection principles. Properly filling this position is critical to oversight and direction of 3 essential LRD components: (1) collection and management of digital information on 84+ million acres managed by NPS, (2) development and implementation of realty management support to address the backlog of pressing park realty management needs (e.g., 1000+ known trespasses in one park unit alone), and (3) continued development of NPS's national Rights-of-Way Program - which was shifted to the LRD in 2012 in response to audit findings by the DOI Inspector General. The services affected directly support NPS's 400+ parks, including every land acquisition action and every request for a right-of-way (which are ever-increasing as a result of the Administration's push for infrastructure development, energy independence, and expansion of broadband and related services in NPS areas). In addition, this position is aimed at developing expert assistance for on-the-ground park unit staff dealing with realty management issues such as trespasses, encroachments, boundary disputes, etc. These issues affect law enforcement jurisdiction, visitor services, infrastructure permitting, issuance of utility rights-of-way (including oil and gas pipelines and electric transmission lines) and road easements, resource protection, and other critical components of the NPS mission.	No	No	No	No	No	Yes		
1903	NPS	9/15/2017	Realty Specialist	13	Above 12	Denver, CO	Denver	7 months		<p>Responsible for providing high-level expert advice on realty acquisition and realty management issues, including land exchanges, donations, transfers, jurisdictional questions, trespasses, and encroachments. Assists the Realty Chief with the development of a new Realty Management Program for NPS, and responds to technical real estate-related inquiries from the Director's Office, Secretary's Office, Land Resources Division Chief, and other high-level NPS and DOI officials.</p>	<p>If unable to fill this position, LRD will be severely hampered in its ability to assist parks with the complex realty transactions, high-level land management issues, critical legislative history research, and statutory analysis handled by the past incumbent in this position.</p> <p>This position exists solely to assist on-the-ground staff at park units with land acquisition and land management issues that the already short-staffed Regional Realty Programs are not able to handle. NPS's mission to preserve and protect critical resources will be directly impacted if insufficient expert technical staff is available to assist park staff - who generally lack the realty knowledge, experience and skills of the highly-specialized Land Resources Division staff, who have years of real estate training and expertise.</p>	No	No	No	No	No	Yes		
1830	NPS	9/1/2017	Safety and Occupational Health Manager	GS-13	Above 12	Homestead, FL	Other	1 month	No	<p>This position serves as a Safety and Occupational Health Manager for three south Florida Parks (Biscayne, Dry Tortugas, and Everglades National Parks). Performing analytical and operational work, the incumbent serves as the subject matter expert and principle advisor responsible for planning, developing, directing, and coordinating the safety and occupational health program for the three parks. Responsibilities cover vast lands and waters, privately operated food and hospitality concessions, water treatment plants, maintenance shops, and a wide variety of visitor attractions and governmental facilities.</p>	No subject matter expert oversight will be available in area of safety and occupational health for the three national parks of southern Florida, which together are visited by roughly 2 million people annually.	No	No	Yes	No	No	Yes		
1832	NPS	9/1/2017	Southeast Region Land Resources Program Center Chief	GS-14	Above 12	Atlanta, GA	Other	< 1 month	Yes	<p>The position is responsible for the regional oversight of land and property acquisition, boundary adjustments, property survey, and realty administration for parks within the Southeast Region.</p>	<p>Guidance to 70 national park sites on issues with states, local communities, federal entities, and partners regarding land exchanges, purchases, donations; boundary discrepancies and adjustments; encroachment issues; Everglades National Park restoration issues; and provide support for general land issues as requested by parks.</p>	No	No	No	No	No	Yes		
1823	NPS	9/1/2017	Supervisor Park Ranger (Law Enforcement)	GS-13	Above 12	Barstow, CA	Other	< 1 month	Yes	<p>Visitor Resource Protection Chief Ranger, Responsible for Law Enforcement and emergency services in the park. Liaison with local fire and law enforcement agencies. Park lead for visitor safety concerns.</p>	<p>This position is the senior law enforcement officer for the park, overseeing the law enforcement program, emergency services and wildland fire operations. Vacancy in this position critically impairs park's ability to provide visitor safety and protection. Essential for coordination with neighboring fire and law enforcement agencies. Essential to ensure officer safety and maintain positive community relations. Not filling this position would jeopardize public safety for visitors in the park.</p>	Yes	Yes	Yes	No	No	Yes		

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1835	NPS	9/1/2017	Supervisory Accountant	12	12	Herndon, VA	DC	1 week	Yes	This position performs a wide variety of duties: provides full supervisory duties over a team of Financial Specialists, including planning and assigning work to the team, evaluating staff's work performance, developing performance standards, initiates corrective and coaching activities related to staff's work performance, identifying training and development opportunities for staff, and overseeing staff's daily work assignments; plans and conducts financial management studies involving complex analysis of financial management and budgetary functions; develops innovative recommendations for solving and improving financial operations for NPS; reviews and evaluates financial systems for effectiveness of internal controls and integrity of NPS's financial information, including analyzing process flows and integration of external system interfaces and internal subsystem modules and reviewing financial reports to identify discrepancies and determine corrective actions; prepares financial management reports, statements, supporting schedules and related documents as required by OMB, Treasury, and the Department; and reviews and analyzes effect of new or revised regulatory changes and develops standard operating procedures and guidelines for internal staff and NPS.	Lack of this Supervisory Accountant has impacted a team of Financial Specialists not receiving direct supervision over their work assignments and assistance in completing work assignments on a daily basis, delays in responding to NPS customers/vendors regarding their payments and NPS employees regarding their travel reimbursements, delays in responding to park units regarding payment and travel policies, decrease in quality of customer service delivery, delays in responding to internal and external auditors' requests for financial information, and delays in financial reconciliations and reporting to NPS, OMB, Treasury, and the Department.	No	No	No	No	No	Yes		
1897	NPS	9/15/2017	Supervisory Cultural Resources Specialist	GS-14	Above 12	Lakewood, CO	Denver	7 months	Yes	This position has been previously submitted and approved on 8/28/17 for a Santa Fe duty station. Organizational changes as a result of eliminating a previous management position in the regional office has increased the number of Lakewood based programs this position will oversee and manage. Having the position located in Lakewood instead of Santa Fe would be more efficient and result in more effective program management.  Serves as the principal staff for the preservation, protection, and management of cultural resources in the Intermountain Region (IMR). Leads, supervises, and provides direction for Historic Preservation (including Cultural Landscapes and History), Archeology, Museum Services, and Cultural Anthropology programs in the IMR and for the multi-regional Vanishing Treasures Program. Represents the IMR and NPS in government-to-government consultation with Indian Tribes. Supervises the Regional Section 106 Compliance Coordinator and works closely with WASO Park NAGPRA to assist park managers comply with the Native American Graves Protection and Repatriation Act. Ensures Departmental standards in historic preservation and archeological documentation are met. Builds partnerships with stakeholders and develops agreements to increase ability for the IMR to manage its cultural resources. Reports to the Associate RD for Resource Stewardship and Science and collaborates closely with other division chiefs to achieve IMR resource management goals. Coordinates with WASO Cultural Resources, Partnerships, and Science leadership and with other regional cultural resource division chiefs in order to identify and evaluate mission critical needs pertaining to cultural resources. Supports field efforts in parks by prioritizing project funding. Evaluates the efficiency of these activities, programs, and projects and ensures their effectiveness in protecting, preserving,	The ability of the Intermountain Regional Office to effectively assist parks protect, preserve, and better understand cultural resources will be significantly reduced if this position is not filled. This position helps parks maintain or improve the condition of many of the nation's most treasured historic properties, archeological resources, and museum collections. The condition of those resources will be more difficult to maintain if this position is not filled. Supervision of the regional cultural resources programs and coordination of Section 106 compliance will be severely limited if the position is left vacant, leading to inefficiencies in the regional programs and increased difficulty for parks to comply with federal preservation law. There will also be a negative impact to communication and collaboration between front-line field cultural resources specialists and the regional office regarding matters of historic preservation, care of museum collections, protection of archeological resources, consultation with Indian Tribes, and engagement of traditionally associated communities.  Filling this position will enable on-the-ground park cultural resource management operations by helping parks: fulfill their mission responsibilities related to cultural resources; comply with federal historic preservation law; increase effectiveness by building partnerships that promote hands-on preservation work; and develop effective and efficient models for protecting and preserving cultural resources and engaging traditionally associated communities.	No	No	No	No	No	Yes		
1909	NPS	9/15/2017	Supervisory Exhibits Specialist	13	Above 12	Washington DC	DC	New position		This is a trade position working in HPTC Preservation Services. With the increased demand for project work in regards to monuments restoration and rehabilitation there is a critical need for a separate and independent workforce to deal with the demand for restoration and repair. There is a great need for the organization to create this type of service within a separate branch/section to deal with this service for the National Park Service. With the creation of a Monuments Section there is a need to create a Supervisory Exhibits Specialist position to head this new section.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	No	No	Yes	No	No	Yes		

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1818	NPS	9/1/2017	Supervisory Facilities Manager	GS-12	12	St. Croix Falls, WI	Other	Not yet vacant	Yes	The incumbent will plan, direct, coordinate, implement and evaluate the maintenance program and its projects, including \$3M of identified Deferred Maintenance, at the Park. Incumbent will plan, request and report upon maintenance projects from non-base (Rec Fee, Cyclic) fund sources with subordinate staff. Incumbent participates in the Park's budget process, and oversees and executes a divisional budget within the allocated constraints. Incumbent prepares, implements and evaluates subordinate staff performance for 2 district foreman, and ultimately oversees performance of 31 permanent and seasonal subordinate positions.	The incumbent will retire on August 31, 2017. In the absence of filling the vacancy, the park expects completion of formulated projects and the development of work plans for FY18 and FY19 will go uncompleted or unfulfilled, respectively. Additionally, given the prioritization of the current administration on Deferred Maintenance, the Park would not be able to compete for Deferred Maintenance monies to address the \$3M of necessary Deferred Maintenance work orders.	No	No	No	No	No	Yes		
1819	NPS	9/1/2017	Supervisory Facility Operations Specialist	GS-12	12	Springfield, IL	Other	Other	Yes	The Supervisory Facility Operations Specialist is responsible for overseeing a complex program that includes maintenance and repair of all park facilities and infrastructure, including major cultural resources (historic houses, outbuildings, landscape) and maintenance and repair of the park's primary visitor facilities (the visitor center, parking lots and grounds). Is responsible for the maintenance of over 300 assets; management of critical systems such as wastewater, and sewage; contracting; legally mandated environmental compliance; and deferred maintenance requirements. The position is accountable for lower-graded employees and provides supervision, work planning, training, and safety oversight. This person is a member of the park's management team that establishes the park's strategic plan, long and short term goals, and priorities for accomplishing them.	Leaving this position unfilled would significantly hinder the park's ability to provide safe and well-maintained facilities to visitors as well as meet legal requirements and national priorities. This critical supervisory role facilitates the entire facility management operation by setting work priorities for staff, procuring supplies and equipment, and upholding safety standards. This position is accountable for maintaining the safety of park buildings, trails, and critical systems used by visitors and employees. As the COR for contracts and coordinator of environmental compliance such as NEPA and NHPA, the Supervisory Facility Operations Specialist requires specialized certification not held by other positions. Position leads development and management of projects that address the park's over \$12.7M deferred maintenance backlog.  In keeping with the Secretary of The Interior's expressed focus on reducing the National Park Service's deferred maintenance backlog and providing direct support to parks and field units, respectfully request favorable consideration and approval of the GS-1640-12 Facility Manager position at Lincoln Home National Historic Site.	No	No	Yes	No	No	Yes		
1815	NPS	9/1/2017	Supervisory Facility Operations Specialist (Chief of Maintenance)	GS-12	12	Skagway, AK	Other	7 months	Yes	This position oversees all park maintenance operations at Klondike Gold Rush National Historical Park, including visitor facilities, historic structures, the international Chilkoot Trail, and the Dyea area of the park. The Chief of Maintenance also supervises building restoration and rehabilitation projects, including care of several buildings that the National Park Service leases to retail businesses in Skagway.	Not filling this position would compromise the park's ability to meet its legal mandate to "preserve in public ownership for the benefit and inspiration of the people of the United States, historic structures and trails associated with the Klondike Gold Rush of 1898." The Chief of Maintenance is a critical position that obtains project funding and manages building maintenance and preservation projects. Because Klondike Gold Rush is Alaska's most visited national park site with approximately 1 million visitors each season, oversight of maintenance operations is also critical in ensuring quality facilities and services for visitors such as clean restrooms and a well maintained museum and visitor center.	No	No	Yes	No	No	Yes		
1887	NPS	9/15/2017	Supervisory Park Ranger (Chief of Interpretation)	GS-13	Above 12	Death Valley, CA	Other	Not yet vacant	Yes	Supervises interpretation and education staff, including seven permanent and twelve seasonal employees in operating the visitor center, updating the website and social media, providing educational and interpretive programming, and developing publications and other interpretive media. Serves as a key member of the park's senior management team, addressing park-wide issues including the development of new exhibits for the Scotty's Castle Visitor Center.  The Supervisor enables field operations by managing appropriated funds and completing hiring of field staff. Maintains high standards of excellence for all staff who interact with park visitors from all over the world, school groups, and community organizations. Engages in long-term planning to ensure the best visitor experience possible. The position is also liaison with multiple park partners on complex park operations that affect visitor services. Incumbent ensure highest safety standards are met for both employees in the field and visitors.	The position is essential to hire and retain the best possible field staff, develop effective training for new front line rangers, and managing multiple and complex accounts that support staff and visitor services. An extended vacancy will likely result in slower hiring processes, reduced capacity to train and prepare field staff for visitors, reduced ability to maintain up-to-date information for park visitors, and reduced ability to continue the planning process for exhibits at Scotty's Castle.	No	No	Yes	No	No	Yes		

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1893	NPS	9/15/2017	Supervisory Park Ranger (Chief Ranger, Law Enforcement)	GS-13	Above 12	Harrison, AR	Other	< 1 month	Yes	<p>This position is that of Chief Park Ranger of the Division of Ranger Activities for Buffalo National River in Arkansas. The National River encompasses 95,730 acres and includes 132 miles of free-flowing river. Annual visitation is approximately 1.7 million.</p> <p>The incumbent reports directly to the GS-14 Deputy Superintendent for Buffalo National River. The park is administratively divided into three protection districts spanning the 132 mile river.</p> <p>The incumbent directs activities to ensure maximum effective use of resources, coordinates and executes applicable functions for law enforcement patrol operations at campgrounds, fee collection sites, visitor centers, launch areas, pavilions, search and rescue, canoeing, john boating, horseback riding, public cave exploration, backcountry hiking, camping, emergency medical treatment, right-of-ways, and criminal investigations. Requires a Type 1 Law Enforcement Commission.</p> <p>The incumbent also supervises and provides oversight for the Midwest Region Ozark Communication Center (MROCC). This Dispatch Center supports 4 parks (Buffalo National River, Hot Springs National Park, Pea Ridge National Military Park, and Wilson's Creek National Battlefield) with 24/7 dispatch coverage.</p> <p>The incumbent provides supervision and oversight to the Wildland Fire Office, with one GS-12 Fire Management Officer and ten GS-5 to GS9 Wildland Fire Fighters and Forestry Technicians.</p> <p>Total staff directly supervised by the position is 5, with 27-30 indirect reports, including protection rangers, fire management staff and</p>	<p>The park is spread over 132 acres as it follows the free-flowing Buffalo River. More than 1.7 million visitors per year recreate on the Buffalo, enjoying water activities as well as hiking, horseback riding and camping. The wild and scenic nature of the area lends itself to complex safety issues impacting visitors and the incumbent of this position must be available, skilled and knowledgeable in all areas of visitor protection in order to manage this complexity from the administrative standpoint. Without this position, the park would be severely impacted in its ability to provide a safe recreational experience for the visitors.</p> <p>Furthermore, in order to fulfill its congressional mission and mandate, the NPS must administer the areas under its care in such manner that they are free of criminal activity that threatens or compromises the health and integrity of protected natural and cultural resources and/or disrupts an atmosphere conducive to public safety and enjoyment. Without the Chief Ranger position, the park's ability to carry out this mandate would be severely impaired. Without program leadership, supervision, and management, public health and safety would be compromised, an uptick in resource degradation could ensure. Additionally, relationships with local law enforcement agencies would suffer, and the necessary coordination that relies on these relationships would be diminished. Without a division chief, some budget controls would also be lost, and less effective allocation of divisional resources would likely result. Finally, without its Senior Law Enforcement Officer, the park would not be in compliance with NPS RM-9.</p>	Yes	No	Yes	No	No	Yes		
1886	NPS	9/15/2017	Supervisory Park Ranger (Deputy Chief)	GS-12	12	Death Valley, CA	Other	> 24 months	Yes	<p>This position oversees the Law Enforcement and Emergency Services operations supervising the Supervisory Park Ranger (Operations) and a Supervisory Park Ranger (Emergency Services). This position is key in developing and prioritizing problem oriented policing and investigative strategies to help identify, reduce, eliminate or deter criminal activity and/or loss of park resources. It is key to providing leadership and guidance to the supervisors as well as the staff of 9 permanent and 5 term/seasonal position that respond to law enforcement, search and rescue, wildland fire, structural fire and emergency medical calls. It is also a key point of contact with field level partners in local, state, tribal, and federal agencies who work for public safety and resource protection operations spread across two states. With this position vacant, continued coordination with these key partners has suffered. The position also oversees the misdemeanor prosecutions for the park as a Special Assistant to the U.S. Attorney's Office in the Eastern District of California.</p>	<p>As this position has been left vacant, field supervisors have been significantly impacted by taking on other administrative duties of the position, which takes them out of the field. The Supervisory staff are both first time supervisors and have limited experience in managing complex law enforcement and emergency services operations and are spread so thin they cannot focus on much more the the daily emergencies and administrative duties. They are often directly involved in incident response in order to meet the public need and protect park resources. Subordinate staff have also been tasked with duties that would normally be done by the supervisors or other administrative staff thus pulling them out of the field as well. The park will continue to see the spread of marijuana grow sites and other illegal activities as the operation struggles to keep staff in the field.</p>	Yes	Yes	Yes	No	No	Yes		
1317	NPS	7/15/2017	Supervisory Project Manager	GS-13	Above 12	Philadelphia, PA	Other	8 months		<p>Supervises 4 project managers (two GS-12, two GS-9) who develop and manage capital improvement projects that address deferred maintenance of the park's historic structures. Reviews and approves contract documents, plans, and specifications for all park facilities projects: 12 approved for FY18, valued at \$1.65M; 13 in FY19, valued at \$7.71M. Manages construction funds in coordination with regional program managers.</p>	<p>Lack of experienced direction to guide engineering staff during design reviews, contract surveillance, contractor performance evaluation, and construction contract issue resolution. Lack of a subject matter expert to certify Section 106, National Historic Preservation Act compliance for historic facilities projects.</p>	No	No	No	No	No	Yes		
1834	NPS	9/1/2017	Supervisory Public Affairs Specialist (Chief Spokesperson/Chief of Public Affairs)	14	Above 12	DC	DC	Position will be vacant on September 3rd		<p>The incumbent serves as the NPS spokesperson to the media on all major, national issues and leads the implementation of public communications activities on high priority national issues for the National Park Service.</p>	<p>The National Park Service will not be able to effectively communicate with the media and the public on high profile, national issues with a clear and consistent voice. In addition to responsibilities for engaging with media, the incumbent supports on-the-ground park staff by providing guidance on national issues for use when parks receive media inquiries and facilitates collaboration between parks and the Department of the Interior's communications department on breaking national news issues.</p>	No	No	Yes	No	No	Public Affairs - Laura R review		

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1689	OSM	9/1/2017	Chief - Technical Service Branch (TSB)	GS-14	Above 12	Alton, IL	Other	9/18/2016	Yes	The Chief of the TSB reports to the Chief of the Program Support Division (PSD) in the MCR. Provides leadership, direction and supervision of subordinates; conducts technical assistance to OSM Field Offices within the region in performance of oversight and occasionally outside the region; and provides technical assistance and program guidance directly to state programs at the request of State officials. Serves as a technical expert advisor to the Regional Director on SMCRA related issues and on National issues as well.	TSB Staff will be substantially under supervised and lead. Added supervisory burden will detract from other essential management, planning and leadership functions necessary for MCR operations.	No	No	Yes	Yes	No	Yes		
1688	OSM	9/1/2017	Field Office Director	GS-14/15	Above 12	Birmingham, AL	Other	4/30/2017	Yes	The position reports to the Mid-Continent Regional Director; manages the OSMRE Birmingham Field Office; provides leadership, and supervision of subordinates; conducts oversight; and provides technical and programmatic guidance and assistance to State officials.	The Field Office Staff will be unsupervised and three SMCRA states will not have consistent supervisory level representation to coordinate implementation of SMCRA.	No	No	Yes	Yes	No	Yes		
1690	OSM	9/1/2017	Program (Budget) Analyst	GS-13	Above 12	Alton, IL	Other	8/5/2016	No	Serves as the Staff Assistant to the Regional Director, responsible for analytical support on matters concerning: administrative duties, budget preparation and implementation, workforce planning, position tracking, conference planning, and other administrative functions that effect the region. Also performs confidential assignments and serves as liaison on personnel issues with headquarters.	The MCR will continue to distribute the various functions of this position to other staff who will not have the time to develop needed expertise to ensure appropriate accountability of the MCR's budget and human resources .	No	No	Yes	Yes	No	Yes		
1849	OST	9/15/2017	Associate Chief Information Security Officer	15	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	The ACISO position will provide full-time and dedicated support to OST's information management and technology (IMT) leadership and management, cybersecurity, and engaging in DOI's overarching IMT goals and priorities.	OST does not have a dedicated resource to address NIST 800-53 security controls, cyber security, policies, audits and address DOI A&A requirements, POAMs and cloud FEDRAMP initiatives. This places the OST under a continued security risk.	No	No	No	No	No	HOLD		OCIO Review
1850	OST	9/15/2017	Associate Privacy Officer	14	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	The APO positions will provide full-time and dedicated support to OST's information management and technology (IMT) leadership and management and privacy, while also supporting and engaging in DOI's overarching IMT goals and priorities.	OST does not have a dedicated resources to address Privacy Act requirements in accordance with FITARA and pursuant to Departmental policy.	No	No	No	No	No	HOLD		OCIO Review
1847	OST	9/15/2017	Deputy Associate Chief Information Officer	15	Above 12	Albuquerque, NM	Other	8/1/2016	Yes	Deputy ACIO provides management, supervisory and programmatic oversight and support at the Albuquerque location.	Without this position, OST OIR is at risk of not meeting strategic goals and supporting OST Trust Management responsibilities and functions. This further impacts the Department's mandate to support the Federal Information Technology Reform Act (FITARA).	No	No	No	No	No	HOLD		OCIO Review
1856	OST	9/15/2017	Deputy Ethics Counselor	14	Above 12	Albuquerque, NM	Other	1/16/2016	No	Deputy Ethics Counselors within each bureau oversee the day-to-day implementation of their bureau ethics program by administering the financial disclosure system, conducting ethics training, and providing ethics counseling and advice to bureau employees.	Secretarial Order 3288, dated August 31, 2009, states in part: Bureau Heads will:  (1) In consultation with the DAEO, employ a full-time Deputy Ethics Counselor properly classified at the GS-14 level or higher who shall report to the Bureau Head or other appropriate senior executive.  (2) Provide the Deputy Ethics Counselors with adequate support staff as well as financial and technical resources to implement the ethics program. To ensure adequate support, a bureau, regional, or area personnel officer or other qualified employee may be assigned to serve as an "Associate Ethics Counselor" or "Assistant Ethics Counselor," with delegated responsibility to perform the operational duties of the Ethics Counselor at the field or headquarters level. Bureau Heads also must ensure that all employees have access to ethics resources, guidelines, training, and appropriately trained ethics officials.	No	No	No	No	No	Yes		
1848	OST	9/15/2017	Director, Federal Information Resources (FIR)	15	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	Director, FIR will oversee the OIR Policies and Planning responsibilities to ensure directives and processes comply with OMB A-130, FITARA mandates, NIST requirements, as well DOI policies and directives directed by the Chief Information Officer, Office of the Secretary, and Policy, Management and Budget.	Without this position, OST OIR is at risk of failing to meet strategic goals and supporting OST Trust Management responsibilities and functions. This will further impact operational readiness in support of various CIO mission objectives specifically related to A-130, FITARA, NIST, OMB, PRA, CUI, FOIA and Records.	No	No	No	No	No	HOLD		OCIO Review
1852	OST	9/15/2017	Information Technology Specialist (SYS ADM) PD 16-031	13	Above 12	Albuquerque, NM	Other	8/9/2016	No	OST's and DOI focus on cybersecurity, and the requirements of supporting a highly mobile and geographically diverse workforce has significantly increased the workload of OST's System Administration Team. This is impacting the team's ability to implement new security controls and make control changes to requests in a timely manner, putting OST's overall cybersecurity posture at risk.	OST does not have resources to support these initiatives that would provide efficiencies and potential savings in costs associated with existing infrastructure.	No	No	No	No	No	HOLD		OCIO Review

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1854	OST	9/15/2017	Liaison Specialist (Acquisition) - 2 positions	12/13	Above 12	Albuquerque, NM	Other	12/12/2016	No	These two positions were created and classified in 12/2016 to streamline and reduce OST's acquisition processing costs. The Liaison Specialist will review all purchase requests (PR) over the micro-purchase limit to ensure all required documentation, UPC/BOC and FBMS coding, and statements of work (SOW) or objective (SOO), are correct and fully detailed for contracting specialists/officers to process the PR/Contract. These two positions were also created to assist OST programs conduct market research, writing SOW/SOO, and developing and putting together their complicated PR packets, which in hopefully two years will enable programs to reduce two to four of their management and/or program analyst positions. Submitting detailed, specific, and complete packets will reduce the work to be completed by the Interior Business Center (IBC) enabling OST to reduce the cost of the RSA between IBC and OST.	Leaving these two Liaison Specialist positions vacant will require the programs' inexperienced management and program analysts to continue learning and performing the duties with limited assistance. They will begin learning from scratch how to research, use FBMS, write SOW/SOO, and develop PR packets with little to no acquisition or contracting experience. We are barely getting by with some help from inexperienced employees detailed into the positions. Once their detail ends, we start all over again, training inexperienced employees detailed into the positions to assist in reviewing and processing PR Packets. To improve our PR packets being entered into FBMS and going to IBC, we need to fill these vital positions which will streamline and reduce OST's acquisition costs.	No	No	No	No	No	Yes		
1855	OST	9/15/2017	Management and Program Analyst	15	Above 12	Albuquerque, NM	Other	1/6/2017	No	This position is on Program Management's organizational chart, it was advertised, and an applicant was selected on January 24, 2017. Due to the hiring freeze no job offer was made. This position: (1) develops/leads high impact, national projects that result in process efficiencies and cost reductions; (2) provides authoritative guidance on project management, COR responsibilities, and administrative processes/responsibilities (i.e. HR, budget, procurement, FBMS processes, etc.); and (3) analyzes operations in order to implement on-going improvements to core functions.	If this position is not filled, it will result in adverse impacts to Program Management's operations as there will be no position devoted to: (1) the analysis and improvement of operational processes; (2) provide authoritative detailed guidance and oversight on project management, procurement, HR, budget, and overall administration; (3) provide detail oriented oversight to ensure compliance with regulations, Department policy, and other requirements; and (4) most important, to ensure and lead improvement projects that result in cost reductions and improved program performance.	No	No	No	No	No	Yes		
1853	OST	9/15/2017	Supervisory Information Technology Specialist (CUSTSPT) PD 17-0019	11/12	12	Albuquerque, NM	Other	11/1/2016	Yes	Support IT infrastructure re-alignment activities to meet Departmental and OMB mandates for data center consolidations as well as performing OIR infrastructure duties and responsibilities.	OST does not have resources to support these initiatives that would provide efficiencies and potential savings in costs associated with existing infrastructure.	No	No	No	No	No	HOLD		OCIO Review
1851	OST	9/15/2017	Supervisory Information Technology Specialist (SYSADM) PD 17-0021	14	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	Support IT infrastructure re-alignment activities to meet Departmental and OMB mandates for data center consolidations as well as performing OIR infrastructure duties and responsibilities.	OST does not have resources to support these initiatives that would provide efficiencies and potential savings in costs associated with existing infrastructure.	No	No	No	No	No	HOLD		OCIO review
1846	OST	9/15/2017	Trust Accounts Administrator	9/11/12	12	Rapid City, SD	Other	4/1/2017	No	The Trust Accounts Administrator (TAA) FTE provides technical assistance, training, and oversight to Field Operations (FO) personnel and processes. This is the key position in the Great Plains region for providing technical assistance to FO and is responsible for pre & post quality assurance for all trust fund transactions that impacts the function and objectives covered under Risk Management and the quality services provided for the Great Plains Tribes and Individual Indian beneficiaries.	The Trust Accounts Administrator (TAA) FTE position is one of the primary key positions in the delivery of service to tribes and beneficiaries in the Great Plains Region. The vacancy at this time impacts the timely processing of collections and disbursements for Tribes and Individual Indians regarding Per Capita, Leasing, Probate, Land Sales, and Conveyances. The TAA position provides guidance to the field in Quality Assurance (QA) and Risk Management, which impacts pre and post QA in managing mass processing; and with the current vacancy, it is hindering timely submissions. The TAA is the primary FTE who provides oversight and support of Indian Affairs Initiatives (Cobell, Land Buy Back, Mdewakanton and Wahpookota Lineal Descendant distributions) and the key component in providing technical assistance to field operation in routine and complex trust fund processing for the Region.	No	No	No	No	No	Yes		
1867	SOL	9/15/2017	Assistant Regional Solicitor, Rocky Mountain Region	GS-15	Above 12	Denver	Denver	Since January 2016 - The position will be filled through internal recruitment.		The Assistant Regional Solicitor position within the Rocky Mountain Region has supervisory duties over a team of attorneys and support staff handling matters pertaining to Federal and Indian Royalties. The Assistant Regional Solicitor serves as the primary legal advisory to the Office of Natural Resources Revenue (ONRR), which is operationally located in Denver and has nationwide responsibility for collecting and disbursing royalties, penalties, rentals, and other monies due and owing under Federal and Indian oil and gas and coal leases and other Federal renewable and non-renewable energy and mineral leases. This includes coordinating with Justice on a large docket of affirmative, defensive and false claims litigation. It also includes the direct supervision staff attorneys who are first chair attorneys in a wide variety of royalty-related administrative lawsuits. The Assistant Regional Solicitor regularly has direct interaction with the ONRR Director and ONRR senior leadership.	There is a direct and significant mission impact associated with not filling the Assistant Regional Solicitor position. ONRR handles transactions amounting to billions of dollars every year. And the Assistant Regional Solicitor oversees advice and litigation where millions of dollars are at stake. Without a permanent supervisor, the Regional Solicitor must directly supervise a large number of staff attorneys, significantly diminishing his available time to address other Administration priorities.	No	No	No	Yes	No	Yes		

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1866	SOL	9/15/2017	Assistant Solicitor, Division of General Law	GS-15	Above 12	Denver	Denver			New - The position will be filled through the voluntary reassignment of a current SOL GS-15 supervisory attorney.	The Assistant Solicitor for the Torts Practice Branch (TBP) within the Division of General Law has supervisory duties over TBP attorneys located in the Headquarters, regional and field offices of SOL. At present, more than 50 different attorneys located in 10 different SOL divisions and regions work on tort defensive tort litigation brought against the Secretary and the Department and other tort related matters. The realignment of eight FTEs into the new branch allows SOL to take a coordinated approach to managing the Department's tort liability portfolio. The realignment also frees the remaining SOL attorneys to focus their attention on other Administration priorities. This change allows SOL to provide proactive risk-management counsel in a more consistent, informed, and strategic manner. Such counsel is expected to help reduce the number of overall tort claims received by the Department and its bureaus annually, while helping to ensure that the bureaus are best prepared to address newly-filed claims. This change, however, cannot be accomplished without the designation of a supervisory attorney with extensive experience in tort-related matters. The Assistant Solicitor will have responsibility for case and matter management, improving consistency and the sharing of institutional knowledge and practice-based resources.	The appointment of an Assistant Solicitor from within the ranks of the Office of the Solicitor is an essential step in the successful implementation of the recently-created Torts Practice Branch. These cases presently are supervised by various managers located in Headquarters and in offices throughout the United States, resulting in an inconsistent approach and limited coordination and sharing of institutional knowledge. By designating a single dedicated and experienced supervisor for the Department's tort litigation, overall work-product will improve and cases will be more efficiently handled. These efficiencies will allow more time for increased client counseling, which will lead to fewer tort claims being filed against the Secretary and the Department in the future. Over time, this will result in a significant cost savings to the Department.	Yes	No	Yes	No	No	Yes		
1865	SOL	9/15/2017	Designated Agency Ethics Official (DAEO) & Director, Ethics Office	ES	Above 12	DC	DC			This position will be vacated by Melinda Lofin upon her retirement on September 30, 2017.	The incumbent manages the Department's nationwide ethics program with responsibility for providing legal advice to the Secretary and all other Department leadership on a broad spectrum of ethics issues. The incumbent develops and disseminates departmental policies and guidance on ethics issues, and serves as the DOI liaison with the Office of Government Ethics. The DAEO is the authority responsible for implementation and legal support within DOI of the Ethics in Government Act of 1978 and all other statutes, Executive Orders, and regulations applicable to ethics, conflicts of interest, and financial disclosure matters. As Director of the Ethics Office, the incumbent is responsible for managing a staff of attorneys and ethics specialists, who assist the DAEO in ensuring that the Department's Bureaus are properly administering their ethics programs; performs various duties related to the clearance process of nominees to PAS positions, including reviewing financial documents, consulting with the nominees, and recommending appropriate recusals or authorizations to allow nominees to perform their duties without conflicts of interest; ensuring that the public and confidential financial disclosure reporting requirements are met; providing new employee ethics training and annual training for all filers of financial disclosures; and maintaining a system for counseling employees on all ethics matters.	The DAEO is critical to the operations of the Department by exercising the authority of the Secretary with respect to the management of the ethics program in accordance with the Ethics in Government Act of 1978 and all applicable regulations. The DAEO is part of the Office of the Solicitor's leadership team, which shares in the planning, direction, and management of the Office and leads a staff of lawyers, ethics specialists, and others in the performance and management of the Department's ethics program.	Yes	No	No	No	No	Hold		ERB - Review.
1932	USGS	9/15/2017	Admin Officer	13	Above 12	Helena, MT	Other	0 Months	Yes	This position is the Administrative Officer of the Wyoming-Montana Water Science Center (WY-MT WSC) and oversees all the business operations of the Center and supervises the 6 or more administrative staff. This position is a key member of the Center's Senior Staff as an administrative expert and advisor on management policy, human resources, employee relations, and financial management. This position plays a key role in development of the Centers annual staffing and financial plans. This position also conducts complex analyses of financial, organizational, and administrative aspects of the Center and recommends solutions to address identified weaknesses in current operations.	The WY-MT WSC is a new, merged Center that has only been one cost Center since 2015. Until the merger, two Administrative Officers oversaw the work now being accomplished by this one position. While there have been efficiencies gained through the merger, and one of these positions has been eliminated, keeping at least one Administrative Officer long-term is critical to ensuring this Center can successfully meet our business obligations to the Bureau and our reimbursable customers. This position is key to ensuring that field staff receive the administrative support needed to conduct their activities such as streamgaging during extreme hydrologic events like floods and drought. Administrative support overseen and organized by this position is critical to field operations includes equipment purchases, travel reimbursement, and payroll processing. This vacancy will be advertised to all sources.	No	No	No	No	No	Yes			

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1797	USGS	9/1/2017	Administrative Officer	12/13 (FPL 13)	Above 12	Anchorage, AK	Other	8 months	Yes	The incumbent serves as the Administrative Officer for the Alaska Science Center (ASC). This position performs a wide range of administrative functional areas, including human resources and staffing cost data, space and facilities, procurement and contract administration, travel property management, interagency agreements, records management and related administrative support services. Responsibilities include to monitor, track, and reconcile obligations and expenditures throughout budget execution phases; formulating, coordinating, and administering project budgets; and providing guidance, monitoring, and revisions to project accounts. Supervises and guides employees in administrative and development of records, spreadsheets, and products to analyze and report financial budget, and human resources interactions.	Administrative Officers are essential members of Science Center Management and are needed for the USGS to perform its scientific mission and goals. Administrative functions that include budget formulation and execution, financial planning and accounting, human resources management, and use of Federal Budget Management System (FBMS) and the Federal Personnel Payroll System (FPPS) are all critical and essential for Centers to perform the scientific mission of USGS. If this position is not filled, the ASC would not have the required expertise and knowledge to maintain these complex administrative functions.	No	No	No	No	No	Yes		
1933	USGS	9/15/2017	Bioinformatics / Geneticist	12/13 (FPL 15)	Above 12	Madison, WI	Other	New position replacing Wildlife Biologist Researcher	Yes	Primary investigator and team lead of the National Wildlife Health Center's (NWHC) interdisciplinary studies of the genetics of wildlife disease-host systems. The specific research assignment merges expertise in the application of genetic and genomic methods on non-model organisms to wildlife disease problems with an operational understanding of the information technology needed to implement these methods. The scientist is responsible for formulating and implementing all aspects of his/her research projects and has primary responsibility for coordinating activities of biologists, diagnosticians, ecologists, and subject matter specialists in developing research questions. In addition, the incumbent is responsible for a wide range of analytical tasks that are both technical (requiring specialized computational methods and software to achieve) and synthetic (providing biological interpretations based on specialized knowledge of genetics).	The NWHC is a mission essential facility and conducts work to investigate, predict, and manage biological threats associated with wildlife. The ability to understand how diseases affect wildlife is crucial to this mission and requires an understanding of the role the host genome plays in disease development as well as the effects of disease on host physiology. These genomic-based assessments are used extensively in human and agricultural health but their application to wildlife diseases is severely limited by limited capability within the USGS. Failure to fill this position will result in significant loss of opportunity to meet these science and partners' needs and limits our ability to understand, predict, and manage biological threats. A thorough review was conducted, resulting in the conclusion that no current staff member with the necessary skills is available.	No	No	No	No	No	Yes		
1799	USGS	9/1/2017	Biologist (Partnership Coordinator)	13	Above 12	Missoula, MT	Other	4 months	No	The position serves as the principal staff member in developing and implementing national and regional partnerships. This position analyzes issues and identifies obstacles to achieving scientific and ecological research goals, promotes strong collaborative linkages between internal and external partners and stakeholders. This position also serves as the Executive Secretary to the Federal Advisory Committee of the USGS National Climate Change Wildlife Science Center (NCCWSC). The position identifies and evaluates opportunities for collaboration based on sound knowledge of each partner's contributions, and develops strategies to take advantage of opportunities for cooperative ventures with programs, partner agencies, and stakeholders.	This position will be filled internally through Merit Promotion procedures. The responsibilities of this position were previously held by a Policy and Partnership Coordinator, GS-15, in Reston, Virginia (DC area). This Coordinator position is now vacant but will not be filled as currently described. Instead the Partnership Coordinator duties will be integrated between this requested Biologist Partnership Coordinator (GS-13) position in Missoula, Montana, and a current headquarters Program Analyst position in Reston, VA. A primary responsibility of this Biologist Partnership Coordinator position is to develop and implement national and regional partnerships, and promote strong collaborative linkages between internal and external partners and stakeholders. The impact if this position is not filled is that we will lose the capacity to assess and meet the needs of resource managers across the Nation, thus impacting our ability to meet the bureau's mission of providing science to inform land and water management. This position has direct coordination duties with Natural Resources Adaptation Science Centers (NRASC) across the Nation with regard to working with partners to conduct science within the national and regional centers. This includes executive secretary functions for the NCCWSC Federal Advisory Committee, and meeting with and developing partnerships between the NRASCs and other Federal, state, and industry partners. There is a critical need to continue the duties of the vacated position to ensure that the science we do will meet the needs of decision-makers.	No	No	No	No	No	Yes		

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1921	USGS	9/15/2017	Chemist/ Hydrologist	13	Above 12	Denver, CO	Denver	3 years	Yes	The Chief, Laboratory Evaluation Project (LEP), Branch of Quality Systems (BQS) serves as a water-quality expert providing highly specific, technical assistance to Water Science Center and Water Mission Area (WMA) personnel involved in the planning, monitoring, and assessment of water-quality and environmental data arising from analytical laboratories. This individual also is expected to provide critical contributions, at the expert level, to the generation, development, and implementation of WMA policies and guidelines associated with the collection, monitoring, and performance assessment of the quality of chemical, sediment, and environmental data.	Position will be filled internally through Merit Promotion procedures. The position is a central core function within the BQS's LEP. The individual identified will be expected to provide expert-level technical assessments and interface with WMA personnel on the performance assessment of water quality data integral to the successful implementation of USGS programs and projects ranging in scope from international to local. The position is responsible for technical tracking, consulting, and information sharing regarding the external performance assessment of analytical laboratories and facilities. The LEP Project Chief provides a critical quality assurance function as described within USGS Fundamental Science Practices (FSP) and applied to analytical laboratories. A number of employees have served on a detail to cover this leadership position. However, the critical and necessary technical continuity and extensive knowledge base which is built over time has been lacking. A permanent project chief would be able to maintain this technical expertise and knowledge and ensure crucial quality assessment actions are taken to maintain the high quality of service to our user community.	No	No	No	No	No	Yes		
1930	USGS	9/15/2017	Chief, Hydrologic Instrumentation Facility	15	Above 12	Stennis Space Center, MS	Other	3 Months	Yes	The Chief, Hydrologic Instrumentation Facility (HIF), is responsible for managing the procurement, quality assurance, evaluation and development of hydrologic instrumentation that is used by the Water Mission Area (WMA) to collect the Nation's water data. Responsibilities include oversight of a warehouse sales and rental operation that provides instrumentation to the USGS and other Federal agencies across the country, verification of in-service instrumentation performance, and the evaluation and development of new hydrologic instrumentation. The HIF budget is largely dependent on reimbursable dollars. The position supervises 45 Government employees and 9 contract employees. The position requires knowledge of WMA water data collection procedures, WMA sensor accuracy requirements and equipment used by WMA field offices, instrumentation testing and quality assurance procedures, ability to manage an operation that largely depends on recovery of costs of conducting the HIF operations from the instrument sales, rental and servicing programs, and an interest in and knowledge of current and new sensors and equipment used to measure and transmit water data.	The HIF helps ensure that USGS Water Science Centers (WSC) obtain and use quality instruments to collect water data that meet the Nation's need for water information. The water data collection programs of the USGS are an essential function and mission of the USGS WMA. The water data collected by the USGS with HIF supplied instruments are used by Federal, state, local, and private entities across the country to inform their decisions concerning water and hydrology. The potentially costly risks associated with these decisions require high quality data to support those decisions. The HIF's mission to provide and support hydrologic instruments for water data collection directly supports this essential function of the USGS. The HIF ensures that WSCs have easy access to hydrologic instrumentation that meets USGS WMA standards for water data collection and identifies new equipment technologies and data telemetry methods that are appropriate to USGS WMA goal to meet the Nation's water data needs. The HIF also provides instrumentation resources during USGS response to national emergencies, facilitating the USGS's ability to replace and install instruments needed during extreme hydrologic events such as flooding and hurricane events that imperil property and lives. Not filling this position would impact the USGS's ability to efficiently meet its WMA mission goals.	No	No	No	No	No	Yes		
1806	USGS	9/1/2017	Division Chief	15	Above 12	Reston, VA	DC	5 months	Yes	The USGS National Geospatial Program (NG) serves as the Nation's lead civilian agency for the development, management, and dissemination of critical national geospatial topographic information including elevation, surface water, and topographic maps and services. As the NGP HQ Division Chief, the incumbent for this position provides leadership and contributes significantly to the decisions on program development, strategy, accomplishments, partnerships, business practices, and overall organizational functions of the NGP. The position routinely defines and interprets policies and programmatic guidance across the entire NGP organization. Key activities of the incumbent include facilitating and directing a significant portion of the management, planning, and coordination of these efforts across the program. These coordination activities extend to working with other USGS programs, DOI, OMB, and Congress. The incumbent routinely responds to Bureau and the Department data calls on workforce planning, finance, performance, safety, cyber security training and requirements, and equipment and facilities issues. The incumbent assures that work assignments for the office are logical, complete, on time, and include all necessary coordination. The incumbent ensures operational leadership with the Director, representing the USGS at conferences, committees, meetings, and symposiums on program scope and trends.	The NGP is the Federal domestic national mapping program with OMB-designated leadership in terrestrial elevation and inland hydrography. As one of the largest programs in the USGS with responsibility for the highly visible 3D Elevation Program (3DEP), the Alaska Mapping and Map Modernization Program, the US Topo program, and the National Hydrography Dataset (NHD), the NGP needs consistent leadership and operational management for long-term planning and direction to run the program efficiently to meet bureau and program mission objectives. With close proximity to USGS, DOI, OMB and Congress, this position can engage and respond quickly on issues and information requests. Failure to fill this position would potentially result in operational and business process delays, slower and inconsistent responses, and gaps in required authorizations, approvals, engagement, coordination, and reviews. This position is unique within the NGP in that it supports cross-mission area activities, and also directly supports the NGP Director, thus ensuring the NGP has the best possible policies, procedures, and workforce in place to enable the organization to perform at full capacity for sustained mission delivery.	No	No	No	Yes	No	Yes		

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1803	USGS	9/1/2017	Geologist / Oceanographer	12 (FPL 13)	Above 12	St. Petersburg, FL	Other	5 months	Yes	This position provides oversight of vessel operations, data processing, equipment development and maintenance, machine shop, and warehouse. Serves as an advisor in marine surveying and sampling field activities and in this capacity provides technical advice to the Deputy Center Director on equipment and staff to increase the responsiveness of technical support and maintain cost effectiveness. Plans and manages the budget. Oversees facilities of the St. Petersburg Coastal and Marine Science Center, which includes three separate office and laboratory buildings, and coordinates work with maintenance staff.	This position will be filled internally under Merit Promotion procedures. The St. Petersburg Coastal and Marine Science Center (SPCMSC) has recently lost a senior-level GS-13 Marine Operations and Facilities Chief. The Marine Operations Chief position is critical to the daily and long-range science operations of the Center. Due to the critical need for this position, a series of 120-day Details are being assigned until a permanent selection can be made. The loss of this key position adversely impacts our ability to accomplish necessary field activities and support functions for the Center and beyond. This request is intended to replace the vacated marine operations management position. We anticipate current employees at the center will be strong candidates for the position. Many SPCMSC projects require substantial marine based field efforts. Loss of capability to effectively organize and supervise the conduct of marine field work will impact project funding. Failure to maintain overall coordination and management of our marine operations staff and resources will preclude our ability to conduct these projects.	No	No	No	No	No	Yes		
1794	USGS	9/1/2017	Hydrologist	11 (FPL 12)	12	Salt Lake City, UT	Other	3 months	No	Geochemist for Utah Water Science Center. Supports water quality science in the state and region, particularly the Colorado River and Great Basin. Also advises state and regional cooperators and other government agencies.	This one position will replace two geochemists who have retired. Work is currently being performed by a Term. There is a permanent need to support long-term science performed in the Utah WSC.	No	No	No	No	No	Yes		
1811	USGS	9/1/2017	International Data Coordinator	7/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	No	This position is 1 of 3 International Data Coordinators being requested for the National Minerals Information Center (NMIC), International Data Coordination Unit. International Data Coordinators are associated with global data analysis and quality control of data. Responsibilities include applying and monitoring publication standards and statistical standards and building data tables for the Volume III Mineral Yearbooks.	The International Data Coordination Unit supports the global functions of the NMIC. The NMIC produces timely, reliable, fact-based mineral information that forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Ensuring a conflict-free supply chain of key minerals is essential to national security and our Nation's economy. This position is critical for ensuring the timely and reliable delivery of analyzed and quality controlled data that meets bureau, DOI and stakeholder objectives.	No	No	No	Yes	No	Yes		
1812	USGS	9/1/2017	International Data Coordinator	7/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	No	This position is 2 of 3 International Data Coordinators being requested for the National Minerals Information Center (NMIC), International Data Coordination Unit. International Data Coordinators are associated with global data analysis and quality control of data. Responsibilities include applying and monitoring publication standards and statistical standards and building data tables for the Volume III Mineral Yearbooks.	The International Data Coordination Unit supports the global functions of the NMIC. The NMIC produces timely, reliable, fact-based mineral information that forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Ensuring a conflict-free supply chain of key minerals is essential to national security and our Nation's economy. This position is critical for ensuring the timely and reliable delivery of analyzed and quality controlled data that meets bureau, DOI and stakeholder objectives.	No	No	No	Yes	No	Yes		
1813	USGS	9/1/2017	International Data Coordinator	7/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	No	This position is 3 of 3 International Data Coordinators being requested for the National Minerals Information Center (NMIC), International Data Coordination Unit. International Data Coordinators are associated with global data analysis and quality control of data. Responsibilities include applying and monitoring publication standards and statistical standards and building data tables for the Volume III Mineral Yearbooks.	The International Data Coordination Unit supports the global functions of the NMIC. The NMIC produces timely, reliable, fact-based mineral information that forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Ensuring a conflict-free supply chain of key minerals is essential to national security and our Nation's economy. This position is critical for ensuring the timely and reliable delivery of analyzed and quality controlled data that meets bureau, DOI and stakeholder objectives.	No	No	No	Yes	No	Yes		

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1928	USGS	9/15/2017	IT Spec (Cloud Developer)	13	Above 12	Middleton, WI	Other	0 Months	No	This position will be responsible for applying analytical processes to planning, design, and implementation of new and improved systems for managing Development and Operations. Using sophisticated scripting and templating tools, will design solutions that deliver infrastructure as code in a reliable and repeatable fashion. Optimizes IT workflows that cover the entire Software and System life cycles increasing the ability of fewer operations staff to manage more IT resources.	Position will be filled internally through Merit Promotion procedures. IT has been revolutionized with virtualization, commercial cloud offerings, Infrastructure, Software and Platforms as a service. To effectively apply these changes to achieve mission goals and organizational agility, cross functional experts are required who can design and develop the next generation of IT solutions using modern agile DevOps practices. This expertise also needs to be transferred to other staff through formal and informal mentoring and training as well as evangelism for new practices and procedures. Without this expertise and leadership, the mission will languish in its ability to take advantage of revolutionary IT services. WMA is responsible for managing a wide range of IT resources across on-premise and off-premise data centers. Staff in traditional IT roles such as System Administrator and Database Administrator support these resources. The recognition of a need to manage resources more effectively and efficiently through the application of automation and DevOps cross functional principles aligns well with the ongoing WMA responsibility for IT resources distributed on-premise and in the cloud. A tighter integration with the organization's software development efforts through the use of DevOps increases the agility and speed with which the mission can deliver software value to meet mission needs. WMA has made a commitment to modernizing IT and has deployed the mission critical streamgauge time series monitoring system to the cloud. A lead DevOps engineer is needed to keep that system healthy, plan, and implement resources to support further modernization of the National Water Information System.	No	No	No	No	No	HOLD		OCIO - Review.
1548	USGS	8/15/2017	IT Specialist	11/12	12	Middleton, WI	Other	0 Months	No	The System Administrator (SA) will assist in a complex and time-intensive hardware refresh of Water Shared Infrastructure (WSI) hardware at EROS data center; assist with the move of WSI operations from Computer Rm 3 to Computer Rm 1 at EROS data center; prepare for and assist with an upcoming software refresh of technologies including Java; assist with day-to-day activities including patching and upgrading, provisioning servers, network troubleshooting, working with software developers and project leads to plan new systems. The position may also help with system administration activities within the Water Mission Area (WMA) portion of the OEI CHS cloud IaaS environment.	The position will be advertised under two separate vacancy announcements (1-Merit Promotion, open to current USGS employees and 2-Delegated Examining, open to all qualified U.S. Citizens). A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to support WSI within the WMA, and possibly cloud-based infrastructure or shared services between the environments (such as a configuration managements server). Current timelines are critical in filling this position, given infrastructure end-of-life, core technology upgrades like CENTOS 7 and Java. This position will help administer the WSI, government data center hardware which supports WMA information delivery systems like the Water Quality Portal (WQP), National Water Census (NWC) data portal, BioData, and National Ground Water Monitoring Network (NGWMN) data portal. The WSI is also starting a substantial hardware refresh, including moving computer rooms in the data center. Without the assistance of this position to research, plan, install, configure, integrate new hardware, sequence, and execute the server room move, it will take more time to complete, running the risk of the older hardware coming out of support/warranty which jeopardizes WMA data delivery applications.	No	No	No	No	No	Yes		OCIO - Approved- BMD & JH for SB  It is the responsibility of the ACIO to coordinate and align the work with DOI-CIO strategic objectives which currently include improving cyber security, converging on enterprise standards, consolidating data centers, developing/using shared services, and implementing ACIO alignment plans. Per your bureau alignment plan all IMT Investments and Spend plans must be under cognizance of the bureau ACIO; the supervisory controls in the position description and performance measures must articulate this alignment.  ACIO Provided Organization Chart for review. Although initial role is to provide systems administration for on-site infrastructure, the functions of this role would continue even if the hosting strategy changes to cloud or centralized hosting for the supported applications.

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1549	USGS	8/15/2017	IT Specialist	13	Above 12	Middleton/WI, Columbia/SC, Minneapolis/MN, Seattle/WA	Other	0 Months	No	The Cloud Infrastructure Product Owner position will provide critical leadership and management in developing the Water Mission Area (WMA) portion of the CHS IaaS environment, developing robust operations and infrastructure support for WMA enterprise applications and systems. This position is responsible for (1) management, coordination, and oversight of the WMA cloud infrastructure, (2) leading a team of IT professionals who directly support the infrastructure and operational activities, and (3) securing the cloud infrastructure and operations, including defining access control, prioritizing patching and upgrading, and responding to security alerts and events. The incumbent will be a nexus for coordination between Software Development, Security, WMA Science Leads, and Water Science Center (WSC) and other USGS staff regarding use of the WMA portion of Cloud IaaS, as well as for collaboration to meet enterprise needs which may arise in WSCs or in coordination with other Mission Areas (i.e., Core Science Systems or Office of Enterprise Information (OEI)). The incumbent will also partner with WMA government Infrastructure Product Owner and OEI staff experienced in cloud infrastructure to advise WMA efforts on which infrastructure environments are options for their systems.	The position will be advertised internal to USGS employees, This is 1 position to be filled at either Middleton, WI, Columbia, SC, Minneapolis, MN or Seattle, WA. A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to lead the DevOps delivery team to look broadly at the IT requirements over the entire WMA and to develop a strategic IT plan on how best to meet the mission/bureau goals using advances in technology. Current timelines are critical given strong interest in moving more WMA applications into the WMA portion of the Cloud Hosting Solutions (CHS) Infrastructure-as-a-Service (IaaS) environment now that the National Water Information System (NWIS) Time Series (TS) is deployed there. This position will manage the implementation, maturation and evolution of operations and infrastructure with a cloud IaaS environment which supports WMA information delivery systems like the NWIS-TS mission critical application delivering streamflow data to the public and partners. The incumbent will serve in a pivotal role coordinating with multiple teams including Office of Enterprise Information (OEI) CHS which provides the contract vehicle, some managed services, and baseline architecture of the IaaS environment; WMA DevOps Team which performs tactical development and operation activities for WMA systems; WMA stakeholders driving functionality needs of systems in the cloud IaaS. Beyond support of enterprise WMA systems, the incumbent will play a critical role in WMA Enterprise Technology Office (ETO) being an "authorized sponsor" capable of onboarding additional WMA and Water Science Center (WSC) systems into the CHS IaaS environment. The incumbent will define the long-term strategy as well as a the tactical goals for a team of development and operations staff to manage both ongoing operational tasks and more complex projects like implementation of an authorized sponsor	No	No	No	No	No	Yes		OCIO - Approved BMD & JH for SB  It is the responsibility of the ACIO to coordinate and align the work with DOI-CIO strategic objectives which currently include improving cyber security, converging on enterprise standards, consolidating data centers, developing/using shared services, and implementing ACIO alignment plans. Per your bureau alignment plan all IMT Investments and Spend plans must be under cognizance of the bureau ACIO; the supervisory controls in the position description and performance measures must articulate this alignment.  ACIO provided Organization Chart for review. This position supports strategic migration to cloud services. Approved for permanent hire, because there is little risk that this role will become obsolete; transferrability/need for the same skills/capabilities regardless of how/where these applications are hosted.
1800	USGS	9/1/2017	IT Specialist	09 (FPL 12)	12	TBD: Middleton, WI/Sacramento CA	Other	0 months	No	This position is responsible for vulnerability lifecycle management and other security-related responsibilities for the Water Mission Area (WMA) Security System and Subsystems. The incumbent will work closely with the WMA Information System Security Officer (ISSO), WMA Security System Managers and Security Subsystem Managers (SSMs), system administrators and development staff in order to proactively manage system security posture to maintain availability of systems and secure the USGS WMA infrastructure from unauthorized access. The incumbent will also manage vulnerabilities of WMA Systems/Subsystems including pre-emptive scanning for threats to technologies used in WMA IT systems, managing vulnerabilities described by eVMS with technical staff, and providing the WMA ISSO and WMA management with updated vulnerability status across the Systems/Subsystems.	Not filling this position would risk IT vulnerabilities throughout the WMA (e.g., the National Water Information System, Water Quality Portal, National Groundwater Monitoring Network, National Water Census Data Portal and others). Not filling this position would jeopardize these WMA systems, making them prone to security issues and falling out of compliance with required security activities, and risk shutdown. IT systems are required to manage vulnerabilities in specific timeframes in order to maintain secure IT infrastructure and information integrity and reliability. The incumbent will be responsible for management of vulnerabilities of WMA Systems and Subsystems in conjunction with WMA technical staff. Establishing this position will centralize vulnerability mitigation in one position versus having the responsibility distributed across numerous Systems/Subsystems. The incumbent will become an expert in the eVMS vulnerability software and will be able to support technical System/Subsystem staff across the WMA. Existing technical staff are not able to cover the responsibilities of this position given their current responsibilities. A permanent position is the most appropriate choice for this function given constant and timely attention needed for IT vulnerabilities.	No	No	No	No	No	HOLD		OCIO - Review.
1801	USGS	9/1/2017	IT Specialist	12 (FPL 13)	Above 12	TBD: Middleton, WI/Sacramento CA	Other	8 months	No	This position serves as the Subsystem Security Manager for multiple WMA Subsystems. Partnership with the management, system administration and development staff of those systems is critical to addressing security-related aspects to be able to maintain availability of those systems and securing the USGS WMA infrastructure from unauthorized access. The incumbent will be responsible for managing vulnerabilities, annual contingency testing, annual self assessments, managing POA&Ms, maintaining up-to-date information in Cyber Security Assessment and Management (CSAM), and maintain networks of personnel to elevate security posture of the Subsystems and enable response to Security Issue/Incidents if needed.	This position is responsible for securing the subsystems including managing vulnerabilities, annual contingency testing, annual self assessments, and managing POA&Ms. Absent these duties, the security posture of the NWIS Legacy, NWIS Telemetry, OWI Cloud (NWIS TimeSeries) and WSI Subsystems would become prone to security issues, fall out of compliance with required security activities, and risk shutdown. IT systems are required to be managed through a Security System/Subsystem. Absent a designated Subsystem Manager, the responsibilities will fall to other staff who are already fully tasked or not trained for the position responsibilities. A permanent position is the most appropriate choice for this function.	No	No	No	No	No	HOLD		OCIO - Review.

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1804	USGS	9/1/2017	National Water Quality Coordinator	14	Above 12	TBD (outside of DC/Denver)	Other	0 months	No	Manages the operations and collection of data and information as part of the USGS National Water Quality Network (NWQN), which includes long-term water-quality monitoring networks operated by Water Mission Area's (WMA) Hydrologic Networks Branch in the Observing Systems Division (OSD). The NWQN is the principal source of nationally consistent, long-term information used for status and trends assessments and modeling of water-quality and of information used by other State and federal agencies and the Congress to determine the current conditions of water-quality of our Nation's major rivers, streams, and aquifers. The incumbent serves as the coordinator for all NWQN activities of the USGS OSD Hydrologic Networks Branch, including design and management of several national monitoring networks. The network coordinator serves as a nationally recognized authority on the USGS water-quality monitoring and serves as a technical consultant to high level managers and officials within the USGS and to other U.S. government organizations.	This position will be filled internally through Merit Promotion procedures. If the position is not filled, Water Mission Area (WMA) essential functions would not be achieved and there would be a number of adverse impacts, including delaying the ability of managers in critically impacted areas, such as the Gulf of Mexico and Chesapeake Bay, to assess progress toward nutrient reduction goals. This position is responsible for ensuring that NWQN operations support the needs of critical stakeholders such as the U.S. Environmental Protection Agency, Department of Agriculture, and the U.S. Army Corps of Engineers. The NWQN coordinator position is needed to ensure continued, consistent data collection used for reporting on water-quality conditions in U.S. rivers, streams, and aquifers, which is critical to a core function and mission delivery of the WMA National Water Quality Program. Without this position, allocation of approximately \$12M to support data collection by personnel in 32 Water Science Centers (WSCs) and analysis of collected water samples by the National Water Quality Laboratory in Denver, Colorado would be interrupted, causing delays in sampling and analysis and in some cases, loss of data and resulting gaps in long-term water-quality records.	No	No	No	No	No	Yes		
1798	USGS	9/1/2017	Physical Scientist	11/12 (FPL 12)		Jackson, MS	Other	0 months	No	This position will provide leadership and technical oversight for all large river National Water Quality Assessment (NAWQA) Program sampling projects within the five states (Alabama, Arkansas, Louisiana, Mississippi, and Tennessee) of the Lower Mississippi-Gulf Water Science Center (LMGWSC). The incumbent will work with supervisors and scientific staff to (1) schedule field work, (2) oversee staff and equipment assignments, (3) provide training, (4) ensure adherence to relevant protocols, and (5) review field forms and data returned from the lab. Center management anticipates a gain in efficiencies with manpower and equipment and a general improvement in safety and quality assurance.	The position is needed to back-fill recent and anticipated attrition and will be filled with existing staff as a merit promotion. In the past 2.5 years, LMGWSC has seen retirement of two GS-12 hydrologists specializing in surface-water quality. A GS-13 hydrologist with the same specialization plans to retire at the end of the calendar year. Filling the position of senior Physical Scientist coordinating the NAWQA large river surface-water sampling programs will provide critical leadership to complex field, lab, and analytical efforts central to USGS mission delivery in the Lower Mississippi River and Gulf of Mexico basins. The incumbent will provide the leadership necessary to ensure data-quality and consistent and uniform safety standards related to surface-water sampling.	No	No	No	No	No	Yes		
1802	USGS	9/1/2017	Program Analyst	11 (FPL 12)	12	Middleton, WI	Other	0 months	No	This position will be responsible for day-to-day budget operations, procurement management (numerous IT procurements), managing service task orders (8-12 per year, 2 different vehicles), and other administrative duties including onboarding/ offboarding staff and contractors and managing property. The Program Analyst position will provide necessary support for administrative functions within the Water Mission Area (WMA) Enterprise Technology Office (ETO) and Project Management Office (PMO) for a current staff of 43 with no other dedicated administrative staff assistance.	This position is critical to supporting the functions and staff of the Water Mission Area (WMA) Enterprise Technology Office (ETO) and Project Management Office (PMO). The Program Analyst responsibilities will provide services and support needed enabling ETO to provide enterprise technology resources for WMA mission critical and other systems and for the PMO to facilitate project management for WMA activities. If the position is not filled, management of budget planning and execution, procurement management, management of Task Orders for services contracts against multiple vehicles, and other administrative duties including property, data calls, would be incomplete, deadlines would be missed, and administrative workflow functions would slow. Responsibilities include assistance with budgets planning and tracking, providing expertise and assistance to complete ETO system administration, software development, etc. These administrative duties were previously provided on a part-time basis from current staff, however, with current planned WMA retirements these responsibilities will no longer be able to be covered.	No	No	No	No	No	Yes		

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1929	USGS	9/15/2017	Research Geographer	13 (FPL 15)	Above 12	Woods Hole, MA	Other	0 Months	No	The primary function of this position is to conduct research, collect, process, analyze, present, and archive geographic, geological, ecological and oceanographic data for national-and-regional scale coastal environmental assessments and mapping investigations.	Position will be filled under Sch. A authority. Position is necessary for the Woods Hole Coastal and Marine Science Center (WHCMSC) to meet its mission to map and understand coastal change at regional and national scales. This includes assessment of extreme storm impacts to coastal barriers and characterization of coastal conditions and vulnerability. Understanding and predicting coastal hazards is crucial to meeting the needs of society. The is uniquely situated in terms of both mandate and scientific capability to provide this information. The research is carried out under the USGS Natural Hazards Mission Area, with links to other USGS Mission Areas and Programs, as well as cooperative agreements with other Federal agencies, organizations, and institutions. This position fulfills the WHCMSC workforce plan by hiring an experienced research scientist who can provide interdisciplinary expertise and grow into a leadership role. The requested personnel action is critical in meeting USGS mission needs. Without this new position, DOI bureaus and state/local agencies will experience delays in access to reliable information on the extent of coastal change hazards and the implications for coastal management. Absent this information, it will not be possible to quantify vulnerability of resources, or assess the requirements, costs, and effectiveness of proposed actions to manage coastal beaches, dunes, islands, marshes and estuaries to enhance resilience to future storms and to meet resource goals.	No	No	No	No	No	Yes		
1927	USGS	9/15/2017	Research Geophysicist	GS-13/14 (FPL GS-15)	Above 12	Menlo Park or Pasadena, CA	Other	To be vacant on Jan 1, 2018	No	The purpose of this position is to lead, prioritize, and coordinate scientific research and development related to earthquake early warning, including activities underway in the USGS and among our external university partners, in direct support of the principal objectives of the ShakeAlert Earthquake Early Warning (EEW) project. The person hired into this position will also plan, originate, and conduct peer-reviewed scientific research of direct relevance to EEW, including earthquake source characterization, wave propagation modeling, strong ground motion estimation, and earthquake probability forecasting.	This position is critical to the success of the ShakeAlert Earthquake Early Warning (EEW) project. Federal, state, and local government officials, emergency responders, utility providers, private businesses, and the public have rising expectations of the speed with which EEW can be rolled out and fully implemented. The proposed hiring action is to replace a USGS scientist who currently fills this position but who will no longer be serving in this capacity starting January 1, 2018. This position is needed to ensure continuity of operations and meet stakeholder expectations. Existing USGS staff are unable to absorb the full workload of this position while also ensuring that we meet other obligations of the USGS Earthquake Hazards Program. There are no existing personnel able to fill this position. Timetables for development, testing, and certification of the EEW prototype system, its initial limited public rollout, and its full deployment in California, Oregon, and Washington are very aggressive, and it is essential that this position be filled as soon as possible to position the USGS and its partners for success on this highly visible and impactful product. This vacancy will be advertised to all sources.	No	No	Yes	No	No	Yes		
1924	USGS	9/15/2017	Secretary	10	Below 12	Reston, VA	DC	1 Month	No	This is a critical position in the Office of the Associate Director (AD) for Ecosystems. Responsibilities include prioritization and coordination of responses to inquiries; analyzing issues and making decisions regarding scheduling and arranging meetings for the AD; preparing informational packages for the AD; managing all aspects of AD travel and timekeeping; assisting the AD in a variety of confidential matters by gathering, analyzing and disseminating data and information for AD to use to resolve issues within her span of control.	Position will be filled within DOI through Merit Promotion Procedures. Failure to fill this critical staff assistant position for the AD for Ecosystems could adversely affect the AD's ability to effectively and efficiently execute Mission Area program and bureau activities.	No	No	No	No	No	Yes		

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1805	USGS	9/1/2017	Social Scientist	12	12	Fort Collins, CO	Denver	0 months	No	This Social Scientist position is necessary to ensure the consistency and quality of the data necessary to achieve the mandated mission of the National Land Imaging (NLI) Program. The NLI Program is responsible for implementing the Land Remote Sensing Policy Act of 1992 and ensuring the Nation's need for civil-operational land imaging is met. The NLI Program and the Social and Economic Analysis (SEA) Branch at the USGS Fort Collins Science Center have been collaborating for several years to produce social science and economic data, in the form of Landsat global user surveys and application-specific case studies, to help achieve these mission essential functions in concert with user needs. Social science and economic data continues to provide a key way to better understand who users are, what they need and what changes would result in the biggest benefits to DOI customers, the American public, and our global partners. With planning underway for future Landsat missions and heightened expectations for continuous land change monitoring and data access, the need for current social science and economic data has only increased. This position will all support the ability of the NLI to represent USGS/DOI needs in the technology development activities of NASA, other agencies, and international partners that are of interest to DOI science and land management responsibilities. A permanent GS12 social scientist (series 0101) is necessary to ensure the consistency and quality of the data necessary to achieve the mandated mission of the NLI Program.	The alternatives would be to disrupt current projects, scale back the programs, and/or turn down requests from within USGS and DOI partners; which were not considered as practical alternatives. Specifically, the alternative would be to not fulfill contractual obligations for existing projects and to decline future economic and social science work requests from USGS headquarters in Reston, partner agencies (e.g. Army Corp of Engineers, BLM, NPS, BOEM, etc.) the Department of the Interior Office of Policy Analysis, and the Secretary of the Interior's office.	No	No	No	No	No	Yes		
1925	USGS	9/15/2017	Space & Facilities Management Specialist	12	12	Denver, CO	Denver	11 months	No	This position serves as a consultant and advisor to senior leadership, supervisors, GSA facility management, and other staff. The incumbent will administer and manage all aspects of various construction/alteration projects related to the USGS mission in non-owned USGS facilities including: coordination and control of project planning, preventative maintenance of agency-owned equipment, programming, budgeting, technical evaluations, contractor management and job site inspections.	This position will be filled internally from the USGS. It is critical that this position be located in Denver, Colorado, at the Denver Federal Center (DFC), as it is the sole project management position and is responsible for management of 30 separate GSA Occupancy Agreements on the DFC. Responsibilities include the tracking, distribution, assignment, acquisition and/or release of space across the entire 850,000 SF USGS footprint with over 800 employees. This position supports over 20 science centers, processes and manages their overtime utilities for laboratory and critical infrastructure such as the National Water Quality Laboratory; and is responsible for science center Preventative Maintenance operations for laboratory and computer room agency-owned equipment. This position is especially critical with the increased need to find opportunities to reduce space, as it is key to the planning, development, design, and implementation of the space and cost reduction projects. The USGS has released over 300 thousand square feet of space over the last five years with several more planned projects to reduce space on the DFC. This position is critical to coordinating and working directly with environmental staff in the decommissioning of laboratory space on the DFC, a requirement of GSA prior to accepting the space back into its inventory. The inability to backfill this position in Denver would directly affect existing and ongoing projects and systems support, resulting in project delays and increased costs. Because this is the only remaining USGS facility position at the DFC, not filling this position would have a significant negative impact on the ability of USGS Science Centers to carry out their mission essential activities.	No	No	No	No	No	Yes		

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1809	USGS	9/1/2017	Statistical Assistant	5 (FPL 7)	Below 12	Reston, VA	DC	8 months	No	This is 1 of 2 Statistical Assistant positions being requested for the National Mineral Information Center (NMIC), Minerals Information Support Systems Section, Data Collection Unit. The Data Collection Unit is a critical component of the NMIC's data collection process. The Unit is responsible for the collection of commodity data on minerals worldwide from industry and a variety of other sources, statistical processing of data, and dissemination of domestic and international commodity information. The Statistical Assistant position provides data processing for the monthly, quarterly, and annual reporting cycles for several mineral commodities. Responsibilities include maintaining a respondent control file and central mailing system; auditing and editing reported data for accuracy and consistency; researching and contacting non-responding companies; managing updates to, and entering data into, a database system. The collecting and compiling of minerals data is critical to the mineral commodity specialists in formulating studies, reports, and publications that are used to meet the Bureau's minerals information mission. Statistical Assistants support the work of mineral commodity specialists who in turn support the mission of the USGS and DOI to research and assess information that will improve the understanding of mineral resource occurrence, distribution, quality, and supply. The USGS has a team of approximately 20 Statistical Assistants who review data from 35,000 survey forms covering 85 commodities from 9,000 respondents on an annual basis.	The timely, reliable, fact-based mineral information collected by the NMIC forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Examples include: 1) U.S. Department of Defense – provide up-to-date mineral commodity data to the Defense Logistics Agency (DLA) to support its mission to manage the U.S. National Defense Stockpile and advise the U.S. Congress of changes in material requirements; 2) Central Intelligence Agency – to adapt the Mineral Criticality Screening methodology to address U.S. net import reliance for mineral commodities; and 3) Department of Homeland Security (DHS) – direct support for the development of 23 Strategic Mineral Profiles to be published jointly by DHS and USGS which highlights the salient features of essential, critical, and strategic materials for the security of the U.S. homeland. These cumulative efforts provide critical information on the production and supply of minerals essential to national security. Insufficient support staff to gather data and perform quality control of that data jeopardizes the timely, reliable delivery of the objectives of all of these important USGS stakeholders.	No	No	No	Yes	No	Yes		
1810	USGS	9/1/2017	Statistical Assistant	5 (FPL 7)	Below 12	Reston, VA	DC	0 months	No	This is 2 of 2 Statistical Assistant positions being requested for the National Mineral Information Center (NMIC), Minerals Information Support Systems Section, Data Collection Unit. The Data Collection Unit is a critical component of the NMIC's data collection process. The Unit is responsible for the collection of commodity data on minerals worldwide from industry and a variety of other sources, statistical processing of data, and dissemination of domestic and international commodity information. The Statistical Assistant position provides data processing for the monthly, quarterly, and annual reporting cycles for several mineral commodities. Responsibilities include maintaining a respondent control file and central mailing system; auditing and editing reported data for accuracy and consistency; researching and contacting non-responding companies; managing updates to, and entering data into, a database system. The collecting and compiling of minerals data is critical to the mineral commodity specialists in formulating studies, reports, and publications that are used to meet the Bureau's minerals information mission. Statistical Assistants support the work of mineral commodity specialists who in turn support the mission of the USGS and DOI to research and assess information that will improve the understanding of mineral resource occurrence, distribution, quality, and supply. The USGS has a team of approximately 20 Statistical Assistants who review data from 35,000 survey forms covering 85 commodities from 9,000 respondents on an annual basis.	The timely, reliable, fact-based mineral information collected by the NMIC forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Examples include: 1) U.S. Department of Defense – provide up-to-date mineral commodity data to the Defense Logistics Agency (DLA) to support its mission to manage the U.S. National Defense Stockpile and advise the U.S. Congress of changes in material requirements; 2) Central Intelligence Agency – to adapt the Mineral Criticality Screening methodology to address U.S. net import reliance for mineral commodities; and 3) Department of Homeland Security (DHS) – direct support for the development of 23 Strategic Mineral Profiles to be published jointly by DHS and USGS which highlights the salient features of essential, critical, and strategic materials for the security of the U.S. homeland. These cumulative efforts provide critical information on the production and supply of minerals essential to national security. Insufficient support staff to gather data and perform quality control of that data jeopardizes the timely, reliable delivery of the objectives of all of these important USGS stakeholders.	No	No	No	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1922	USGS	9/15/2017	Supervisory Chemist	13	Above 12	Denver, CO	Denver	0 Months	Yes	1 of 2 positions. This is a supervisory position within the Analytical Services (AS) production analytical unit in the National Water Quality Laboratory (NWQL). This position is responsible for overseeing the quality of reported data and overseeing the work of 10 or more analytical chemists, physical science technicians, and student trainees in the assigned area. The primary duties of this position include supervising Federal employees and overseeing the work of contract support personnel; scheduling and prioritization of resources to process and report trace analytical results in either the Nutrients or Metals sections of the NWQL; providing technical support to internal and external customers; overseeing the quality of assigned analyses and adherence to quality assurance policies; preparing and defending budgets for the assigned units; and maintaining the safety culture at the NWQL. These positions are absolutely critical in maintaining the high quality analyses at the NWQL and analytical support to our stakeholders.	1 of 2 positions. Based on a review of the staffing and functions performed by the Metals and Nutrients Sections within the AS/NWQL, and considering current and projected workloads for the analysis of contaminants in water, tissues, and sediment, the determination was made to fill two vacant GS-1320-13 supervisory chemist positions. The Metals and Nutrients Sections supervisory chemist positions provide analytical expertise, provide oversight of all operations of these sections of the laboratory, manage personnel and budgets, and work with other sections of the laboratory, and other USGS offices, to provide analytical support to advance the mission of the USGS. The Metals and Nutrients Section supervisors provide critical data for the National Water Quality Assessment Program (NAWQA), the Toxics Hydrology Program, and Cooperative Projects in the Water Mission Area of the USGS by overseeing AS production analytical units for the analysis of trace elements, nutrients, and carbon in environmental water samples. The NWQL reduced its AS supervisory staff from 6 FTE to 4 in the last 5 years. These two vacancies are two of the 4 remaining positions. Filling these positions is critical to the successful management of the NWQL and is critical in meeting sample turn times and overseeing the quality of trace element and nutrient data produced for USGS projects. These positions provide supervisory oversight and analytical expertise for the analysis of trace element, metal, nutrient, and carbon contaminants in diverse and challenging environmental sample matrices. This supervisory oversight is essential to maintain quality control, quality assurance, and timely delivery of consistent, high quality data. Failing to fill these positions would create a void in the capabilities of the NWQL's fee-for-service operations, jeopardizing the ability to meet quality objectives, holding times, method development requirements and data turn-around times to internal and external customers. These positions are	No	No	No	No	No	Yes		
1923	USGS	9/15/2017	Supervisory Chemist	13	Above 12	Denver, CO	Denver	0 Months	Yes	2 of 2 positions. This is a supervisory position within the Analytical Services (AS) production analytical unit in the National Water Quality Laboratory (NWQL). This position is responsible for overseeing the quality of reported data and overseeing the work of 10 or more analytical chemists, physical science technicians, and student trainees in the assigned area. The primary duties of this position include supervising Federal employees and overseeing the work of contract support personnel; scheduling and prioritization of resources to process and report trace analytical results in either the Nutrients or Metals sections of the NWQL; providing technical support to internal and external customers; overseeing the quality of assigned analyses and adherence to quality assurance policies; preparing and defending budgets for the assigned units; and maintaining the safety culture at the NWQL. These positions are absolutely critical in maintaining the high quality analyses at the NWQL and analytical support to our stakeholders.	2 of 2 positions. Based on a review of the staffing and functions performed by the Metals and Nutrients Sections within the AS/NWQL, and considering current and projected workloads for the analysis of contaminants in water, tissues, and sediment, the determination was made to fill two vacant GS-1320-13 supervisory chemist positions. The Metals and Nutrients Sections supervisory chemist positions provide analytical expertise, provide oversight of all operations of these sections of the laboratory, manage personnel and budgets, and work with other sections of the laboratory, and other USGS offices, to provide analytical support to advance the mission of the USGS. The Metals and Nutrients Section supervisors provide critical data for the National Water Quality Assessment Program (NAWQA), the Toxics Hydrology Program, and Cooperative Projects in the Water Mission Area of the USGS by overseeing AS production analytical units for the analysis of trace elements, nutrients, and carbon in environmental water samples. The NWQL reduced its AS supervisory staff from 6 FTE to 4 in the last 5 years. These two vacancies are two of the 4 remaining positions. Filling these positions is critical to the successful management of the NWQL and is critical in meeting sample turn times and overseeing the quality of trace element and nutrient data produced for USGS projects. These positions provide supervisory oversight and analytical expertise for the analysis of trace element, metal, nutrient, and carbon contaminants in diverse and challenging environmental sample matrices. This supervisory oversight is essential to maintain quality control, quality assurance, and timely delivery of consistent, high quality data. Failing to fill these positions would create a void in the capabilities of the NWQL's fee-for-service operations, jeopardizing the ability to meet quality objectives, holding times, method development requirements and data turn-around times to internal and external customers. These positions are	No	No	No	No	No	Yes		
1795	USGS	9/1/2017	Supervisory Hydrologic Technician	11 (FPL 12)	12	Lubbock, TX	Other	4 years	Yes	Supervisory Hydrologic Technician oversees growing field operations and personnel in Lubbock (North Texas Program Office). Serves as local Data Chief ensuring the quality and accuracy of collected hydrologic data	Growing operations in Lubbock now require a full-time supervisor/Data chief to oversee 60 long-term streamgages, extensive water quality and groundwater modeling. Program expected to grow further in the near future	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1796	USGS	9/1/2017	Supervisory Physical Scientist	13	Above 12	Flagstaff, AZ	Other	4 years	Yes	The incumbent provides leadership for and supervises the Production Group of the USGS Astrogeology Science Center. The Production Group uses data collected by interplanetary probes, satellites, and rovers to create high-precision topographic maps of planetary surfaces for NASA. These maps are critical for a variety of multi-billion dollar NASA enterprises, such as determining where to land rovers or target the collection of new data.	The duties of this position have been distributed among lower-graded individuals for the past four years. This has been cumbersome on all involved and several of their assigned duties have been disrupted. In addition, it is increasingly difficult to meet contract timelines. The workload has increased over the years making it imperative that the position be filled. The work of the Astrogeology Production Group requires close coordination and supervision to maintain the continued high quality of extremely detailed work product for NASA. Failure to fill this position will make it extremely difficult to ensure these standards without a significant slowing of workflow. This would seriously degrade Astrogeology's ability to fulfill current contracts with NASA and jeopardize future contracts as well. NASA would likely have to look to foreign contractors to find this expertise and, without NASA's continued support, USGS and the Nation would quickly lose this unique capability.	No	No	No	No	No	Yes		
1934	USGS	9/15/2017	Supv Hydrologist	GS-1315-13	Above 12	Portland, OR	Other	New	Yes	This position is essential and necessary to meet mission-critical functions that the Oregon Water Science Center (WSC) provides for geomorphologic science in Oregon. The position is supervisor to the geomorphology team and provides important leadership for geomorphology studies for USGS stakeholders and partners who are decision-makers at Federal, Tribal, State and local agencies across Oregon. Key duties include a) building and maintaining relationships with other Federal agencies (Reclamation, U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service), State agencies (Oregon Water Resources Department), Tribes (Cow Creek, Siletz), and local governments (City of Lake Oswego, Soil and Water Conservation Districts) to accomplish USGS' water mission in Oregon State, b) development of cooperative projects, c) mentorship of junior staff, and d) supervision of team of 8 employees.	This position will be advertised internally to USGS employees. Should a candidate be found in the Oregon WSC, the incumbent's position will not be backfilled. Without the position filled, the USGS may not meet its hydrology-related mission in Oregon. Geomorphology studies in Oregon focus on understanding sediment transport, stream channel erosion and deposition, flood inundation, and how these process affect instream gravel mining resources and aquatic habitats. The science that this position oversees is necessary for Federal, Tribal, State, and local resource managers to ensure that the best available science is used in resource decisions. Without this position, many resource managers will not have the science to make informed water resource decisions. For example, the geomorphology supervisor oversees studies to understand sediment transport and the gravel budget of coast streams which provide aggregate for construction of important infrastructure, the role of stream channel characteristics on aquatic habitats to support restoration activities required by Federal and State agencies, how to manage sediment in waterways where high sediment deposition affect critical navigation, and the vulnerability of landscapes to landslides and the stability of landslides for recovery and cleanup after events. These studies and the USGS role in these and future studies will be in jeopardy without an experienced geomorphology supervisor.	No	No	No	No	No	Yes		
1935	USGS	9/15/2017	Supv Hydrologist	GS-1315-13	Above 12	Portland, OR	Other	New	Yes	This position is essential and necessary to meet mission-critical functions that Oregon Water Science Center (WSC) provides for groundwater science in Oregon. The position is a supervisor of the groundwater team in the Center and provides important leadership for groundwater studies for USGS partners and stakeholders who are decision-makers at Federal, Tribal, State and local agencies across Oregon. Key duties include a) building and maintaining relationships with other Federal agencies (Reclamation, Bureau of Land Management (BLM), U.S. Fish and Wildlife Service), State agencies (Oregon Water Resources Department, Oregon Health Department), Tribes (Umatilla, Klamath), and local governments (City of Portland, Soil and Water Conservation Districts) to accomplish USGS' water mission in Oregon State, b) development of cooperative projects, c) mentorship of junior staff, and d) supervision of team of 7 employees.	This position will be advertised internally to USGS employees. Should a candidate be found at the Oregon WSC, the incumbent's position will not be backfilled. Without the position filled, the USGS may not meet its hydrology-related mission in Oregon. Now more than ever, groundwater plays a critical role in meeting Oregon's water needs. The science that this position oversees is necessary for Federal, Tribal, State, and local resource managers to insure that the best available science is used in resource decisions. Without this position, many resource managers will not have the science to make informed water resource decisions. For example, the groundwater team leader oversees studies to understand vulnerability of springs on BLM land which are critical to sage grouse, the availability of groundwater on the Umatilla Indian Reservation which the Tribes will use to settle their water right claim, and the groundwater conditions in Harney County (home to the Malheur Wildlife Refuge) where the State of Oregon requires science to manage declining groundwater levels. These studies and USGS role in these and future studies will be in jeopardy without an experienced groundwater supervisor.	No	No	No	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1807	USGS	9/1/2017	Supv. Chemist / Hydrologist	14	Above 12	Lakewood, CO	Denver	6 months	Yes	This position is responsible for setting National Water Quality Lab (NWQL) policy and for oversight of its quality assurance practices. Incumbent ensures that these practices are being followed so that the high quality and consistency of NWQL analytical procedures and results are maintained. Primary responsibilities include working with NWQL personnel and NWQL customers such as USGS Water Science Centers across the country; updating and resolving problems with information required in the NWQL Quality Management System (QMS); and oversight of the NWQL's adherence to the bureau's policies on Scientific Integrity, Ethics, and Fundamental Science Practices. The position also provides the Lab Chief and other management team members technical advice and strategic planning for the NWQL. This position is a management position with responsibilities that also include Contracting Officers Representative oversight.	This position is necessary to meet the ongoing quality assurance needs at the NWQL. Not filling this position will mean that the bureau will lose key leadership in one of the most important, critical, areas in the NWQL. The USGS will utilize acting chiefs on detail until this position is filled. However, because the primary responsibilities of the position are to provide quality assurance oversight of all NWQL activities, provide technical and strategic advice to the Lab Chief, and be a conduit to outside Quality Assurance organizations, not filling this position would create a void in the capabilities of the NWQL's operations, and jeopardize the quality of work provided by the USGS.	No	No	No	No	No	Yes		
1547	USGS	8/15/2017	Supv. IT Spec	14	Above 12	Middleton, WI	Other	0 Months	Yes	The Infrastructure Product Owner position will provide critical leadership and management in modernizing and providing robust operations and infrastructure support for Water Mission Area (WMA) enterprise applications and systems. This position is responsible for the management, coordination, and oversight of the WMA infrastructure, and for leading a team of IT professionals who directly support that infrastructure. The incumbent will also be responsible for securing the infrastructure and operations including defining access control, prioritizing patching and upgrading, and responding to security alerts and events. The incumbent will be a nexus for coordination between Software Development, Security, WMA Science Leads, and Water Science Center (WSC) and other USGS staff regarding use of WMA infrastructure as well as collaboration to meet enterprise needs which may arise in WSCs or in coordination with other USGS Mission Areas (i.e., Core Science Systems or Office of Enterprise Information (OEI)). The incumbent will also partner with WMA and OEI staff experienced in Cloud infrastructure to advise WMA efforts on which infrastructure environments are options for their systems.	The position will be filled internal to the USGS. A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to lead the Operations and Infrastructure team to look broadly at the IT requirements over the entire WMA and to develop a strategic IT plan on how best to meet the mission/bureau goals using advances in technology. Current timelines are critical to filling this position, given infrastructure end-of-life, core technology upgrades like CENTOS 7 and Java. The WMA Strategic Science Plan (USGS Circular 1383-G) includes "Strategy built around observing, understanding, predicting and delivering water science for the next decade by building new capabilities, tools and delivery systems to meet the Nation's water resource needs." Success in meeting these WMA goals means providing robust, modern, secure infrastructure on which to support information delivery systems. The primary responsibility of this position is to provide that infrastructure including an immediate need for modernization. There is a critical need to fill the position to provide immediate planning for hardware, software refreshes and upgrades, move of computer rooms, and ongoing support for WMA enterprise applications.	No	No	No	No	No	Yes		OCIO - Approved -BMD & JH for SB- It is the responsibility of the ACIO to coordinate and align the work with DOI-CIO strategic objectives which currently include improving cyber security, converging on enterprise standards, consolidating data centers, developing/using shared services, and implementing ACIO alignment plans. Per your bureau alignment plan all IMT Investments and Spend plans must be under cognizance of the bureau ACIO; the supervisory controls in the position description and performance measures must articulate this alignment.  ACIO provided Organization Chart for review.  This Position provides leadership/oversight for modernization and life-cycle management support for significant systems. This position improves field support and reinforces government and agency-wide Consolidation objectives and consistent with developing strategic objectives.
1814	USGS	9/1/2017	Supv. IT Specialist	13	Above 12	Patuxent, MD	DC	8 years	Yes	This position is the supervisory information technology (IT) administrator for the USGS Patuxent Wildlife Research Center (PWRC). Management, sharing, planning, coordination, execution, and evaluation of PWRC IT resources are essential to the success of PWRC science programs. Work directed/coordinated by the incumbent services more than 200 PWRC employees, including its field stations and USGS activities at the national level. The incumbent directs and manages the PWRC IT program and enterprise architecture, including overseeing Center IT reviews and strategic planning; preparation and implementation of the Center's IT budget; identifying and addressing IT workforce planning and management issues, such as recruitment, retention, and training; and daily functioning and implementation of changes. The incumbent ensures that the PWRC enterprise structural framework is current and meets the PWRC scientific needs; serves as the Center's Computer Security Officer and is responsible for the design, acquisition, modification, evaluation, and use of software intended to ensure that automated systems are secure from unauthorized use, viral infection, and other problems that would compromise information, confidentiality or privacy of data, or other aspects of overall system security; develops computer security policy, guidelines, and procedures for systems typically requiring differing and often conflicting security controls; and establishes risk-management procedures and ensures that risk-management techniques are applied to all new or modified computer applications. The incumbent is also a member of the Bureau's IT security team that develops policies that impact programs of a national or international scope. The incumbent also oversees the PWRC Building Security System; coordinates building security system parameters such as building closures; monitors system activity; ensures regular backups; and coordinates technical support for the	This is a resubmission of 1082. This is a management position that has been vacant for 8 years with increasing negative impacts to mission-critical national data programs, as well as IT security and IT workforce planning. The Center's IT planning, including preventative maintenance and keeping up with rapidly changing security technology is lagging. The Acting Center Director and staff are no longer able to effectively triage basic support and security needs (i.e., through attrition, the IT team has been reduced to 2.5 FTEs). Filling this management position will re-establish the IT component and IT security into management and planning at the PWRC.	No	No	No	No	No	HOLD		OCIO - Review.

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1931	USGS	9/15/2017	Supv. IT Specialist	14	Above 12	TBD (Outside of DC/Denver)	Other	0 Months	Yes	The Branch Chief position will provide critical technical leadership and management in implementing software development lifecycle best practices and techniques using agile methodologies. This position is responsible for the management, coordination, and oversight of software development for Water Mission Area (WMA) applications and systems, and for leading a team of IT professionals who perform software development.	Software development methodologies used within the Water Mission Area (WMA), coordinate the use of development best practices across divisions, collaborates with the field and partners to develop approaches to meeting data storage, analysis, integration, access needs of USGS and collaborators on shared government infrastructure and within a cloud environment, provide senior IT Lead project management services for national-level projects such as National Water Information System (NWIS) Modernization in addition to other Lead responsibilities. The impact on the mission if the position is not filled is that best practices, policy and guidance to WMA software developers, and senior technical leadership would be unavailable to support WMA information system delivery efforts resulting in a portfolio of stove-piped systems with divergent development pedigrees requiring more attention overall to manage and maintain. The position is initially funded through FY17 appropriated Water Program funding prior to onboarding 10/1/17 (as part of the planned FY18 reorganization of WMA) into the newly established Office of Chief Operating Officer (OCOO), Enterprise Technology Branch (ETO), Engineering Branch. There is a critical need to fill the position to provide oversight and guidance to a cohesive and efficient information system development process for WMA. WMA Strategic Goals and Objectives for 2018-2022 include "Goal A. Ensure the Nation has the necessary water science, data and information to support human well-being". The WMA Strategic Science Plan (USGS Circular 1383-G) includes "Strategy built around observing, understanding, predicting and delivering water science for the next decade by building new capabilities, tools and delivery systems to meet the Nation's water resource needs". Success in meeting these goals means development of systems capable of providing data, information, and tools about water science. The purpose of this	No	No	No	No	No	HOLD		OCIO - Review.
1808	USGS	9/1/2017	Supv. Statistical Assistant	8/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	Yes	The National Mineral Information Center (NMIC), Minerals Information Support Systems Section, Data Collection Unit, is a critical component of the NMIC's data collection process. This Unit is responsible for the collection of commodity data on minerals worldwide from industry and a variety of other sources, statistical processing of data, and dissemination of domestic and international commodity information. The Supervisory Statistical Assistant is responsible for overseeing the collection and statistical processing of metals and minerals data. As a supervisor of 8-10 employees, this position monitors and reviews projects, products, and internal work processes, and maintains quality control. Because of the complexity of the data collection process, the incumbent must maintain databases and metrics on the Unit's products and services for assessment of work quality, quantity, and timeliness.	The timely, reliable, fact-based mineral information collected by the NMIC forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Examples include: 1) U.S. Department of Defense – provide up-to-date mineral commodity data to the Defense Logistics Agency (DLA) to support its mission to manage the U.S. National Defense Stockpile and advise the U.S. Congress of changes in material requirements; 2) Central Intelligence Agency – to adapt the Mineral Criticality Screening methodology to address U.S. net import reliance for mineral commodities; and 3) Department of Homeland Security (DHS) – direct support for the development of 23 Strategic Mineral Profiles to be published jointly by DHS and USGS which highlights the salient features of essential, critical, and strategic materials for the security of the U.S. homeland. These cumulative efforts provide critical information on the production and supply of minerals essential to national security. Insufficient supervisory and support staff to gather data and perform quality control of the data jeopardizes the timely, reliable delivery of the objectives of all of these important USGS stakeholders. This supervisory position is critical to ensure the continuity of the workflow. This position will be filled internally through Merit Promotion procedures.	No	No	No	Yes	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1926	USGS	9/15/2017	Technical Writer-Editor	11 (FPL 12)	12	Tacoma, WA	Other	0 Months	No	Incumbent edits USGS-series reports and scientific journal articles, reports for partners in Federal, state, and local governments and academia, and selected outreach products aimed at the general public. These information products cover a wide range of natural-science-related topics. Working with the visual information specialist, advises scientists on appropriate publication series and medium for presenting the results of their scientific work; on preparing text electronically; and on format, style, and accepted standards. Explains USGS publication policies. Stays informed on current policy, general trends, and technological advances in order to make appropriate decisions and recommendations for timely and cost-effective publishing. Acts as liaison between authors and other staff on the production of conventionally and electronically prepared layouts and illustrations, on acquiring appropriate material, and on printing. Works with other staff to establish scheduling, production methods, and quality of individual jobs. Performs or directs the marking of manuscripts with style and format instructions for production and layout; reviews design and layout.	This position will be filled internally through Merit Promotion procedures. The USGS Science Publishing Network (SPN) has lost several senior technical editors through retirements and continues to have too few editors with experience in both complex technical editing and publishing project management to meet customer needs. Project management includes overseeing the team (editor, illustrator, layout, web) and performing critical QA/QC tasks at key points in the publication process. This can impact timely delivery of scientific reports to partners and cooperators. Having an additional senior technical editor with project management capabilities will assist in the USGS's continuing effort to uphold excellent customer service and customer satisfaction, to improve the timeliness of publication delivery, and to support its mission "to provide timely, relevant, and usable information." There is not another senior technical editor available to handle project management for the Science Centers.	No	No	No	No	No	Yes		

**From:** Smith, Marc  
**To:** [Mary Pletcher](#); [Christopher Lawson](#); [Raymond Limon](#)  
**Cc:** [Lori Jarman](#); [Ariana Rigsby](#); [Benitez Sharon](#); [Kristen Davis](#); [DOI Office of Human Resource OS](#)  
**Subject:** September 15 Hiring Controls Waiver Request  
**Date:** Thursday, September 14, 2017 7:16:38 PM  
**Attachments:** [Hiring Controls Templates - September 15, 2017.xlsx](#)

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Mary,

Attached are three waiver requests submitted by the Office of the Solicitor. On the "DC and Denver" tab are requests to recruit and hire the following positions.

- SES Designated Agency Ethics Official (DAEO)/Director, Ethics Office
- GS-15 supervisory Assistant Solicitor for the Torts Practice Branch, Division of General Law
- GS-15 supervisory Assistant Regional Solicitor for the Rocky Mountain Region

We will include a copy of the request for the DAEO position with the ERB recruit package.

Thank you.

--

**Marc A. Smith, Associate Solicitor**  
Division of Administration  
Office of the Solicitor  
United States Department of the Interior  
1849 C St., NW  
Washington, DC 20240  
(202) 208-7950  
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**Excellence - Integrity - Service**

DC and Denver Hiring Waiver Request

Bureau Name	Date of Request	Position Title	Grade	Location of Position (DC or Denver)	How long has position been vacant?	Brief Description of Position	What is the mission impact if position is not filled? How does filling position support on-the-ground mission delivery?	Is this a law enforcement position? (yes/no)	Is this a wildland fire position? (yes/no)	Does this position support public safety (yes/no)?	Does this position support energy priority?	Does this position support border priority?
SOL	9/15/2017	Designated Agency Ethics Official (DAEO) & Director, Ethics Office	ES	DC	This position will be vacated by Melinda Lofin upon her retirement on September 30, 2017.	The incumbent manages the Department's nationwide ethics program with responsibility for providing legal advice to the Secretary and all other Department leadership on a broad spectrum of ethics issues. The incumbent develops and disseminates departmental policies and guidance on ethics issues, and serves as the DOI liaison with the Office of Government Ethics. The DAEO is the authority responsible for implementation and legal support within DOI of the Ethics in Government Act of 1978 and all other statutes, Executive Orders, and regulations applicable to ethics, conflicts of interest, and financial disclosure matters. As Director of the Ethics Office, the incumbent is responsible for managing a staff of attorneys and ethics specialists, who assist the DAEO in ensuring that the Department's Bureaus are properly administering their ethics programs; performs various duties related to the clearance process of nominees to PAS positions, including reviewing financial documents, consulting with the nominees, and recommending appropriate recusals or authorizations to allow nominees to perform their duties without conflicts of interest; ensuring that the public and confidential financial disclosure reporting requirements are met; providing new employee ethics training and annual training for all filers of financial disclosures; and maintaining a system for counseling employees on all ethics matters.	The DAEO is critical to the operations of the Department by exercising the authority of the Secretary with respect to the management of the ethics program in accordance with the Ethics in Government Act of 1978 and all applicable regulations. The DAEO is part of the Office of the Solicitor's leadership team, which shares in the planning, direction, and management of the Office and leads a staff of lawyers, ethics specialists, and others in the performance and management of the Department's ethics program.	Yes. The position provides legal advice on law enforcement matters.	No	No	No	No
SOL	9/15/2017	Assistant Solicitor, Division of General Law	GS-15	Denver	New - The position will be filled through the voluntary reassignment of a current SOL GS-15 supervisory attorney.	The Assistant Solicitor for the Torts Practice Branch (TBP) within the Division of General Law has supervisory duties over TBP attorneys located in the Headquarters, regional and field offices of SOL. At present, more than 50 different attorneys located in 10 different SOL divisions and regions work on tort defensive tort litigation brought against the Secretary and the Department and other tort related matters. The realignment of eight FTEs into the new branch allows SOL to take a coordinated approach to managing the Department's tort liability portfolio. The realignment also frees the remaining SOL attorneys to focus their attention on other Administration priorities. This change allows SOL to provide proactive risk-management counsel in a more consistent, informed, and strategic manner. Such counsel is expected to help reduce the number of overall tort claims received by the Department and its bureaus annually, while helping to ensure that the bureaus are best prepared to address newly-filed claims. This change, however, cannot be accomplished without the designation of a supervisory attorney with extensive experience in tort-related matters. The Assistant Solicitor will have responsibility for case and matter management, improving consistency and the sharing of institutional knowledge and practice-based resources.	The appointment of an Assistant Solicitor from within the ranks of the Office of the Solicitor is an essential step in the successful implementation of the recently-created Torts Practice Branch. These cases presently are supervised by various managers located in Headquarters and in offices throughout the United States, resulting in an inconsistent approach and limited coordination and sharing of institutional knowledge. By designating a single dedicated and experienced supervisor for the Department's tort litigation, overall work-product will improve and cases will be more efficiently handled. These efficiencies will allow more time for increased client counseling, which will lead to fewer tort claims being filed against the Secretary and the Department in the future. Over time, this will result in a significant cost savings to the Department.	Yes. The position provides legal advice on law enforcement matters.	No	Yes. The position provides legal advice on matters involving public safety.	No	No
SOL	9/15/2017	Assistant Regional Solicitor, Rocky Mountain Region	GS-15	Denver	Since January 2016 - The position will be filled through internal recruitment.	The Assistant Regional Solicitor position within the Rocky Mountain Region has supervisory duties over a team of attorneys and support staff handling matters pertaining to Federal and Indian Royalties. The Assistant Regional Solicitor serves as the primary legal advisory to the Office of Natural Resources Revenue (ONRR), which is operationally located in Denver and has nationwide responsibility for collecting and disbursing royalties, penalties, rentals, and other monies due and owing under Federal and Indian oil and gas and coal leases and other Federal renewable and non-renewable energy and mineral leases. This includes coordinating with Justice on a large docket of affirmative, defensive and false claims litigation. It also includes the direct supervision staff attorneys who are first chair attorneys in a wide variety of royalty-related administrative lawsuits. The Assistant Regional Solicitor regularly has direct interaction with the ONRR Director and ONRR senior leadership.	There is a direct and significant mission impact associated with not filling the Assistant Regional Solicitor position. ONRR handles transactions amounting to billions of dollars every year. And the Assistant Regional Solicitor oversees advice and litigation where millions of dollars are at stake. Without a permanent supervisor, the Regional Solicitor must directly supervise a large number of staff attorneys, significantly diminishing his available time to address other Administration priorities.	No	No	No	Yes. The position provides legal advice on matters involving energy production.	No



**From:** Mack, Jonathan  
**To:** [Pletcher, Mary](#)  
**Cc:** [Smith, Marc](#); [Raymond Limon](#); [Michelle Oxyer](#)  
**Subject:** Re: Alaska Regional Solicitor (SES)  
**Date:** Thursday, September 14, 2017 1:41:58 PM  
**Attachments:** [Request to Recruit Form Regional Solicitor Alaska.docx](#)

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Marc, please see attached form for subject position.

Thanks!

Jonathan Mack  
Director, Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone: 202-208-5590  
Fax: 202-208-5285

On Thu, Sep 14, 2017 at 1:23 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:  
Jonathan/Michelle,

Can you send Marc the request to recruit form that you created for the ERB and that Dan would have received at the most recent ERB meeting?

Thanks,  
Mary

On Thu, Sep 14, 2017 at 11:41 AM, Smith, Marc <[marc.smith@sol.doi.gov](mailto:marc.smith@sol.doi.gov)> wrote:

Mary,  
Dan Jorjani has asked me to check once again. Can you please tell me why our request to recruit a Regional Solicitor for the Alaska Region, which was submitted to the ERB in May, has not been acted on? Dan, who as you know is a member of the ERB, has repeatedly told me that he has no idea why there is no action. He seems certain that it is an administrative oversight, though I am told by Jonathan and others that it is not. Any explanation or update would be appreciated.  
Thank you.  
Marc.

On Tue, Aug 29, 2017 at 6:49 PM, Smith, Marc <[marc.smith@sol.doi.gov](mailto:marc.smith@sol.doi.gov)> wrote:

Mary,  
I don't think I received a reply to my last inquiry. Since the waiver for this position was approved 2-1/2 months ago, I'm not clear why the ERB has not acted. Are you able to provide any information?  
Thanks.

On Fri, Aug 11, 2017 at 10:26 AM, Smith, Marc <[marc.smith@sol.doi.gov](mailto:marc.smith@sol.doi.gov)> wrote:

Hi Mary. I'm trying to find out the status of the ERB review of our request to recruit for this position.

We submitted the package in late May. The last I heard anything about the ERB review was on June 2, when we were informed that the ERB has acted on another SOL request, but had not yet made any decision on the Regional Solicitor - Alaska position. On June 13, we received word from you that the waiver request for this position was approved.

Can you please provide an update, and an expected date when it will be acted on?

Thank you.

Marc.

--

**Marc A. Smith, Associate Solicitor**  
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(202) 208-7950  
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**Excellence - Integrity - Service**

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505



**Department of the Interior**  
**Request to Recruit for Senior Executive Service or Senior Level Positions**

<b>Position Title</b>	Regional Solicitor – Alaska
<b>Pay Plan-Series</b>	ES-0905
<b>Duty Station</b>	Anchorage, Alaska
<b>Is this a new position?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Current or Former Incumbent</b>	Joseph Darnell (retiring at the end of Dec 2017)
<b>Brief Description of Duties:</b> The Regional Solicitor directs, supervises and participates in providing legal services, counsel, advice, and all other legal work in the Region covering the entire spectrum of Departmental operations. The Regional Solicitor implements legal policies, procedures, decisions and practices prescribed by the Solicitor for Departmental programs/issues, and furnishes specialized legal expertise in a vast array of legal fields. The Regional Solicitor reviews the work of attorneys, determines workload, reviews/determines fiscal/personnel requirements, analyzes the impact of new programs and projects, and reviews budgetary demands for Regional operations.	
<b>Area of Consideration</b>	<input type="checkbox"/> Federal Government Wide <input checked="" type="checkbox"/> All Sources
<b>Length of Announcement</b>	<input type="checkbox"/> 14 days <input checked="" type="checkbox"/> 30 days <input type="checkbox"/> Other: _____
<b>Announcement Format</b>	<input type="checkbox"/> Resume only <input checked="" type="checkbox"/> Narrative ECQs/Tech Quals  <input type="checkbox"/> Resume only for ECQs/Narrative for Tech Quals

Primary Rating Panel Members	Bureau	Alternate Rating Panel Members	Bureau
1.		1.	
2.		2.	
3.		3.	
<b>Will an Interview Panel be used?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Primary Interview Panel Members	Bureau	Alternate Interview Panel Members	Bureau
1.		1.	
2.		2.	
3.		3.	

Requesting Official	Signature	Date
Bureau/Deputy Assistant Secretary		
Assistant Secretary		

Executive Resources Board Decision		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
For the Executive Resources Board	Signature	Date

**From:** Pletcher, Mary  
**To:** [Sarah Foss](#); [Gregoire, Stephen](#)  
**Subject:** ERB materials  
**Date:** Tuesday, September 12, 2017 8:44:49 AM  
**Attachments:** [Reassignments status.pdf](#)  
[Request to Recruit Form.docx](#)  
[Revised DOI SES Performance Appraisal System Description March 2017.pdf](#)  
[Revised DOI SES Performance Appraisal Template March 2017.pdf](#)  
[SES Roster 082217 \(1\).xlsx](#)  
[Current Vacancies.pdf](#)  
[ERB Overview August 2017.docx](#)  
[Performance Appraisal & Recognition Overview.pptx](#)

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Attached are the ERB materials from the 8/24 meeting.

Overview of ERB operations:

ERB Overview

Performance Appraisal and Recognition Overview

Revised DOI SES Appraisal System Description

Revised DOI SES Performance Appraisal Template

Senior Executive Service data:

SES Roster

Reassignment Status

Current Vacancies

Request to Recruit form

Please let me know if you have any questions.

Thanks,

Mary

--

Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

**PENDING REASSIGNMENTS**

<b>Name</b>	<b>Effective Date</b>	<b>From Bureau/Office</b>	<b>From Position</b>	<b>From Duty Location</b>	<b>To Bureau/Office</b>	<b>To Position</b>	<b>To Duty Station</b>	<b>NOTES</b>
Loudermilk, Bruce	09/03/17	BIA	Director, Bureau of Indian Affairs	Washington, DC	OST	Deputy Special Trustee - Field Operations	Albuquerque, NM	
Vietzke, Gay	09/03/17	NPS	Superintendent, National Mall and Memorial Parks	Washington, DC	NPS	Regional Director, Northeast Region	Philadelphia, PA	
Lueders, Amy	09/03/17	BLM	State Director, New Mexico	Santa Fe, NM	FWS	Regional Director, Albuquerque	Albuquerque, NM	
Cribley, Bud	09/03/17	BLM	State Director - Alaska	Anchorage, AK	FWS	Senior Advisor for Energy	Washington, DC	<b>Will be working out of Anchorage for first 30 days.</b>
Tuggle, Benjamin	09/03/17	FWS	Regional Director - Albuquerque	Albuquerque, NM	FWS	Assistant Director - Science Applications	Washington, DC	<b>Will be working out of Albuquerque for 9 months</b>

**REASSIGNMENTS ON HOLD**

Burckman, James		ASIA	Director of Human Capital Management	Washington, DC	PMB	Director, Business Services	Washington, DC	
Pierre-Louis, Alesia		PMB	Director, Office of Strategic Employee and Organizational Development/Chief Learning Officer	Washington, DC	ASIA	Director, Human Capital Management	Washington, DC	



**Department of the Interior**  
**Request to Recruit for Senior Executive Service or Senior Level Positions**

<b>Position Title</b>	
<b>Pay Plan-Series</b>	
<b>Duty Station</b>	
<b>Is this a new position?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Current or Former Incumbent</b>	
<b>Brief Description of Duties:</b>	
<b>Area of Consideration</b>	<input type="checkbox"/> Federal Government Wide <input type="checkbox"/> All Sources
<b>Length of Announcement</b>	<input type="checkbox"/> 14 days <input type="checkbox"/> 30 days <input type="checkbox"/> Other: _____
<b>Announcement Format</b>	<input type="checkbox"/> Resume only <input type="checkbox"/> Narrative ECQs/Tech Quals  <input type="checkbox"/> Resume only for ECQs/Narrative for Tech Quals

<b>Primary Rating Panel Members</b>	<b>Bureau</b>	<b>Alternate Rating Panel Members</b>	<b>Bureau</b>
1.		1.	
2.		2.	
3.		3.	
<b>Will an Interview Panel be used?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Primary Interview Panel Members</b>	<b>Bureau</b>	<b>Alternate Interview Panel Members</b>	<b>Bureau</b>
1.		1.	
2.		2.	
3.		3.	

<b>Requesting Official</b>	<b>Signature</b>	<b>Date</b>
<b>Bureau/Deputy Assistant Secretary</b>		
<b>Assistant Secretary</b>		

<b>Executive Resources Board Decision</b>		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
<b>For the Executive Resources Board</b>	<b>Signature</b>	<b>Date</b>



## Senior Executive Service Performance Management System Department of the Interior

### 1. System Coverage

The Department of the Interior (hereafter referred to as the agency) Senior Executive Service (SES) performance management system applies to all career, noncareer, limited term and limited emergency Department of the Interior senior executives covered by subchapter II of chapter 43 of title 5, United States Code.

### 2. Definitions

- *Annual summary rating* means the overall rating level that an appointing authority assigns at the end of the appraisal period after considering (1) the initial summary rating, (2) any input from the executive or a higher level review, and (3) the applicable Performance Review Board's (PRB) recommendations. This is the official final rating for the appraisal period.
- *Appointing authority* means the department or agency head, or other official with authority to make appointments in the Senior Executive Service.
- *Appraisal period* means the established period of time for which a senior executive's performance will be appraised and rated.
- *Critical element* means a key component of an executive's work that contributes to organizational goals and results and is so important that unsatisfactory performance of the element would make the executive's overall job performance unsatisfactory. Critical elements may include the possession and demonstration of competencies critical to success in the position. Such elements shall be used to measure performance only at the individual level.
- *Initial summary rating* means an overall rating level the rating official derives from appraising the senior executive's performance during the appraisal period in relation to the critical elements and performance standards and requirements and forwards to the PRB.
- *Oversight official* means the agency head, or the individual specifically designated by the agency head, who provides oversight of the performance management system and issues performance appraisal guidelines.
- *Performance* means the accomplishment of the work described in the senior executive's performance plan.
- *Performance appraisal* means the review and evaluation of a senior executive's performance against critical elements and performance standards and requirements.
- *Performance management system* means the framework of policies and practices that an agency establishes under subchapter II of chapter 43 of title 5, United States Code, for planning, monitoring, developing, evaluating, and rewarding both individual and organizational performance and for using resulting performance information in making personnel decisions.
- *Performance requirement* means a description of what a senior executive must accomplish, or the competencies to be demonstrated, to be rated at a specific level of performance. Performance requirements must include quality indicators and generally include other performance measures such as quantity, timeliness, cost savings, manner of performance, or other factors.
- *Performance standard* means a normative description of a single level of performance and also provides the benchmark for developing performance requirements against which actual performance will be assessed.
- *Progress review* means a review of the senior executive's progress in meeting the performance requirements. A progress review is not a performance rating.

- *Quality indicator* means descriptive language that explains how the rating official will determine the work product is acceptable. These indicators often are expressed as smaller, verifiable accomplishments (“mini-results”) that must be completed successfully to produce the principal result identified in the performance objective.
- *Senior executive performance plan* means the written critical elements and performance requirements against which performance will be evaluated during the appraisal period by applying the established performance standards. The plan includes all critical elements, performance standards, and performance requirements, including any specific goals, targets, or other measures established for the senior executive. The performance plan template, included in this performance management system, is the senior executive performance plan.
- *Strategic planning initiatives* means agency strategic plans as required by the GPRA Modernization Act of 2010, annual performance plans, organizational work plans, and other related initiatives.

### 3. Appraisal Period

- **Appraisal Period.** Executives must be appraised at least annually on their performance against their critical elements and performance standards and requirements and an annual summary rating must be assigned for the relevant period of performance for each year (e.g., October 1 through September 30). The agency appraisal period is October 1<sup>st</sup> through September 30<sup>th</sup>.
- **Minimum Period.** The minimum period of performance that must be completed before a performance rating can be given is 90 days.
- **Adjusting Appraisal Period.** The agency may end an appraisal period at any time after the minimum appraisal period is completed, but only if the agency determines there is an adequate basis on which to appraise and rate the performance of senior executive(s) and the shortened appraisal period promotes the effectiveness of the administration of the appraisal system.
- **Transition Period.** The agency may not appraise and rate any career executive within 120 days after the beginning of a new Presidential administration.

### 4. Summary Performance Levels

- The system includes five summary performance levels:
  - Level 5 - Outstanding
  - Level 4 - Exceeds Fully Successful
  - Level 3 - Fully Successful
  - Level 2 - Minimally Satisfactory
  - Level 1 - Unsatisfactory

### 5. Planning Performance: Critical Elements

- Supervisors must develop performance plans in consultation with the senior executives and communicate the plans to them in writing, including through the use of automated systems, on or before the beginning of the appraisal period or upon appointment to a new senior executive position.
- Each senior executive performance plan shall include, as a minimum, the following critical elements and performance requirements:
  - **Critical Element 1 - Leading Change**  
Develops and implements an organizational vision that integrates key organizational and program goals, priorities, values, and other factors. Assesses and adjusts to changing situations, implementing innovative solutions to make organizational improvements, ranging from incremental improvements to major shifts in direction or approach, as appropriate. Balances change and continuity; continually strives to improve service and program performance; creates a work environment that encourages creative thinking, collaboration, and transparency; and maintains program focus, even under adversity.

○ **Critical Element 2 - Leading People**

Designs and implements strategies that maximize employee potential, connects the organization horizontally and vertically, and fosters high ethical standards in meeting the organization's vision, mission, and goals. Provides an inclusive workplace that fosters the development of others to their full potential; allows for full participation by all employees; facilitates collaboration, cooperation, and teamwork, and supports constructive resolution of conflicts. Ensures employee performance plans are aligned with the organization's mission and goals, that employees receive constructive feedback, and that employees are realistically appraised against clearly defined and communicated performance standards. Holds employees accountable for appropriate levels of performance and conduct. Seeks and considers employee input. Recruits, retains, and develops the talent needed to achieve a high quality, diverse workforce that reflects the nation, with the skills needed to accomplish organizational performance objectives while supporting workforce diversity, workplace inclusion, and equal employment policies and programs.

○ **Critical Element 3 - Business Acumen**

Assesses, analyzes, acquires, and administers human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission. Uses technology to enhance processes and decision making. Executes the operating budget; prepares budget requests with justifications; and manages resources.

○ **Critical Element 4 - Building Coalitions**

Solicits and considers feedback from internal and external stakeholders or customers. Coordinates with appropriate parties to maximize input from the widest range of appropriate stakeholders to facilitate an open exchange of opinion from diverse groups and strengthen internal and external support. Explains, advocates, and expresses facts and ideas in a convincing manner and negotiates with individuals and groups internally and externally, as appropriate. Develops a professional network with other organizations and identifies the internal and external politics that affect the work of the organization.

○ **Critical Element 5 - Results Driven**

This critical element includes specific performance results expected from the executive during the appraisal period, focusing on measurable outcomes from the strategic plan or other measurable outputs and outcomes clearly aligned to organizational goals and objectives. At a minimum, the performance plan will include performance requirements that contain measurable results and their quality indicators describing the range of performance at Level 3 for each result specified. It is recommended to also establish the threshold indicators for Levels 5 and 2. Indicators must reflect the same level of performance as the respective performance standard contained in section 6. In addition to the quality indicators, applicable measures of quantity, timeliness, and/or cost-effectiveness may be included to describe the appropriate level of outcome(s) expected.

The Results-Driven critical element must also identify clear, transparent alignment to agency strategic planning initiatives (e.g., relevant agency or organizational goals/objectives with cited page numbers from the Strategic Plan, Congressional Budget Justification/Annual Performance Plan, or other organizational planning document) in the designated section for each performance requirement in the Results Driven critical element.

- Executive performance plans must include the Governmentwide SES performance requirements in critical elements 1 through 4 as written and may include additional agency-specific performance requirements written as competencies or specific results/commitments/measurable activities associated with the critical element.

- Senior executive performance plans must include specific results focused performance requirements (e.g., outcomes and outputs) that align to agency goal(s) and objective(s) listed under the Results-Driven element. Performance requirements for the Results Driven element must include quality indicators that identify how well work must be performed and describe how the rating official will know the work is acceptable. Other measures, targets, and timelines may be included, as appropriate
- The performance requirements in the executive performance plan describe performance at the Fully Successful level, as established in the Fully Successful performance standard contained in section 6 of this document.
- Each critical element must be assigned a weight, with the total weights adding to 100 points.
  - The minimum weight that may be assigned to the Results Driven critical element is 20 points.
  - The minimum weight that may be assigned to any of the other four critical elements is 5 points.
  - No single performance element may be assigned a greater weight than the Results Driven element.

The individual Bureaus or equivalent offices will assign standard or variable weights based on the challenges anticipated for the upcoming performance cycle. The assigned weights will be reviewed annually and changes will be made as appropriate. The assigned weights must adhere to the minimum weight assignment outlined above and total 100%. Within the first 90 days of the rating cycle each year, Bureaus and offices must provide a summary to the Executive Resources Board describing how their executives will be weighted.

- The gaining organization must set performance goals and requirements for any detail or temporary assignment of 120 days or longer and appraise the performance in writing, including through an automated system. The executive's rating official will factor this appraisal into the initial summary rating.

## 6. *Planning Performance: Performance Standards for Critical Elements*

The performance standard for each critical element is specified below.

- **Level 5:** The executive demonstrates exceptional performance, fostering a climate that sustains excellence and optimizes results in the executive's organization, agency, department or Governmentwide. This represents the highest level of executive performance, as evidenced by the extraordinary impact on the achievement of the organization's mission. The executive is an inspirational leader and is considered a role model by agency leadership, peers, and employees. The executive continually contributes materially to or spearheads agency efforts that address or accomplish important agency goals, consistently achieves expectations at the highest level of quality possible, and consistently handles challenges, exceeds targets, and completes assignments ahead of schedule at every step along the way.

Performance at this level may be demonstrated in such ways as the following examples:

- Overcomes unanticipated barriers or intractable problems by developing creative solutions that address program concerns that could adversely affect the organization, agency, or Government.
- Through leadership by example, creates a work environment that fosters creative thinking and innovation; fosters core process re-engineering; and accomplishment of established organizational performance targets.
- Takes the initiative to identify new opportunities for program and policy development and implementation or seeks more opportunities to contribute to optimizing results; takes calculated risks to accomplish organizational objectives with positive results.
- Accomplishes objectives even under demands and time pressure beyond those typically found in the executive environment.
- Achieves results of significant value to the organization, agency, or Government.
- Achieves significant efficiencies or cost-savings in program delivery or in daily operational costs of the organization.

- **Level 4:** The executive demonstrates a very high level of performance beyond that required for successful performance in the executive's position and scope of responsibilities. The executive is a proven, highly effective leader who builds trust and instills confidence in agency leadership, peers, and employees. The executive consistently exceeds established performance expectations, timelines, or targets, as applicable.

Performance at this level may be demonstrated in such ways as the following:

- Advances progress significantly toward achieving one or more strategic goals.
- Demonstrates unusual resourcefulness in dealing with program operations or policy challenges.
- Achieves unexpected results that advance the goals and objectives of the organization, agency, or Government.

- **Level 3:** The executive demonstrates the high level of performance expected and the executive's actions and leadership contribute positively toward the achievement of strategic goals and meaningful results. The executive is an effective, solid, and dependable leader who delivers high-quality results based on measures of quality, quantity, efficiency, and/or effectiveness, within agreed upon timelines. The executive meets and sometimes exceeds challenging performance expectations established for the position.

Performance at this level may be demonstrated in such ways as the following:

- Seizes opportunities to address issues and effects change when needed.
- Finds solutions to serious problems and champions their adoption.
- Designs strategies leading to improvements.

- **Level 2:** The executive's contributions to the organization are acceptable in the short term but do not appreciably advance the organization towards achievement of its goals and objectives. While the executive generally meets established performance expectations, timelines and targets, there are occasional lapses that impair operations and/or cause concern from management. While showing basic ability to accomplish work through others, the executive may demonstrate limited ability to inspire subordinates to give their best efforts or to marshal those efforts effectively to address problems characteristic of the organization and its work.
- **Level 1:** In repeated instances, the executive demonstrates performance deficiencies that detract from mission goals and objectives. The executive generally is viewed as ineffectual by agency leadership, peers, or employees. The executive routinely does not meet established performance expectations/timelines/targets and fails to produce – or produces unacceptable – work products, services, or outcomes.

## 7. *Monitoring Performance*

- **Monitor and Provide Feedback.** Throughout the appraisal period, a supervisor must monitor senior executive performance in accomplishing elements and requirements and provide feedback, including advice and assistance on improving performance, when needed and encouragement and positive reinforcement as appropriate. Supervisors and senior executives should engage in frequent two-way conversations regarding progress toward meeting the critical elements in the senior executive's performance plan. Such conversations should include the following: status updates; identification of obstacles that impede progress in attaining milestones; indicators of success or needs for improvement; and a need to revise the senior executive's performance plan to account for changing objectives, priorities and any other factors affecting the senior executive's performance toward work assignments or responsibilities.
- **Progress Review.** Each senior executive must receive at least one progress review during the appraisal period. At a minimum, the executive must be informed how well he or she is performing against performance requirements.

## 8. *Rating Critical Elements*

The Rating Official will assign a rating level for critical elements 1 through 4 based on his/her judgment as to the extent the executive's performance meets the defined requirements and standards as specified in the Executive Performance Agreement and the DOI SES Performance Appraisal System. Any agency specific requirements or components added to these critical elements will not be scored separately but will be taken into consideration when assigning a rating level.

The rating official will determine a rating for the Results Driven critical element by assessing the executive's accomplishments in three to five performance requirements, which demonstrate direct linkage with the Department of the Interior Strategic Plan or other relative considerations for which the executive will be held accountable.

To determine the rating level for the Results Driven element, each individual performance requirement will be rated against the performance standard definitions in Section 6 above, and any other defined performance indicators, measures, or standards for that particular performance requirement. Rating Officials will determine the overall rating for the Results Driven element as follows:

- Outstanding – A majority of the performance requirements for the Results Driven element are rated Outstanding.
- Exceeds Fully Successful – A majority of the performance requirements for the Results Driven element are rated at least Exceeds Fully Successful with none below Fully Successful.
- Fully Successful – A majority of the performance requirements for the Results Driven element are rated at Fully Successful with none below Fully Successful.
- Minimally Satisfactory – One or more performance requirements for the Results Driven element are rated at Minimally Satisfactory with none below Minimally Satisfactory.
- Unsatisfactory – One or more performance requirements for the Results Driven element are rated at Unsatisfactory.

If the performance requirements are equally divided between Outstanding and Exceeds Fully Successful, then the overall rating will be at the Exceeds Fully Successful level. If the performance requirements are equally divided between Exceeds Fully Successful and Fully Successful, the overall rating will be at the Fully Successful level.

## 9. *Deriving the Summary Rating*

- **Critical Element Point Values.** Once the rating for each critical element is determined, the following point values will be assigned to the element ratings:
  - Level 5 = 5 points
  - Level 4 = 4 points
  - Level 3 = 3 points
  - Level 2 = 2 points
  - Level 1 = 0 points
- **Derivation Formula.** The derivation formula is calculated as follows:
  - If any critical element is rated Level 1 (Unsatisfactory), the overall summary rating is Unsatisfactory. If no critical element is rated Level 1 (Unsatisfactory), continue to the next step.
  - For each critical element, multiply the element rating level point value by the weight assigned to that element.
  - Add the results from the previous step for each of the five critical elements to come to a total score.
  - Assign the initial summary rating using the ranges below:
    - 475-500 = Level 5
    - 400-474 = Level 4

- 300-399 = Level 3
- 200-299 = Level 2
- Any critical element rated Level 1 = Level 1
- Example, with the initial summary rating determined to be Level 4 (Exceeds Fully Successful):

Critical Element	Rating Level	Weight	Score	Summary Level Range
	Initial Element Score		Initial Point Score	
1. Leading Change	4	15	4 x 15 = 60	
2. Leading People	5	15	5 x 15 = 75	
3. Business Acumen	3	15	3 x 15 = 45	
4. Building Coalitions	4	15	4 x 15 = 60	
5. Results Driven	4	40	4 x 40 = 160	
Total		100%	400	475-500 = Level 5 400-474 = Level 4 300-399 = Level 3 200-299 = Level 2 Any CE rated Level 1 = Level 1

- **Initial Summary Rating.** The rating official will develop an initial summary rating in writing, including through the use of automated systems, and share the rating with the senior executive.
- **Opportunity for Written Response.** A senior executive may respond in writing, including through the use of automated systems, to the initial summary rating.
- **Opportunity for Higher Level Review (HLR).** Upon a senior executive's request, the agency must provide an opportunity for review of the initial rating before the rating is presented to the PRB. The agency may designate who will provide HLR for its executives, except that a review may not be provided by a member of the PRB or an official who participated in determining the initial summary rating.
  - When an agency cannot provide a review by a higher-level official because no such higher-level official exists in the agency (e.g., the agency head provided the initial summary rating, the higher-level reviewer position is vacant, etc.), the agency must offer an alternative review by an official the agency deems appropriate.

An official providing HLR or an alternative review may not change the initial rating but may recommend a different rating to the PRB. Copies of findings and recommendations by the HLR official or the official performing an alternative review must be given to the senior executive, the rating official, and the PRB.

- **Forced Distribution.** A forced distribution of rating levels is prohibited.
- **Job Changes or Transfers.** When a senior executive who has completed the minimum appraisal period changes jobs or transfers to another agency, the supervisor must appraise the executive's performance in writing, including through the use of automated systems, before the executive leaves; the appraisal will be given to the executive and forwarded to the gaining agency.
- **Transferred Ratings.** When developing an initial summary rating for an executive who transfers from another agency, a supervisor must consider any applicable ratings and appraisals of the executive's performance received from the former agency.
- **Extending the Appraisal Period.** If the agency cannot prepare an executive's rating at the end of the appraisal period because the executive has not completed the minimum appraisal period or for other reasons, the agency must extend the executive's appraisal period. Once the appropriate conditions are met, the agency will then prepare the annual summary rating.
- **Annual Summary Rating.** The annual summary rating must be assigned by the appointing authority (and may not be delegated to an official who does not have authority to make SES appointments) only after considering the recommendations of the PRB. The annual summary rating must be communicated to the executive in writing, including through the use of automated systems, normally within 3 months of the end of the appraisal period.

## 10. Performance Review Boards

- **PRB.** The agency shall establish one or more PRBs to make written recommendations on each executive's annual summary rating, performance-based pay adjustment, and performance award to the appointing authority.
- **Membership.** Each PRB must have 3 or more members selected by the agency head or designee(s) in a manner that ensures consistency, stability, and objectivity in SES performance appraisal. PRB appointments must be published in the Federal Register before service begins.
- **Career Membership.** More than one-half of the PRB's members must be career appointees when considering a career appointee's appraisal, performance-based pay adjustment, or performance award.
- **Review Ratings.** The PRB must review and evaluate the initial performance appraisal and summary rating, any senior executive's response, and any higher-level official's findings and recommendations on the initial summary rating or the results of an alternative review. The PRB may conduct any additional review needed to make written recommendations to the appointing authority on annual summary ratings, performance awards, and performance-based pay adjustments for each senior executive. PRB members may not be involved in deliberations involving their own appraisals, performance-based pay adjustments, and performance awards.
- **Executive Response.** The PRB may not review an initial summary rating to which the executive has not been given the opportunity to respond in writing, including through the use of automated systems.
- **Agency/Organizational Performance.** The PRB must be provided and take into account appropriate assessments of the agency/organization's performance, as communicated by the oversight official through performance appraisal guidelines, when making recommendations.

## 11. Dealing with Poor Performance

- **Performance Actions.** The agency must: 1) reassign, transfer or remove from the Senior Executive Service a career senior executive who has been assigned a Level 1 (Unsatisfactory) final summary rating; 2) remove from the Senior Executive Service an executive who has been assigned two final summary ratings at less than Level 3 (i.e., Level 2 or a combination of Levels 2 and 1) within a three year period; and 3) remove from the Senior Executive Service an executive who receives two Level 1 (Unsatisfactory) final summary ratings within five years. Non-probationary career appointees are removed under procedures in 5 CFR 359 subpart E. Probationary career appointees are removed under procedures in 5 CFR 359 subpart D. (Nothing here shall be interpreted to limit removal of probationary SES employees as permitted by current regulations.) Guaranteed placement in a non-SES position will be provided under 5 CFR 359 subpart G when applicable.
- **Appeal Rights.** Senior executive performance appraisals and ratings may not be appealed. The executive may file a complaint about any aspect of the rating process the executive believes to involve unlawful discrimination (EEOC) or a prohibited personnel practice (Office of Special Counsel). A career appointee being removed from the SES under 5 U.S.C. 3592(a)(2) shall, at least 15 days preceding the date of removal, be entitled, upon request, to an informal hearing before an official designated by the Merit Systems Protection Board.

## 12. Other System Requirements

- **Appraisal Results.** Performance appraisals will be used as a basis for adjusting pay, granting awards, retaining and removing senior executives, and making other personnel decisions. Performance appraisals also will be a factor in assessing a senior executive's continuing development needs.
- **Organizational Assessment and Guidelines.** The agency must assess organizational performance (overall and with respect to each of its particular missions, components, programs, policy areas, and support functions). The agency also must ensure its assessment results and evaluation guidelines based upon them are communicated by the oversight official to senior executives, rating officials, higher level review officials, PRB members, and appointing authorities at the conclusion of the appraisal period and before completion of the initial summary ratings so that they may be considered in preparing performance appraisals, ratings and recommendations.

- **Oversight.** The agency head or the official designated by the agency head provides organizational assessments and evaluation guidelines and is responsible to oversee the system and to certify: 1) the appraisal process makes meaningful distinctions based on relative performance; 2) executive ratings take into account assessments of organizational performance; and 3) pay adjustments, awards and pay levels based on the results of the appraisal process accurately reflect individual performance and/or contribution to agency performance. The responsible official designated to provide evaluation guidelines and oversee the appraisal system must do so for the entire executive agency.
  - **Performance Distinctions.** Rating officials and PRBs will make meaningful distinctions based on relative performance that take into account assessment of the agency's performance against relevant program performance measures.
- Differences in Pay Based on Performance.** Differentiation will be evident in the pay adjustments, performance awards, and rates of pay separately. Senior executives who have demonstrated the highest levels of performance will receive the highest annual summary ratings and the largest corresponding performance awards, pay adjustments, and rates of pay. Pay adjustments and performance awards will be made within 5 months following the end of the applicable appraisal period.

### 13. Training and Evaluation

- **Training.** The agency will provide information and training to agency leadership, supervisors, and senior executives on the requirements and operation of the agency's performance management and pay-for-performance systems.
- **Communication of Results.** The agency will communicate annually the distribution of ratings from the previous appraisal period and the average pay increases and awards associated with each rating level. Agencies must protect the privacy of the ratings received by individual senior executives.
- **Evaluation.** The agency will periodically evaluate the effectiveness of the performance management system(s) and implement improvements as needed.

### 14. Additional Agency-Specific Policies

NONE



## SES Performance Management System Department of the Interior Executive Performance Plan



**Part 1. Consultation.** *I have reviewed this plan and have been consulted on its development.*

Executive's Name ( <i>Last, First, MI</i> ):	Appraisal Pd. -
Executive's Signature:	Date:
Title:	Organization:
Rating Official's Name ( <i>Last, First, MI</i> ):	CA <input type="checkbox"/> NC <input type="checkbox"/> LT/LE <input type="checkbox"/>
Rating Official's Signature:	Date:

**Part 2. Progress Review**

Executive's Signature:	Date:
Rating Official's Signature:	Date:
Reviewing Official's Signature ( <i>Optional</i> ):	Date:

**Part 3. Summary Rating**

<b>Initial Summary Rating</b>	<input type="checkbox"/> Level 5 Outstanding	<input type="checkbox"/> Level 4 Exceeds Fully Successful	<input type="checkbox"/> Level 3 Fully Successful	<input type="checkbox"/> Level 2 Minimally Satisfactory	<input type="checkbox"/> Level 1 Unsatisfactory
Rating Official's Name ( <i>Last, First, MI</i> ):					
Rating Official's Signature:				Date:	
Executive's Signature:				Date:	
Reviewing Official's Signature ( <i>Optional</i> ):				Date:	

**Higher Level Review (if applicable)**

<input type="checkbox"/> I request a higher level review. Executive's Initials:	Date:
Higher Level Review Completed <input type="checkbox"/>	Date:
Higher Level Reviewer Signature:	

**Performance Review Board Recommendation**

<b>Performance Review Board Recommendation</b>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1
PRB Chair Signature:	Date:				
<b>Annual Summary Rating</b>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1
Appointing Authority Signature:	Date:				

**Part 4. Derivation Formula and Calculation of Annual Summary Rating**

Critical Element	Element Rating		Weight	Score		Summary Level Ranges
	Initial	Final (if changed)		Initial	Final (if changed)	
1. Leading Change						475-500 = Level 5 400-474 = Level 4 300-399 = Level 3 200-299 = Level 2 Any CE rated Level 1 = Level 1
2. Leading People						
3. Business Acumen						
4. Building Coalitions						
5. Results Driven						
<b>Total</b>			<b>100%</b>			

Executive Name and ID:

Appraisal Period:

**Part 5. Performance Standards and Critical Elements**

**Performance Standards for Critical Elements** (The performance standard for each critical element is specified below; examples for the top three performance levels can be found in the system description)

- **Level 5:** The executive demonstrates exceptional performance, fostering a climate that sustains excellence and optimizes results in the executive’s organization, agency, department or Governmentwide. This represents the highest level of executive performance, as evidenced by the extraordinary impact on the achievement of the organization’s mission. The executive is an inspirational leader and is considered a role model by agency leadership, peers, and employees. The executive continually contributes materially to or spearheads agency efforts that address or accomplish important agency goals, consistently achieves expectations at the highest level of quality possible, and consistently handles challenges, exceeds targets, and completes assignments ahead of schedule at every step along the way.
  
- **Level 4:** The executive demonstrates a very high level of performance beyond that required for successful performance in the executive’s position and scope of responsibilities. The executive is a proven, highly effective leader who builds trust and instills confidence in agency leadership, peers, and employees. The executive consistently exceeds established performance expectations, timelines, or targets, as applicable.
  
- **Level 3:** The executive demonstrates the high level of performance expected and the executive’s actions and leadership contribute positively toward the achievement of strategic goals and meaningful results. The executive is an effective, solid, and dependable leader who delivers high-quality results based on measures of quality, quantity, efficiency, and/or effectiveness within agreed upon timelines. The executive meets and sometimes exceeds challenging performance expectations established for the position.
  
- **Level 2:** The executive’s contributions to the organization are acceptable in the short term but do not appreciably advance the organization towards achievement of its goals and objectives. While the executive generally meets established performance expectations, timelines and targets, there are occasional lapses that impair operations and/or cause concern from management. While showing basic ability to accomplish work through others, the executive may demonstrate limited ability to inspire subordinates to give their best efforts or to marshal those efforts effectively to address problems characteristic of the organization and its work.
  
- **Level 1:** In repeated instances, the executive demonstrates performance deficiencies that detract from mission goals and objectives. The executive generally is viewed as ineffectual by agency leadership, peers, or employees. The executive routinely does not meet established performance expectations/timelines/targets and fails to produce – or produces unacceptable – work products, services, or outcomes.

**Element Rating Level Points**

**Level 5 = 5 points**  
**Level 4 = 4 points**  
**Level 3 = 3 points**  
**Level 2 = 2 points**  
**Level 1 = 0 points**

Executive Name and ID:

Appraisal Period:

<b>Critical Element 1. Leading Change</b>	<b>(Minimum weight 5%)</b>	Weight
<p><b>Mandatory Performance Requirement:</b> Develops and implements an organizational vision that integrates key organizational and program goals, priorities, values, and other factors. Assesses and adjusts to changing situations, implementing innovative solutions to make organizational improvements, ranging from incremental improvements to major shifts in direction or approach, as appropriate. Balances change and continuity; continually strives to improve service and program performance; creates a work environment that encourages creative thinking, collaboration, and transparency; and maintains program focus, even under adversity.</p>		
Agency-Specific Performance Requirements		
Rating Official Narrative: <i>(Optional)</i>		
<i>Critical Element Rating – Leading Change</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4
	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2
		<input type="checkbox"/> Level 1
<b>Critical Element 2. Leading People</b>	<b>(Minimum weight 5%)</b>	Weight
<p><b>Mandatory Performance Requirement:</b> Designs and implements strategies that maximize employee potential, connects the organization horizontally and vertically, and fosters high ethical standards in meeting the organization's vision, mission, and goals. Provides an inclusive workplace that fosters the development of others to their full potential; allows for full participation by all employees; facilitates collaboration, cooperation, and teamwork, and supports constructive resolution of conflicts. Ensures employee performance plans are aligned with the organization's mission and goals, that employees receive constructive feedback, and that employees are realistically appraised against clearly defined and communicated performance standards. Holds employees accountable for appropriate levels of performance and conduct. Seeks and considers employee input. Recruits, retains, and develops the talent needed to achieve a high quality, diverse workforce that reflects the nation, with the skills needed to accomplish organizational performance objectives while supporting workforce diversity, workplace inclusion, and equal employment policies and programs.</p>		
Agency-Specific Performance Requirements		
Rating Official Narrative: <i>(Optional)</i>		
<i>Critical Element Rating – Leading People</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4
	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2
		<input type="checkbox"/> Level 1

Executive Name and ID:

Appraisal Period:

<b>Critical Element 3. Business Acumen</b>	<b>(Minimum weight 5%)</b>	Weight
<p><b>Mandatory Performance Requirement:</b> Assesses, analyzes, acquires, and administers human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission. Uses technology to enhance processes and decision making. Executes the operating budget; prepares budget requests with justifications; and manages resources.</p>		
Agency-Specific Performance Requirements		
Rating Official Narrative: <i>(Optional)</i>		
<i>Critical Element Rating – Business Acumen</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4
	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2
		<input type="checkbox"/> Level 1

<b>Critical Element 4. Building Coalitions</b>	<b>(Minimum weight 5%)</b>	Weight
<p><b>Mandatory Performance Requirement:</b> Solicits and considers feedback from internal and external stakeholders or customers. Coordinates with appropriate parties to maximize input from the widest range of appropriate stakeholders to facilitate an open exchange of opinion from diverse groups and strengthen internal and external support. Explains, advocates, and expresses facts and ideas in a convincing manner and negotiates with individuals and groups internally and externally, as appropriate. Develops a professional network with other organizations and identifies the internal and external politics that affect the work of the organization.</p>		
Agency-Specific Performance Requirements		
Rating Official Narrative: <i>(Optional)</i>		
<i>Critical Element Rating – Building Coalitions</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4
	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2
		<input type="checkbox"/> Level 1

Executive Name and ID:

Appraisal Period:

Critical Element 5. Results Driven			(Minimum Weight 20%)			Weight	
<p><b>Agency Goals/Objectives for current FY: Must have at least 3 results and not more than 5</b></p> <p>This critical element includes specific performance requirements expected of the executive during the appraisal period, focusing on measurable results from the strategic plan or other measurable outputs and outcomes clearly aligned to organizational goals and objectives. At a minimum, the performance requirements must contain measurable results and their quality indicators describing the range of performance at Level 3 for each result specified. In addition to the quality indicators, applicable measures of quantity, timelines, and/or cost-effectiveness may be included as appropriate. It is recommended to also establish the threshold quality indicators and measures for Levels 5 and 2. Indicators must reflect the same level of performance as the respective performance standard contained in Part 5.</p> <p>Strategic Alignment—identify clear, transparent alignment to agency strategic planning initiatives (e.g., relevant agency or organizational goals/objectives with cited page numbers from the Strategic Plan, Congressional Budget Justification/Annual Performance Plan, or other organizational planning document) in the designated section for each performance requirement.</p> <p><b>Note:</b> Performance requirements must contain results and quality indicators that are clearly and differentially identified (e.g., highlighted, bold, underlined) so that it is readily evident on what the senior executive will be rated and what is expected for success.</p>							
Performance Requirement 1:			Strategic Alignment:				
<i>Performance Requirement 1 Rating</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1		
Performance Requirement 2:			Strategic Alignment:				
<i>Performance Requirement 2 Rating</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1		
Performance Requirement 3:			Strategic Alignment:				
<i>Performance Requirement 3 Rating</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1		
Performance Requirement 4:			Strategic Alignment:				
<i>Performance Requirement 4 Rating</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1		
Performance Requirement 5:			Strategic Alignment:				
<i>Performance Requirement 5 Rating</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1		
Rating Official Narrative: <i>(Optional)</i>							
<i>Critical Element Rating – Results Driven</i>			<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1

Executive Name and ID:

Appraisal Period:

**Part 6: Summary Rating Narrative** *(Mandatory)*

**Part 7: Executive's Accomplishment Narrative** *(Optional)*

**Part 8: Agency Use**

**Current SES Roster  
As of August 24, 2017**

Bur Or Ofc Desc	Sub Bur Desc	Name Compressed	Pay Plan	Occ Ser	Position Title Opm	Location	Type Of Appt	Type Of Appointment Desc	Date Entered Current Position	SES Probationary Period Ends
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	BEARPAW, GEORGE WATIE	ES	0560	BUDGET OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	02/09/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	BURCKMAN, JAMES N.	ES	0301	DIRECTOR OF HUMAN CAPITAL MGMT	WASHINGTON,DC	50	CAREER (SES PERM)	02/01/09	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	DEERINWATER, DANIEL J.	ES	301	SENIOR ADVISOR TO THE ASSISTANT SECRETARY - INDIAN AFFAIRS	ANADARKO,OKLAHOMA	50	CAREER (SES PERM)	08/20/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	FREEMAN, SHAREE M.	ES	0340	DIRECTOR, OFC OF SELF-GOVERNANCE	WASHINGTON,DC	50	CAREER (SES PERM)	01/21/07	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	HART, PAULA L.	ES	0301	DIRECTOR, OFFICE OF INDIAN GAMING MGT	WASHINGTON,DC	50	CAREER (SES PERM)	01/31/10	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	LAROCHE, DARRELL WILLIAM	ES	0340	DIRECTOR, FACILITIES, SAFETY & PROPERTY MANAGEMENT	RESTON,VIRGINIA	50	CAREER (SES PERM)	06/01/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	SCHOCK, JAMES H.	ES	0501	CHIEF FINANCIAL OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	12/29/13	
BUREAU OF INDIAN AFFAIRS	CENTRAL OFFICE HDQTRS.	BLACK, MICHAEL S.	ES	0301	SENIOR ADVISOR TO THE DIRECTOR-BUREAU OF INDIAN AFFAIRS	BILLINGS,MONTANA	50	CAREER (SES PERM)	11/02/16	
BUREAU OF INDIAN AFFAIRS	WESTERN REGION	BOWKER, BRYAN L.	ES	0340	REGIONAL DIRECTOR	PHOENIX,ARIZONA	50	CAREER (SES PERM)	07/04/10	
BUREAU OF INDIAN AFFAIRS	PACIFIC REGION	DUTSCHKE, AMY L.	ES	0340	REGIONAL DIRECTOR-PACIFIC	SACRAMENTO,CALIFORNIA	50	CAREER (SES PERM)	10/10/10	
BUREAU OF INDIAN AFFAIRS	CENTRAL OFFICE HDQTRS.	JAMES, JAMES D. JR.	ES	0340	DEPUTY DIRECTOR, FIELD OPERATIONS	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	07/09/17	
BUREAU OF INDIAN AFFAIRS	ROCKY MOUNTAIN REGION	LA COUNTE, DARRYL D. II	ES	0340	REGIONAL DIRECTOR	BILLINGS,MONTANA	50	CAREER (SES PERM)	03/08/15	
BUREAU OF INDIAN AFFAIRS	GREAT PLAINS REGION	LAPOINTE, TIMOTHY L.	ES	0340	REGIONAL DIRECTOR-GREAT PLAINS	ABERDEEN,SOUTH DAKOTA	50	CAREER (SES PERM)	11/02/14	
BUREAU OF INDIAN AFFAIRS	CENTRAL OFFICE HDQTRS.	LORDS, DOUGLAS A.	ES	0340	DEPUTY BUREAU DIRECTOR-FIELD OPERATIONS	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	08/20/17	
BUREAU OF INDIAN AFFAIRS	CENTRAL OFFICE HDQTRS.	LOUDERMILK, WELDON B.	ES	0340	DIRECTOR, BUREAU OF INDIAN AFFAIRS	WASHINGTON,DC	50	CAREER (SES PERM)	11/02/16	
BUREAU OF INDIAN AFFAIRS	EASTERN REGION	MAYTUBBY, BRUCE W.	ES	0340	REGIONAL DIRECTOR	NASHVILLE,TENNESSEE	50	CAREER (SES PERM)	09/06/15	
BUREAU OF INDIAN AFFAIRS	CENTRAL OFFICE HDQTRS.	ORTIZ, HANKIE P.	ES	0340	DEPUTY BUREAU DIRECTOR, INDIAN SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	03/25/12	
BUREAU OF INDIAN AFFAIRS	NAVAJO REGION	PINTO, SHARON ANN	ES	0340	REGIONAL DIRECTOR	GALLUP,NEW MEXICO	50	CAREER (SES PERM)	10/09/11	
BUREAU OF INDIAN AFFAIRS	NORTHWEST REGION	SPEAKS, STANLEY M.	ES	0340	REGIONAL DIRECTOR	PORTLAND,OREGON	50	CAREER (SES PERM)	02/22/04	
BUREAU OF INDIAN AFFAIRS	EASTERN OKLAHOMA REGION	STREATER, EDDIE R.	ES	0340	REGIONAL DIRECTOR	MUSKOGEE,OKLAHOMA	50	CAREER (SES PERM)	07/12/15	
BUREAU OF INDIAN AFFAIRS	SOUTHWEST REGION	WALKER, WILLIAM T.	ES	0340	REGIONAL DIRECTOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	12/20/09	
BUREAU OF INDIAN EDUCATION	OFC OF INDIAN ED PROGMS	DAVIS, ROSE MARIE	ES	1701	ASSOCIATE DEPUTY DIRECTOR-TRIBALLY CONTROLLED SCHOOLS	BLOOMINGTON,MINNESOTA	50	CAREER (SES PERM)	02/21/16	
BUREAU OF INDIAN EDUCATION	OFC OF INDIAN ED PROGMS	DEARMAN, TONY L.	ES	1710	DIRECTOR, BUREAU OF INDIAN EDUCATION	WASHINGTON,DC	50	CAREER (SES PERM)	10/30/16	
BUREAU OF INDIAN EDUCATION	OFC OF INDIAN ED PROGMS	HAMLEY, JEFFREY L.	ES	1720	ASSOCIATE DEPUTY DIRECTOR - PERFORMANCE & ACCOUNTABILITY	WASHINGTON,DC	50	CAREER (SES PERM)	04/26/09	

**Current SES Roster  
As of August 24, 2017**

Bur Or Ofc Desc	Sub Bur Desc	Name Compressed	Pay Plan	Occ Ser	Position Title Opm	Location	Type Of Appt	Type Of Appointment Desc	Date Entered Current Position	SES Probationary Period Ends
BUREAU OF INDIAN EDUCATION	OFC OF INDIAN ED PROGMS	PFEIFFER, TAMARAH NMN	ES	1701	ASSOCIATE DEPUTY DIRECTOR-NAVAJO	WINDOW ROCK,ARIZONA	50	CAREER (SES PERM)	06/29/15	
BUREAU OF INDIAN EDUCATION	OFC OF INDIAN ED PROGMS	STEVENS, BARTHOLOMEW S.	ES	0340	DEPUTY DIRECTOR FOR SCHOOL OPERATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	01/22/17	
BUREAU OF RECLAMATION	DENVER	CORDOVA-HARRISON, ELIZABE	ES	0340	DIRECTOR, MISSION SUPPORT ORGANIZATION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	04/16/06	
BUREAU OF RECLAMATION	LOWER COLORADO REGION	FULP, TERRANCE J	ES	0340	REGIONAL DIRECTOR	BOULDER CITY,NEVADA	50	CAREER (SES PERM)	09/23/12	
BUREAU OF RECLAMATION	PACIFIC NORTHWEST REGIO	GRAY, LORRI J	ES	0340	REGIONAL DIRECTOR	BOISE,IDAHO	50	CAREER (SES PERM)	01/01/12	
BUREAU OF RECLAMATION	DENVER	LUEBKE, THOMAS A	ES	0340	DIRECTOR, TECHNICAL SERVICE CENTER	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	06/01/14	
BUREAU OF RECLAMATION	DENVER	MULLER, BRUCE C JR	ES	0340	DIRECTOR, SECURITY, SAFETY & LAW ENFORCEMENT	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	09/21/14	
BUREAU OF RECLAMATION	MID PACIFIC REGION	MURILLO, DAVID G.	ES	0340	REGIONAL DIRECTOR, MID PACIFIC REGION	SACRAMENTO,CALIFORNI A	50	CAREER (SES PERM)	12/16/12	
BUREAU OF RECLAMATION	WASHINGTON DC	PALUMBO, DAVID M.	ES	0340	DEPUTY COMMISSIONER- OPERATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	10/04/15	
BUREAU OF RECLAMATION	WASHINGTON DC	PAYNE, GRAYFORD F.	ES	0340	DEPUTY COMMISSIONER, PROGRAM, ADMINISTRATION AND BUDGET	WASHINGTON,DC	50	CAREER (SES PERM)	10/10/10	
BUREAU OF RECLAMATION	UPPER COLORADO REGION	RHEES, BRENT B.	ES	0340	REGIONAL DIRECTOR	SALT LAKE CITY,UTAH	50	CAREER (SES PERM)	04/05/15	
BUREAU OF RECLAMATION	GREAT PLAINS REGION	RYAN, MICHAEL J.	ES	0340	REGIONAL DIRECTOR	BILLINGS,MONTANA	50	CAREER (SES PERM)	06/26/05	
BUREAU OF RECLAMATION	DENVER	SMILEY, KARLA J.	ES	2210	ASSOCIATE CHIEF INFORMATION OFFICER	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	01/13/16	
BUREAU OF RECLAMATION	DENVER	WELCH, RUTH L.	ES	0340	DIRECTOR,POLICY AND ADMINISTRATION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	07/09/17	
BUREAU OF RECLAMATION	WASHINGTON DC	WOLF, ROBERT W	ES	0340	DIRECTOR, PROGRAM & BUDGET	WASHINGTON,DC	50	CAREER (SES PERM)	01/27/02	
GEOLOGICAL SURVEY	NATURAL HAZARDS	APPLEGATE, JAMES D. R.	ES	1301	ASSOCIATE DIRECTOR FOR NATURAL HAZARDS	RESTON,VIRGINIA	50	CAREER (SES PERM)	05/22/11	
GEOLOGICAL SURVEY	MIDWEST REGION	CARL, LEON M.	ES	0401	REGIONAL DIRECTOR - MIDWEST	ANN ARBOR,MICHIGAN	50	CAREER (SES PERM)	10/12/12	
GEOLOGICAL SURVEY	WATER	CLINE, DONALD WALTER	ES	1301	ASSOCIATE DIRECTOR FOR WATER	RESTON,VIRGINIA	50	CAREER (SES PERM)	01/10/16	
GEOLOGICAL SURVEY	ALASKA REGION	DEVARIS, AIMEE MARIE	ES	1301	REGIONAL DIRECTOR - ALASKA	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	11/29/15	
GEOLOGICAL SURVEY	SOUTHWEST REGION	ETHRIDGE, MAX M.	ES	1301	REGIONAL DIRECTOR - SOUTHWEST REGION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	11/30/14	
GEOLOGICAL SURVEY	NORTHWEST REGION	FERRERO, RICHARD C.	ES	0401	REGIONAL DIRECTOR - NORTHWEST REGION	SEATTLE,WASHINGTON	50	CAREER (SES PERM)	05/31/15	
GEOLOGICAL SURVEY	CORE SCIENCE SYSTEMS	GALLAGHER, KEVIN T	ES	0340	ASSOCIATE DIRECTOR FOR CORE SCIENCE SYSTEMS	RESTON,VIRGINIA	50	CAREER (SES PERM)	04/21/11	
GEOLOGICAL SURVEY	ADMINISTRATION	GONZALES-SCHREINER, ROSEA	ES	0340	ASSOCIATE DIRECTOR FOR ADMINISTRATION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	07/09/17	

**Current SES Roster  
As of August 24, 2017**

Bur Or Ofc Desc	Sub Bur Desc	Name Compressed	Pay Plan	Occ Ser	Position Title Opm	Location	Type Of Appt	Type Of Appointment Desc	Date Entered Current Position	SES Probationary Period Ends
GEOLOGICAL SURVEY	DIRECTORS OFFICE	HILDEBRANDT, BETSY J.	ES	0340	ASSOCIATE DIRECTOR FOR COMMUNICATIONS AND PUBLISHING	RESTON,VIRGINIA	50	CAREER (SES PERM)	07/09/17	
GEOLOGICAL SURVEY	ENERGY & MINERALS	HITZMAN, MURRAY WALTER	ES	1350	ASSOCIATE DIRECTOR FOR ENERGY & MINERALS	RESTON,VIRGINIA	50	CAREER (SES PERM)	09/11/16	09/11/17
GEOLOGICAL SURVEY	CLIMATE & LAND-USE	KELLY, FRANCIS P.	ES	1301	DIRECTOR, EARTH RESOURCES OBSERVATION AND SCIENCE CENTER & POLICY ADVISOR	SIOUX FALLS,SOUTH DAKOTA	50	CAREER (SES PERM)	12/04/11	
GEOLOGICAL SURVEY	ECOSYSTEMS	KINSINGER, ANNE E.	ES	0401	ASSOCIATE DIRECTOR FOR ECOSYSTEMS	RESTON,VIRGINIA	50	CAREER (SES PERM)	04/19/11	
GEOLOGICAL SURVEY	DIRECTORS OFFICE	LODGE, CYNTHIA LOUISE	ES	0501	ASSOCIATE DIRECTOR FOR BUDGET,	RESTON,VIRGINIA	50	CAREER (SES PERM)	04/05/15	
GEOLOGICAL SURVEY	PACIFIC REGION	SOGGE, MARK K.	ES	0401	REGIONAL EXECUTIVE - PACIFIC REGION	SACRAMENTO,CALIFORNIA	50	CAREER (SES PERM)	06/30/13	
GEOLOGICAL SURVEY	NORTHEAST REGION	TUPPER, MICHAEL H.	ES	0340	REGIONAL DIRECTOR-NORTHEAST	RESTON,VIRGINIA	50	CAREER (SES PERM)	03/06/16	
GEOLOGICAL SURVEY	DIRECTORS OFFICE	WERKHEISER, WILLIAM H.	ES	1301	DEPUTY DIRECTOR	RESTON,VIRGINIA	50	CAREER (SES PERM)	12/27/15	
GEOLOGICAL SURVEY	SOUTHEAST REGION	WEYERS, HOLLY S.	ES	0401	REGIONAL DIRECTOR - SOUTHEAST	NORCROSS,GEORGIA	50	CAREER (SES PERM)	10/16/16	10/16/17
NATIONAL PARK SERVICE	NATL PK SVC, SOUTHEAST	AUSTIN, STANLEY J.	ES	0340	REGIONAL DIRECTOR, SOUTHEAST	ATLANTA,GEORGIA	50	CAREER (SES PERM)	07/14/13	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	AUSTIN, TERESA MADEYA	ES	0340	ASSOCIATE DIRECTOR, BUSINESS SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	10/30/16	10/30/17
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	BENGE, SHAWN T.	ES	0340	ASSOCIATE DIRECTOR, PARK, PLANNING, FACILITIES & LANDS	WASHINGTON,DC	50	CAREER (SES PERM)	10/02/16	10/02/17
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	BOWRON, JESSICA L.	ES	0501	COMPTROLLER	WASHINGTON,DC	50	CAREER (SES PERM)	01/08/17	01/08/18
NATIONAL PARK SERVICE	NATL PK SVC, SOUTHEAST	CASH, CASSIUS M	ES	0025	PARK MANAGER (SUPERINTENDENT)	GATLINBURG,TENNESSEE	50	CAREER (SES PERM)	02/08/15	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	COMPTON, JEFFREY S.	ES	2210	ASSOCIATE CHIEF INFORMATION OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	09/18/16	09/18/17
NATIONAL PARK SERVICE	NATL PK SVC, ALASKA FIE	FROST, HERBERT C.	ES	0340	REGIONAL DIRECTOR, ALASKA	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	04/20/14	
NATIONAL PARK SERVICE	NATL PK SVC, PACIFIC WE	JOSS, LAURA	ES	0340	REGIONAL DIRECTOR, PACIFIC WEST	OAKLAND,CALIFORNIA	50	CAREER (SES PERM)	03/06/16	
NATIONAL PARK SERVICE	NATL PK SVC, NORTH EAST	LAIRD, JOSHUA RADBILL	ES	0301	EXECUTIVE DIRECTOR, NATIONAL PARKS OF NEW YORK HARBOR	NEW YORK, NEW YORK	50	CAREER (SES PERM)	06/16/13	
NATIONAL PARK SERVICE	NATL PK SVC, INTERMOUNT	LEHNERTZ, CHRISTINE S.	ES	0340	PARK MANAGER	GRAND CANYON,ARIZONA	50	CAREER (SES PERM)	08/21/16	
NATIONAL PARK SERVICE	NATL PK SVC, INTERMOUNT	MASICA, SUE E.	ES	0340	REGIONAL DIRECTOR, INTERMOUNTAIN REGION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	01/12/14	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	MCDOWALL, LENA E	ES	0340	CHIEF FINANCIAL OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	01/11/15	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	NGUYEN, NHIEU TONY	ES	0340	ASSOCIATE DIRECTOR, WORKFORCE MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	OBERNESSER, RICHARD	ES	0340	ASSOCIATE DIRECTOR, VISITOR RESOURCE AND PROTECTION	WASHINGTON,DC	50	CAREER (SES PERM)	10/04/15	
NATIONAL PARK SERVICE	NATL PK SVC, SOUTHEAST	RAMOS, PEDRO M	ES	0025	PARK MANAGER (SUPERINTENDENT)	HOMESTEAD,FLORIDA	50	CAREER (SES PERM)	01/25/15	

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NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	REYNOLDS, MICHAEL T.	ES	0340	DEPUTY DIRECTOR, OPERATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	07/31/16	
NATIONAL PARK SERVICE	NATL PK SVC, PACIFIC WE	RICHARDSON, LIZETTE	ES	0340	PARK MANAGER (SUPERINTENDENT)	BOULDER CITY,NEVADA	50	CAREER (SES PERM)	10/04/15	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	SAUVAJOT, RAYMOND MARC	ES	0401	ASSOCIATE DIRECTOR,NATURAL RESOURCE STEWARD & SCIENCE	WASHINGTON,DC	50	CAREER (SES PERM)	12/14/14	
NATIONAL PARK SERVICE	NATL PK SVC, MIDWEST RE	SHOLLY, CAMERON H	ES	0340	REGIONAL DIRECTOR, MIDWEST REGION	OMAHA,NEBRASKA	50	CAREER (SES PERM)	03/08/15	
NATIONAL PARK SERVICE	NAT PK SVC,DENVR SVC CN	TODD, RAYMOND K.	ES	0340	DIRECTOR, DENVER SERVICE CENTER	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	03/06/16	
NATIONAL PARK SERVICE	NATL PK SVC, INTERMOUNT	VELA, RAYMOND DAVID	ES	0025	PARK MANAGER (SUPERINTENDENT)	MOOSE,WYOMING	50	CAREER (SES PERM)	03/09/14	
NATIONAL PARK SERVICE	NATL PK SVC, NATL CAPIT	VIETZKE, GAY E.	ES	0340	PARK MANAGER (SUPERINTENDENT)	WASHINGTON,DC	50	CAREER (SES PERM)	09/20/15	
NATIONAL PARK SERVICE	NATL PK SVC, NATL CAPIT	VOGEL, ROBERT A.	ES	0340	REGIONAL DIRECTOR, NATL CAPITOL REGION	WASHINGTON,DC	50	CAREER (SES PERM)	12/14/14	
NATIONAL PARK SERVICE	NATL PK SVC, INTERMOUNT	WENK, DANIEL N.	ES	0025	PARK MANAGER (SUPERINTENDENT)	YELLOWSTONE PARK,WYOMING	50	CAREER (SES PERM)	02/27/11	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 4	DOHNER, CYNTHIA	ES	0480	REGIONAL DIRECTOR - ATLANTA	ATLANTA,GEORGIA	50	CAREER (SES PERM)	10/21/12	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	FORD, JEROME E.	ES	0480	FISH & WILDLIFE ADMINISTRATOR	BAILEYS CROSSROADS,VIRGI	50	CAREER (SES PERM)	11/03/13	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	FRAZER, GARY D.	ES	0480	ASSISTANTT DIRECTOR - ENDANGERED SPECIES	WASHINGTON,DC	50	CAREER (SES PERM)	11/03/13	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	GUERTIN, STEPHEN D.	ES	0480	DEPUTY DIRECTOR (PROG. MGMT. & PLCY)	ARLINGTON,VIRGINIA	50	CAREER (SES PERM)	11/04/12	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	HOSKINS, DAVID WILLIAM	ES	0480	ASSISTANT DIRECTOR-FISHERIES & HABITAT CONSERVATION	WASHINGTON,DC	50	CAREER (SES PERM)	11/03/13	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	KURTH, JAMES W.	ES	0480	DEPUTY DIRECTOR (OPERATIONS)	WASHINGTON,DC	50	CAREER (SES PERM)	01/11/15	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	MARTINEZ, CYNTHIA T	ES	0480	ASSISTANT DIRECTOR-NATIONAL WLDLFE REFUGE MANAGER	WASHINGTON,DC	50	CAREER (SES PERM)	05/11/15	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 3	MELIUS, THOMAS O	ES	0480	REGIONAL DIRECTOR - TWIN CITIES	MINNEAPOLIS,MINNESOT A	50	CAREER (SES PERM)	09/23/12	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	RAUCH, PAUL A.	ES	0340	ASSISTANT DIRECTOR-WLDLFE & SPORT FISH RESTOR PROGRAM	WASHINGTON,DC	50	CAREER (SES PERM)	09/04/16	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	SHEEHAN, DENISE E.	ES	0341	ASSISTANT DIRECTOR-BUDGET, PLANNING & HUMAN RESOURCES	BAILEYS CROSSROADS,VIRGI	50	CAREER (SES PERM)	11/03/13	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 7	SIEKANIEC, GREGORY EUGENE	ES	0480	REGIONAL DIRECTOR - ANCHORAGE	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	08/01/16	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	SLACK, JAMES J.	ES	0340	DIRECTOR, NATIONAL CONSERVATION TRAINING CENTER	SHEPHERDSTOWN,WEST VIRGI	50	CAREER (SES PERM)	11/17/13	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 8	SOUZA, PAUL	ES	0480	REGIONAL DIRECTOR, SACRAMENTO, CA	SACRAMENTO,CALIFORNI A	50	CAREER (SES PERM)	08/07/16	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 1	THORSON, ROBYN	ES	0480	REGIONAL DIRECTOR-PORTLAND	PORTLAND,OREGON	50	CAREER (SES PERM)	03/23/14	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 2	TUGGLE, BENJAMIN N.	ES	0480	REGIONAL DIRECTOR, ALBUQUERQUE	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	03/09/15	

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FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	VELASCO, JANINE M.	ES	0341	ASSISTANT DIRECTOR - BUSINESS MANAGEMENT & OEPRATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	WAINMAN, BARBARA W.	ES	0340	ASSISTANT DIRECTOR - EXTERNAL AFFAIRS	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 6	WALSH, NOREEN E.	ES	0480	REGIONAL DIRECTOR - DENVER	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	11/29/12	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 5	WEBER, WENDI	ES	0480	FISH & WILDLIFE ADMINISTRATOR	HADLEY,MASSACHUSETTS	50	CAREER (SES PERM)	09/23/12	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	ALLEN, MATTHEW R	ES	0340	ASSISTANT DIRECTOR, COMMUNICATION & PUBLIC RELATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	10/16/16	10/16/17
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	BAIL, KRISTIN MARA	ES	0340	ASSISTANT DIRECTOR, RESOURCES & PLANNING	WASHINGTON,DC	50	CAREER (SES PERM)	08/07/16	
BUREAU OF LAND MANAGEMENT	NOC	CANTOR, HOWARD M	ES	0340	DIRECTOR, NATIONAL OPERATIONS CENTER	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	01/08/17	
BUREAU OF LAND MANAGEMENT	OREGON STATE OFFICE	CONNELL, JAMIE E.	ES	0340	STATE DIRECTOR	PORTLAND,OREGON	50	CAREER (SES PERM)	02/10/17	
BUREAU OF LAND MANAGEMENT	ALASKA STATE OFFICE	CRIBLEY, BUD C	ES	0340	STATE DIRECTOR	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	11/07/10	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	HANNA, JEANETTE D.	ES	0301	SENIOR ADVISOR FOR TRIBAL ENERGY DEVEVELOPMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	HUDSON, JODY LEE	ES	0340	ASSISTANT DIRECTOR, HUMAN CAPITAL MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	01/15/17	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	LAURO, SALVATORE R.	ES	1811	SENIOR ADVISOR TO THE DIRECTOR, LAW ENFORCEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
BUREAU OF LAND MANAGEMENT	NEW MEXICO STATE OFFICE	LUEDERS, AMY L.	ES	0340	STATE DIRECTOR	SANTA FE,NEW MEXICO	50	CAREER (SES PERM)	11/29/15	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	MCALEAR, CHRISTOPHER J	ES	0340	ASSISTANT DIRECTOR, NATIONAL LANDSCAPE CONSERVATION SYSTEM AND COMMUNITY PARTNERSHIPS	WASHINGTON,DC	50	CAREER (SES PERM)	02/10/17	02/10/18
BUREAU OF LAND MANAGEMENT	EASTERN STATES OFFICE	MOURITSEN, KAREN E.	ES	0340	STATE DIRECTOR	WASHINGTON,DC	50	CAREER (SES PERM)	05/29/16	
BUREAU OF LAND MANAGEMENT	IDAHO STATE OFFICE	MURPHY, TIMOTHY M.	ES	0340	STATE DIRECTOR	BOISE,IDAHO	50	CAREER (SES PERM)	09/07/14	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	NEDD, MICHAEL D.	ES	0340	ASSISTANT DIRECTOR, MINERALS, REALTY AND RESOURCE PROTECTION	WASHINGTON,DC	50	CAREER (SES PERM)	09/14/08	
BUREAU OF LAND MANAGEMENT	CALIFORNIA STATE OFFICE	PEREZ, JEROME E	ES	0340	STATE DIRECTOR	SACRAMENTO,CALIFORNI A	50	CAREER (SES PERM)	01/10/16	
BUREAU OF LAND MANAGEMENT	UTAH STATE OFFICE	ROBERSON, EDWIN L	ES	0340	STATE DIRECTOR	SALT LAKE CITY,UTAH	50	CAREER (SES PERM)	10/02/16	
BUREAU OF LAND MANAGEMENT	WYOMING STATE OFFICE	RUGWELL, MARY J.	ES	0340	STATE DIRECTOR	CHEYENNE,WYOMING	50	CAREER (SES PERM)	04/17/16	
BUREAU OF LAND MANAGEMENT	NEVADA STATE OFFICE	RUHS, JOHN F	ES	0340	STATE DIRECTOR	RENO,NEVADA	50	CAREER (SES PERM)	11/29/15	
BUREAU OF LAND MANAGEMENT	ARIZONA STATE OFFICE	SUAZO, RAYMOND	ES	0340	STATE DIRECTOR	PHOENIX,ARIZONA	50	CAREER (SES PERM)	01/01/12	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	WOODY, WILLIAM C.	ES	1811	DIRECTOR, LAW ENFORCEMENT AND SECURITY	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	BERRY, DAVID A	ES	0340	REGIONAL DIRECTOR-WESTERN REGION	DENVER,COLORADO	50	CAREER (SES PERM)	03/08/15	

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OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	CLAYBORNE, ALFRED L	ES	0340	REGIONAL DIRECTOR-MID-CONTINENT REGION	ALTON,ILLINOIS	50	CAREER (SES PERM)	02/19/17	02/19/18
OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	OWENS, GLENDA HUDSON	ES	0340	DEPUTY DIRECTOR - OSM	WASHINGTON,DC	50	CAREER (SES PERM)	01/14/01	
OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	RIDEOUT, STERLING J. JR	ES	0340	ASST DIRECTOR-PROGRAM SUPPORT	WASHINGTON,DC	50	CAREER (SES PERM)	10/03/04	
OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	SHOPE, THOMAS D.	ES	0340	REGIONAL DIRECTOR-APPALACHIAN REGION	GREEN TREE,PENNSYLVANIA	50	CAREER (SES PERM)	10/14/07	
OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	WORONKA, THEODORE	ES	0340	ASSISTANT DIRECTOR FOR FINANCE AND ADMINISTRATION	WASHINGTON,DC	50	CAREER (SES PERM)	04/04/04	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	BSEE GOM REG DIR	HERBST, LARS T.	ES	0340	GULF OF MEXICO REGIONAL DIRECTOR	JEFFERSON,LOUISIANA	50	CAREER (SES PERM)	10/09/11	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	ASSOC DIR FOR ADMIN	MABRY, SCOTT L.	ES	0340	ASSOC DIR FOR ADMINISTRATION	WASHINGTON,DC	50	CAREER (SES PERM)	11/04/12	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	OFFSHORE REG PROG	MORRIS, DOUGLAS W.	ES	0340	REGULATORY PROGRAMS CHIEF	WASHINGTON,DC	50	CAREER (SES PERM)	11/06/11	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	BSEE DIRECTOR	SCHNEIDER, MARGARET N.	ES	0340	DEPUTY DIRECTOR	WASHINGTON,DC	50	CAREER (SES PERM)	01/01/12	
BUREAU OF OCEAN ENERGY MANAGEMENT	BOEM DIRECTOR	ANDERSON, JAMES G.	ES	0340	PROGRAM MANAGER, OFFICE OF BUDGET AND	WASHINGTON,DC	50	CAREER (SES PERM)	02/10/17	02/10/18
BUREAU OF OCEAN ENERGY MANAGEMENT	OFC OF ENVIRON PROG	BROWN, WILLIAM Y	ES	0340	CHIEF ENVIRONMENTAL OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	11/17/13	
BUREAU OF OCEAN ENERGY MANAGEMENT	BOEM GOM REG DIR	CELATA, MICHAEL A.	ES	0340	GULF OF MEXICO REGIONAL DIRECTOR	JEFFERSON,LOUISIANA	50	CAREER (SES PERM)	11/15/15	
BUREAU OF OCEAN ENERGY MANAGEMENT	BOEM DIRECTOR	CRUICKSHANK, WALTER D.	ES	0340	DEPUTY DIRECTOR	WASHINGTON,DC	50	CAREER (SES PERM)	10/09/11	
BUREAU OF OCEAN ENERGY MANAGEMENT	BOEM AOCs REG DIR	KENDALL, JAMES J. JR.	ES	0340	ALASKA REGIONAL DIRECTOR	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	10/09/11	
BUREAU OF OCEAN ENERGY MANAGEMENT	OFC OF STRATEGIC RES	ORR, L. RENEE	ES	0340	STRATEGIC RESOURCES CHIEF	WASHINGTON,DC	50	CAREER (SES PERM)	10/09/11	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	LILLIE, JULIETTE ANNE FAL	ES	0301	DIRECTOR, OFFICE OF THE EXECUTIVE SECRETARIAT AND RGULATORY AFFAIRS	WASHINGTON,DC	50	CAREER (SES PERM)	08/07/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	SALOTTI, CHRISTOPHER P.	ES	0905	LEGISLATIVE COUNSEL	WASHINGTON,DC	50	CAREER (SES PERM)	01/18/09	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY-INSULAR AREAS	PULA, NIKOLAO IULI	ES	0301	DIRECTOR, OFFICE OF INSULAR AFFAIRS	WASHINGTON,DC	50	CAREER (SES PERM)	03/28/10	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY-LAND & MIN	CARDINALE, RICHARD T.	ES	0301	SENIOR POLICY PROGRAM MANAGER	WASHINGTON,DC	50	CAREER (SES PERM)	10/18/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SECY FISH,WILDL	BLANCHARD, MARY JOSIE	ES	0340	DIRECTOR, GULF OD MEXICO RESTORATION	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SECY FISH,WILDL	ESTENOZ, SHANNON A.	ES	0340	DIRECTOR, EVERGLADES RESTORATION INITIATIVES/EXECUTIVE DIRECTOR, SOUTH FLORIDA ECOSYSTEM RESTORATION TASK FORCE	MIAMI,FLORIDA	50	CAREER (SES PERM)	08/24/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	ANDREW, JONATHAN M.	ES	0301	INTERAGENCY BORDERLAND COORDINATOR	SARASOTA,FLORIDA	50	CAREER (SES PERM)	07/17/11	

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OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	ARAGON, JOSE RAMON	ES	0301	SENIOR ADVISOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	ARROYO, BRYAN	ES	0340	DEPUTY DIRECTOR, OFFICE OF ENVIRONMENTAL POLICY AND COMPLIANCE	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BAGLEY, TAMMY L.	ES	0340	ASSOCIATE DIRECTOR, FACILITY AND PROPERTY MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	01/22/17	01/22/18
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BATHRICK, MARK L.	ES	0340	DIRECTOR, OFFICE OF AVIATION SERVICES	BOISE,IDAHO	50	CAREER (SES PERM)	02/24/13	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BECK, RICHARD T.	ES	0340	DIRECTOR, OFFICE OF PLANNING & PERFORMANCE MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	01/17/10	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BRANUM, LISA A.	ES	0089	DIRECTOR, OFFICE OF EMERGENCY MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	08/09/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BUCKNER, SHAWN M	ES	0340	DEPUTY DIRECTOR-OFFICE OF POLICY ANALYSIS	WASHINGTON,DC	50	CAREER (SES PERM)	09/04/16	09/04/17
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BURDEN, JOHN W.	ES	0340	CHIEF DIVERSITY OFFICER/DIRECTOR, OFFICE OF CIVIL RIGHTS	WASHINGTON,DC	50	CAREER (SES PERM)	06/15/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BURNS, SYLVIA W.	ES	2210	CHIEF INFORMATION OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	08/24/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	CRUZAN, DARREN A.	ES	1811	DIRECTOR, OFFICE OF LAW ENFORCEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	DAVIS, MARK H	ES	0340	DIRECTOR, BUSINESS SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	10/02/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	DOWNES, BRUCE M	ES	2210	DEPUTY CHIEF INFORMATION OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	03/06/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	FERRITER, OLIVIA B.	ES	0501	DEPUTY ASSISTANT SECRETARY - BUDGET, FINANCE, PERFORMANCE AND ACQUISITION	WASHINGTON,DC	50	CAREER (SES PERM)	11/30/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	FLANAGAN, DENISE A.	ES	0560	DIRECTOR, OFFICE OF BUDGET	WASHINGTON,DC	50	CAREER (SES PERM)	01/31/10	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	FREIHAGE, JASON E.	ES	0560	CHIEF, DIVISION OF BUDGET & PROGRAM REVIEW	WASHINGTON,DC	50	CAREER (SES PERM)	10/05/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	GLENN, DOUGLAS A	ES	0505	DIRECTOR, OFFICE OF FINANCIAL MANAGEMENT & DEPUTY CHIEF FINANCIAL OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	05/08/11	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	GLOMB, STEPHEN J.	ES	0340	DIRECTOR, OFFICE OF RESTORATION AND DAMAGE ASSESSMENT	WASHINGTON,DC	50	CAREER (SES PERM)	06/19/11	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	GOKLANY, INDUR M.	ES	0301	SENIOR ADVISOR	WASHINGTON,DC	50	CAREER (SES PERM)	07/29/12	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	GONZALEZ, MARIA E	ES	0340	DEPUTY ASSISTANT SECRETARY-TECHNOLOGY, INFORMATION AND BUSINESS SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	02/28/16	

**Current SES Roster  
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Bur Or Ofc Desc	Sub Bur Desc	Name Compressed	Pay Plan	Occ Ser	Position Title Opm	Location	Type Of Appt	Type Of Appointment Desc	Date Entered Current Position	SES Probationary Period Ends
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	HUMBERT, HARRY L	ES	0340	DEPUTY ASSISTANT SECRETARY-PUBLIC SAFETY, RESOURCE PROTECTION AND EMERGENCY SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	01/10/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	HUNTER, TERESA R	ES	0505	DEPUTY DIRECTOR, OFFICE OF FINANCIAL MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	11/03/13	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	LIMON, RAYMOND A	ES	0201	DEPUTY CHIEF HUMAN CAPITAL OFFICER/DIRECTOR, OFFICE OF HUMAN RESOURCES	WASHINGTON,DC	50	CAREER (SES PERM)	08/09/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	MOSS, ADRIANNE L.	ES	0560	DEPUTY DIRECTOR, OFFICE OF BUDGET	WASHINGTON,DC	50	CAREER (SES PERM)	02/01/09	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	NASSAR, JOSEPH W	ES	0340	DIRECTOR, OFFICE OF FACILITIES MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	11/29/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	NOBLE, MICHAELA E	ES	0340	DIRECTOR, OFFICE OF ENVIRONMENTAL POLICY AND COMPLIANCE	WASHINGTON,DC	50	CAREER (SES PERM)	07/24/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	OLSEN, MEGAN C.	ES	1102	DIRECTOR, OFFICE OF ACQUISITION AND PROPERTY MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	PIERRE-LOUIS, ALESIA J.	ES	0340	CHIEF LEARNING OFFICER/DIRECTOR, OFFICE OF STRATEGIC EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT	WASHINGTON,DC	50	CAREER (SES PERM)	05/31/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	PLETCHER, MARY F.	ES	0340	DEPUTY ASSISTANT SECRETARY - HUMAN CAPITAL AND DIVERSITY	WASHINGTON,DC	50	CAREER (SES PERM)	12/15/13	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	QUINLAN, MARTIN J.	ES	0340	DIRECTOR, BUSINESS INTEGRATION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	05/01/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	RICE, BRYAN C	ES	0340	DIRECTOR,OFFICE OF WILDLAND FIRE	WASHINGTON,DC	50	CAREER (SES PERM)	05/01/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	ROSS, JOHN W	ES	0340	DIRECTOR, OFFICE OF VALUATION SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	02/27/11	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	SIMMONS, SHAYLA F.	ES	0905	DIRECTOR, OFFICE OF HEARINGS AND APPEALS	ARLINGTON,VIRGINIA	50	CAREER (SES PERM)	08/09/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	WAYSON, THOMAS C.	ES	0560	CHIEF, BUDGET ADMINISTRATION AND DEPARTMENTAL MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/26/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	BURCH, MELVIN E.	ES	0340	REGIONAL FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	03/07/04	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	CRAFF, ROBERT C.	ES	0340	REGIONAL FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	11/03/13	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	DUMONTIER, DEBRA L.	ES	0340	DEPUTY SPECIAL TRUSTEE FOR BUSINESS MANAGEMENT	ARLEE,MONTANA	50	CAREER (SES PERM)	01/08/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	GIDNER, JEROLD L.	ES	0340	PRINCIPAL DEPUTY SPECIAL TRUSTEE	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	LAKE, TIMOTHY CHARLES	ES	0340	REGIONAL FIDUCIARY TRUST ADMINISTRATOR	ABERDEEN,SOUTH DAKOTA	50	CAREER (SES PERM)	08/07/16	

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Bur Or Ofc Desc	Sub Bur Desc	Name Compressed	Pay Plan	Occ Ser	Position Title Opm	Location	Type Of Appt	Type Of Appointment Desc	Date Entered Current Position	SES Probationary Period Ends
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	REYNOLDS, THOMAS G.	ES	0340	REGIONAL FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	05/24/04	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	RIGGS, HELEN	ES	0340	DEPUTY SPECIAL TRUSTEE-TRUST SERVICES	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	08/20/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	WHITE, JOHN ETHAN	ES	0340	DEPUTY SPECIAL TRUSTEE FOR PROGRAM MANAGEMENT	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	12/02/12	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	WILLIAMS, MARGARET C.	ES	0340	REGIONAL FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	11/03/13	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	CLEMENT, JOEL P.	ES	0301	SENIOR PROGRAM ADVISOR	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	DAVIS, KIMBRA G	ES	0340	PROGRAM DIRECTOR FOR FINANCIAL AND PRODUCTION MANAGEMENT	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	04/17/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	GOULD, GREGORY J.	ES	0340	DIRECTOR, OFFICE OF NATURAL RESOURCES REVENUE	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	10/10/10	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	MEHLHOFF, JOHN J.	ES	0340	PROGRAM DIRECTOR, COORDINATION, ENFORCEMENT, VALUATION AND APPEALS	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	02/09/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	STEWART, JAMES D.	ES	0340	DEPUTY DIRECTOR, OFFICE OF NATURAL RESOURCES REVENUE	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	09/06/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	TYLER, PAUL GRAHAM	ES	0340	PROGRAM DIRECTOR FOR AUDIT & COMPLIANCE MANAGEMENT	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	12/13/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	BEALL, JAMES W	ES	0340	ASSOCIATE DIRECTOR, ENTERPRISE MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	10/16/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	EDSALL, DONNA LYNN	ES	0505	ASSOCIATE DIRECTOR, FINANCIAL MANAGEMENT DIRECTORATE	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	10/19/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	HOLMES, TROY EDWARD	ES	0340	PROGRAM MANAGER FOR DEPARTMENT OF HOMELAND SECURITY FINANCIAL SYSTEMS MODERNIZATION	WASHINGTON,DC	50	CAREER (SES PERM)	09/04/16	09/04/17
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	ONEILL, KEITH JAMES	ES	1102	ASSOCIATE DIRECTOR FOR ACQUISITION SERVICES	HERNDON,VIRGINIA	50	CAREER (SES PERM)	08/12/12	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	SINGER, MICHELE F.	ES	0340	DIRECTOR, INTERIOR BUSINESS CENTER	KINGS,NEW YORK	50	CAREER (SES PERM)	11/27/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	WILLIAMS, LC	ES	0340	ASSOCIATE DIRECTOR, HUMAN RESOURCES DIRECTORATE	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	01/31/10	
OFFICE OF THE SOLICITOR	DIV LAND RESOURCES	BROWN, LAURA B.	ES	0905	ASSOCIATE SOLICITOR-LAND RESOURCES	WASHINGTON,DC	50	CAREER (SES PERM)	01/04/09	
OFFICE OF THE SOLICITOR	SOUTHEAST REGION	CLARK, HORACE G.	ES	0905	REGIONAL SOLICITOR	ATLANTA,GEORGIA	50	CAREER (SES PERM)	03/28/02	
OFFICE OF THE SOLICITOR	ALASKA REGION	DARNELL, JOSEPH D.	ES	0905	REGIONAL SOLICITOR	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	02/10/13	
OFFICE OF THE SOLICITOR	IMMED OFC OF SOLICITOR	HAUGRUD, KEVIN JACK	ES	0905	DEPUTY SOLICITOR	WASHINGTON,DC	50	CAREER (SES PERM)	11/07/10	
OFFICE OF THE SOLICITOR	DIV MINERAL RESOURCES	HAWBECKER, KAREN S.	ES	0905	ASSOCIATE SOLICITOR-MINERAL RESOURCES	WASHINGTON,DC	50	CAREER (SES PERM)	01/16/11	
OFFICE OF THE SOLICITOR	PACIFIC SOUTHWEST REG	JOSEPHSON, CLEMENTINE	ES	0905	REGIONAL SOLICITOR	SACRAMENTO,CALIFORNI A	50	CAREER (SES PERM)	12/28/14	

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OFFICE OF THE SOLICITOR	IMMED OFC OF SOLICITOR	KEABLE, EDWARD T.	ES	0905	DEPUTY SOLICITOR	WASHINGTON,DC	50	CAREER (SES PERM)	03/25/12	
OFFICE OF THE SOLICITOR	IMMED OFC OF SOLICITOR	LOFTIN, MELINDA J.	ES	0905	DESIGNATED AGENCY ETHICS OFFICIAL	WASHINGTON,DC	50	CAREER (SES PERM)	10/01/06	
OFFICE OF THE SOLICITOR	ROCKY MOUNTAIN REGION	MCKEOWN, MATTHEW J.	ES	0905	REGIONAL SOLICITOR	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	01/12/09	
OFFICE OF THE SOLICITOR	PACIFIC NORTHWEST REG	PETERSON, PENNY LYNN	ES	0905	REGIONAL SOLICITOR	PORTLAND,OREGON	50	CAREER (SES PERM)	07/06/97	
OFFICE OF THE SOLICITOR	DIV PARKS & WILDLIFE	ROMANIK, PEG A.	ES	0905	ASSOCIATE SOLICITOR-PARKS & WILDLIFE	WASHINGTON,DC	50	CAREER (SES PERM)	07/02/17	
OFFICE OF THE SOLICITOR	DIV OF WATER RESOURCES	SAXE, KEITH E	ES	0905	ASSOCIATE SOLICITOR - WATER RESOURCES	WASHINGTON,DC	50	CAREER (SES PERM)	03/06/16	
OFFICE OF THE SOLICITOR	DIV OF INDIAN AFFAIRS	SHEPARD, ERIC N.	ES	0905	ASSOCIATE SOLICITOR - INDIAN AFFAIRS	WASHINGTON,DC	50	CAREER (SES PERM)	08/30/15	
OFFICE OF THE SOLICITOR	DIV OF ADMINISTRATION	SMITH, MARC ALAN	ES	0905	ASSOCIATE SOLICITOR FOR ADMINISTRATION	WASHINGTON,DC	50	CAREER (SES PERM)	01/24/16	
OFFICE OF THE SOLICITOR	INTERMOUNTAIN REGION	STEIGER, JOHN W.	ES	0905	REGIONAL SOLICITOR-INTERMOUNTAIN	SALT LAKE CITY,UTAH	50	CAREER (SES PERM)	02/21/16	
OFFICE OF THE SOLICITOR	DIVISION OF GENERAL LAW	TUCKER, KAPRICE LYNCH	ES	0905	ASSOCIATE SOLICITOR FOR GENERAL LAW	WASHINGTON,DC	50	CAREER (SES PERM)	01/15/17	
OFFICE OF THE SOLICITOR	SOUTHWEST REGION	WENGER, LANCE C.	ES	0905	REGIONAL SOLICITOR-SOUTHWEST	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	02/24/16	
OFFICE OF THE INSPECTOR GENERAL	ASST. IG FOR MANAGEMENT	ANDERSON, RODERICK M.	ES	0301	ASSISTANT INSPECTOR GENERAL	HERNDON,VIRGINIA	50	CAREER (SES PERM)	11/21/10	
OFFICE OF THE INSPECTOR GENERAL	OIG IMMEDIATE OFFICE	DELAPLAINE, L. BRUCE	ES	0905	GENERAL COUNSEL	WASHINGTON,DC	50	CAREER (SES PERM)	10/01/12	
OFFICE OF THE INSPECTOR GENERAL	ASST IG, INVES	ELLIOTT, MATTHEW T	ES	1811	ASSISTANT INSPECTOR GENERAL FOR INVESTIGATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	11/15/15	
OFFICE OF THE INSPECTOR GENERAL	OIG IMMEDIATE OFFICE	HARDGROVE, STEPHEN A.	ES	0301	CHIEF OF STAFF	WASHINGTON,DC	50	CAREER (SES PERM)	05/10/09	
OFFICE OF THE INSPECTOR GENERAL	OIG IMMEDIATE OFFICE	KENDALL, MARY L.	ES	0905	DEPUTY INSPECTOR GENERAL	WASHINGTON,DC	50	CAREER (SES PERM)	10/01/11	
OFFICE OF THE INSPECTOR GENERAL	ASST IG FOR AUDITS, I&E	MCGOVERN, KIMBERLY ELMORE	ES	0511	ASSISTANT INSPECTOR GENERAL FOR AUDITS INSPEC. & EVAL.	WASHINGTON,DC	50	CAREER (SES PERM)	12/07/08	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	CASON, JAMES E	ES	0301	ASSOCIATE DEPUTY SECRETARY	WASHINGTON,DC	55	NONCAREER (SES PERM)	05/14/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	DEVITO, VINCENT NMN	ES	0301	COUNSELOR FOR ENERGY POLICY	WASHINGTON,DC	55	NONCAREER (SES PERM)	04/26/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	HOMMEL, SCOTT C	ES	0301	CHIEF OF STAFF	WASHINGTON,DC	55	NONCAREER (SES PERM)	03/19/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	MAGALLANES, DOWNEY P	ES	0301	SENIOR ADVISOR AND COUNSELOR	WASHINGTON,DC	55	NONCAREER (SES PERM)	05/28/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	MIHALIC, DAVID A	ES	0301	SENIOR ADVISOR TO THE SECRETARY	WASHINGTON,DC	55	NONCAREER (SES PERM)	04/24/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	RIGAS, LAURA C K	ES	0301	DIRECTPR, OFFICE OF COMMUNICATIONS	WASHINGTON,DC	55	NONCAREER (SES PERM)	04/16/17	

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OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	WILLENS, TODD D	ES	0301	ASSISTANT DEPUTY SECRETARY	WASHINGTON,DC	55	NONCAREER (SES PERM)	07/05/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY-WATER & SCI	TRAVNICEK, ANDREA J	ES	0301	DEPUTY ASSISTANT SECRETARY - WATER AND SCIENCE	WASHINGTON,DC	55	NONCAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SECY FISH,WILDL	SKIPWITH, AURELIA NMN	ES	0301	DEPUTY ASSISTANT SECRETARY - FISH AND WILDLIFE AND PARKS	WASHINGTON,DC	55	NONCAREER (SES PERM)	04/19/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	CLARKSON, GAVIN S	ES	0301	DEPUTY ASSISTANT SECRETARY - INDIAN AFFAIRS	WASHINGTON,DC	55	NONCAREER (SES PERM)	06/11/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	CAMERON, SCOTT J	ES	0301	PRINCIPAL DEPUTY ASSISTANT SECRETARY	WASHINGTON,DC	55	NONCAREER (SES PERM)	05/14/17	
BUREAU OF RECLAMATION	WASHINGTON DC	MIKKELSEN, ALAN WAYNE	ES	0301	DEPUTY COMMISSIONER	WASHINGTON,DC	55	NONCAREER (SES PERM)	04/16/17	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	SHEEHAN, GREGORY JOHN	ES	0301	PRINCIPAL DEPUTY DIRECTOR, US FISH AND WILDLIFE SERVICE	WASHINGTON,DC	55	NONCAREER (SES PERM)	06/18/17	
OFFICE OF THE SOLICITOR	IMMED OFC OF SOLICITOR	GOEKEN, RICHARD WILLIAM	ES	0905	DEPUTY SOLICITOR FOR PARKS & WILDLIFE	WASHINGTON,DC	55	NONCAREER (SES PERM)	07/23/17	
OFFICE OF THE SOLICITOR	IMMED OFC OF SOLICITOR	JORJANI, DANIEL H	ES	0905	PRINCIPAL DEPUTY SOLICITOR	WASHINGTON,DC	55	NONCAREER (SES PERM)	05/14/17	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	BSEE DIRECTOR	ANGELLE, SCOTT A	ES	0301	DIRECTOR, BUREAU OF SAFETY & ENVIRONMENTAL ENFORCEMENT	WASHINGTON,DC	55	NONCAREER (SES PERM)	05/24/17	
GEOLOGICAL SURVEY	DIRECTORS OFFICE	NOWAKOWSKI, JUDY JENNIFER	ES	0301	SENIOR ADVISOR TO THE DIRECTOR	RESTON,VIRGINIA	60	LIMITED TERM (SES NONPERM)	01/08/17	

Bureau	Upcoming/Known Vacancies	Duty Station	Previous Incumbent	Date Vacated	NOTES
NPS	Associate Director for Interpretation and Education	Washington, DC	Julia Washburn	1/16/2017	
NPS	Superintendent, Golden Gate National Recreation Area	San Francisco, CA	Christine Lehnertz	8/20/2016	Currently advertised; announcement closes 08/30/17.
NPS	Superintendent, Yosemite National Park	Yosemite Park, CA	Don Neubacher	10/20/2016	Currently advertised; announcement closes 08/31/17.
NPS	Superintendent, National Mall and Memorial Parks (pending reassignment effective 09/03/17)	Washington, DC	Gay Vietzke	9/3/2017	
NPS	Associate Director, Cultural Resources	Washington, DC	Stephanie Toothman	6/3/2017	
FWS	Associate Chief Information Officer	Baileys Crossroads, VA	New Position	NA	
FWS	Chief, Office of Law Enforcement	Washington, DC	William Woody	7/9/2017	
FWS	Regional Director, Atlanta (pending retirement effective 09/30/17)	Atlanta, GA	Cynthia Dohner	9/30/2017	Current incumbent expected to retire on 09/30/17.
FWS	Assistant Director - International Affairs	Baileys Crossroads, VA	Bryan Arroyo	7/9/2017	
SOL	Regional Solicitor, Northeast	Washington, DC	Peg Romanik	7/9/2017	
SOL	Regional Solicitor, Alaska (pending retirement effective 12/31/17)	Anchorage, AK	Joseph Darnell	12/31/2017	Current incumbent expected to retire in December 2017.
BLM	Deputy Director for Operations	Washington, DC	Steve Ellis	11/26/2016	
BLM	State Director – Montana/Dakotas	Billings, Montana	Jaime Connell	2/9/2017	
BLM	State Director - Alaska (pending reassignment effective 09/03/17)	Anchorage, AK	Bud Cribley	9/3/2017	
BLM	State Director - New Mexico (pending reassignment effective 09/03/17)	Santa Fe, NM	Amy Lueders	9/3/2017	
BLM	State Director - Colorado	Denver, CO	Ruth Welch	7/9/2017	
BLM	Assistant Director – Fire and Aviation	Boise, Idaho	Ron Dunton	5/13/2017	
BLM	Assistant Director, Business, Fiscal and Information Resources Management	Washington, DC	Janine Velasco	7/9/2017	
PMB	Director, Office of Policy Analysis	Washington, DC	Joel Clement	7/9/2017	
PMB	Deputy Director – Office of Acquisition and Property Management	Washington, DC	James McCaffery	11/30/2016	
PMB	Director, Office of Small and Disadvantaged Business Utilization	Washington, DC	Megan Olsen	7/9/2017	
ASIA	Deputy Assistant Secretary – Management	Washington, DC	Tommy Thompson	12/31/2015	
BIA	Director, Bureau of Indian Affairs (pending reassignment effective 09/03/17)	Washington, DC	Bruce Loudermilk	9/3/2017	
BIA	Deputy Director – Justice Services	Washington, DC	Darren Cruzan	1/7/2017	
BIA	Regional Director – Midwest	Minneapolis, MN	Diane Rosen	9/30/2016	
BIA	Regional Director – Alaska	Anchorage, AK	Bruce Loudermilk	11/1/2016	
BIA	Regional Director - Northwest (pending retirement effective 12/31/17)	Portland, OR	Stanley Speaks	12/31/2017	Current incumbent expected to retire in December 2017.
BIA	Regional Director - Southern Plains	Anadarko, OK	Daniel Deerinwater	8/20/2017	
BIE	Associate Director – BIE Operated Schools	Albuquerque, NM	Tony Dearman	10/29/2016	
BIE	Chief Academic Officer	Washington, DC	New Position	NA	
USGS	Associate Director for Climate and Land Use Change	Reston, VA	Virginia Burkett	7/9/2017	
		<b>Total SES Slots</b>		<b>284</b>	
		Total Non Career Slots		44	
		Non-career onboard		16	
		Non-career approved		3	
		Non-career to be allocated		25	
		<b>Total Career SES Slots</b>		<b>240</b>	
		Career SES onboard		212	
		<b>Total available SES slots</b>		<b>28</b>	
		Expected SES departures		4	Dohner, Andrew, Speaks, Lauro
		<b>Remaining SES slots</b>		<b>32</b>	

**Executive Resources Board  
Roles and Responsibilities**

The Secretary of the Interior delegates the ERB general oversight responsibility for the management of the department's executive resources, which includes Senior Executive Service (SES), Senior Level (SL) and Scientific and Professional (ST) position.

**Recruitment/Staffing Management**

*Competitive and non-competitive recruitment and placement of selectees into vacant SES, SL and ST positions.*

- Approval of recruitment requests, including panel members.
- Approval of selections, including qualifications and pay setting.
- Ensuring that recruitments and selections meet merit systems principles.
- Reviews and approves other personnel requests, including reassignments, changes in duty station, and details beyond 120 days.

**Compensation Management**

*Agency process for setting and adjusting pay, as well as management of other forms of compensation.*

- Ensuring SES/SL/ST pay policies meets the needs of the Department.
- Ensuring SES/SL/ST are compensated equitably based on their level of responsibility and level of performance.
- Reviews and approves requests for relocation, recruitment and retention allowances.
- Reviews and approves requests for out-of-cycle awards (monetary and non-monetary).

**Performance Management**

*Performance management incorporates planning, monitoring, developing, evaluating, and rewarding both individual and organizational performance.*

- Ensures SES/SL/ST employees are rated in accordance with Departmental policy and is sufficient to retain OPM performance certification.
- Approve Performance Review Boards.
- Approves ratings, recognition and pay increases for SES/SL/ST employees.
- Ensures there are meaningful distinctions based on relative performance, and that the highest performers receive the highest levels of recognition and pay increases.

**SES/SL/ST Allocations**

*Management of executive resources within the levels set during the biennial allocation process.*

- Manages the pool of allocations provided to the Department from OPM.
- Approves requests for additional allocations through OPM's Biennial Allocation process.

**Presidential Rank Awards**

*The Presidential Rank Award (PRA) recognizes and rewards career Senior Executive Service (SES) members and Senior Career Employees (Senior-level (SL) and Scientific and Professional (ST)) who have demonstrated exceptional performance over an extended period of time.*

- Annually, reviews bureau/office recommendations and approves nominations to move forward for consideration.

**Presidential Management Fellows**

*The Presidential Management Fellows (PMF) Program is a highly selective, prestigious two-year training and development program designed to attract young people with exceptional management potential into government careers.*

- Review and approves PMF certifications.

**Senior Executive Service Candidate Development Program**

*The Senior Executive Service Candidate Development Program (SESCDP) is one succession management tool agencies may use to identify and prepare aspiring senior executive leaders and is designed to further develop SES candidates' competencies in each of the Executive Core Qualifications (ECQs).*

- Authorizes recruitment of new classes.
- Reviews and approves selections for the program.
- Reviews and approves Executive Development Plans.
- Reviews and approves Qualifications Review Board packages before submission to OPM.

**Executive Resources Policies**

- Reviews and approves policies governing Departmental executive resources programs.

**Chairperson/Member Role and Responsibilities**

The ERB Chairperson facilitates ERB meetings and serves as signature authority on executive resources requests for the Department. They also have the ability to delegate signature authority for routine requests (such as Presidential Management Fellow certifications, Senior Executive Service Candidate Development Program certification, etc.) or when the Chairperson is unavailable for signature.

ERB members review executive resources requests, participate in discussion related to those requests, and provide a vote in support or against requests.

**Assistant Secretary  
Role and Responsibilities**

All executive resources requests are to be reviewed by and concurred by the appropriate Assistant Secretary or equivalent official.

During the annual performance closeout process, the Assistant Secretary or equivalent official should be consulted prior to bureaus and offices submitting their ratings and recognition recommendations for review by Performance Review Boards (PRB). After the PRB review, the Assistant Secretary or equivalent official will review the PRB recommendations and provide their own recommendations for ratings and recognition.

# Performance Appraisal and Recognition Overview



# SES, SL and ST Performance

- \* Executive Resources Board is designated by the Secretary to make final decisions on SES and SL/ST pay-for-performance.
- \* Pay increases are based on performance
- \* All executives are required to have an annual performance appraisal
- \* Executives must be under a plan for 90 days in order to be rated

# SES, SL and ST Performance

- \* Annual Performance Cycle – October 1<sup>st</sup> – September 30<sup>th</sup> each year
- \* Plans are to be in place within 30 days –
  - \* Beginning of rating cycle
  - \* From date of appointment
- \* One progress review is required

# SES, SL and ST Performance Closeout

Appraisals are to be completed within 30 days of end of rating cycle

- \* Employees prepare accomplishments
- \* Rating Officials rate elements, prepare justifications, and determine overall rating
- \* Rating Officials present ratings to Executives and sign appraisal form
- \* Rating Officials determine recommendations for recognition (this is not shared with the executive)

# SES, SL and ST Performance Closeout

- \* Performance Review Board reviews ratings and recommendations for recognition
- \* Assistant Secretary reviews ratings and recommendations for recognition
- \* Executive Resources Board makes final decisions
- \* Final decisions are distributed to bureau Directors via Assistant Secretaries
- \* Recognition actions are processed typically the first pay period in January

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Date:** Monday, September 11, 2017 1:59:11 PM  
**Attachments:** [Reassignments status.pdf](#)  
[Request to Recruit Form.docx](#)  
[Revised DOI SES Performance Appraisal System Description March 2017.pdf](#)  
[Revised DOI SES Performance Appraisal Template March 2017.pdf](#)  
[SES Roster 082217 \(1\).xlsx](#)  
[Current Vacancies.pdf](#)  
[ERB Overview August 2017.docx](#)  
[Performance Appraisal & Recognition Overview.pptx](#)

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## **Michelle Oxyer**

Executive Resources Division  
Office of Human Resources  
Department of the Interior  
Phone 202-208-6943  
[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

**From:** Oxyer, Michelle  
**To:** [Pletcher, Mary](#)  
**Date:** Monday, September 11, 2017 1:40:45 PM  
**Attachments:** [Performance Review Board Overview.docx](#)  
[Performance Appraisal & Recognition Overview.pptx](#)  
[Revised DOI SES Performance Appraisal Template March 2017.pdf](#)  
[Revised DOI SES Performance Appraisal System Description March 2017.pdf](#)  
[ERB Overview August 2017.docx](#)  
[Request to Recruit Form.docx](#)  
[Request to Recruit Form Regional Solicitor Alaska.docx](#)  
[SES Roster 082217 \(1\).xlsx](#)

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## **Michelle Oxyer**

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Office of Human Resources  
Department of the Interior  
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[michelle\\_oxyer@ios.doi.gov](mailto:michelle_oxyer@ios.doi.gov)

**PENDING REASSIGNMENTS**

<b>Name</b>	<b>Effective Date</b>	<b>From Bureau/Office</b>	<b>From Position</b>	<b>From Duty Location</b>	<b>To Bureau/Office</b>	<b>To Position</b>	<b>To Duty Station</b>	<b>NOTES</b>
<b>Loudermilk, Bruce</b>	09/03/17	BIA	Director, Bureau of Indian Affairs	Washington, DC	OST	Deputy Special Trustee - Field Operations	Albuquerque, NM	
<b>Vietzke, Gay</b>	09/03/17	NPS	Superintendent, National Mall and Memorial Parks	Washington, DC	NPS	Regional Director, Northeast Region	Philadelphia, PA	
<b>Lueders, Amy</b>	09/03/17	BLM	State Director, New Mexico	Santa Fe, NM	FWS	Regional Director, Albuquerque	Albuquerque, NM	
<b>Cribley, Bud</b>	09/03/17	BLM	State Director - Alaska	Anchorage, AK	FWS	Senior Advisor for Energy	Washington, DC	<b>Will be working out of Anchorage for first 30 days.</b>
<b>Tuggle, Benjamin</b>	09/03/17	FWS	Regional Director - Albuquerque	Albuquerque, NM	FWS	Assistant Director - Science Applications	Washington, DC	<b>Will be working out of Albuquerque for 9 months</b>

**REASSIGNMENTS ON HOLD**

<b>Burckman, James</b>		ASIA	Director of Human Capital Management	Washington, DC	PMB	Director, Business Services	Washington, DC	
<b>Pierre-Louis, Alesia</b>		PMB	Director, Office of Strategic Employee and Organizational Development/Chief Learning Officer	Washington, DC	ASIA	Director, Human Capital Management	Washington, DC	



**Department of the Interior**  
**Request to Recruit for Senior Executive Service or Senior Level Positions**

<b>Position Title</b>	
<b>Pay Plan-Series</b>	
<b>Duty Station</b>	
<b>Is this a new position?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Current or Former Incumbent</b>	
<b>Brief Description of Duties:</b>	
<b>Area of Consideration</b>	<input type="checkbox"/> Federal Government Wide <input type="checkbox"/> All Sources
<b>Length of Announcement</b>	<input type="checkbox"/> 14 days <input type="checkbox"/> 30 days <input type="checkbox"/> Other: _____
<b>Announcement Format</b>	<input type="checkbox"/> Resume only <input type="checkbox"/> Narrative ECQs/Tech Quals  <input type="checkbox"/> Resume only for ECQs/Narrative for Tech Quals

<b>Primary Rating Panel Members</b>	<b>Bureau</b>	<b>Alternate Rating Panel Members</b>	<b>Bureau</b>
1.		1.	
2.		2.	
3.		3.	
<b>Will an Interview Panel be used?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Primary Interview Panel Members</b>	<b>Bureau</b>	<b>Alternate Interview Panel Members</b>	<b>Bureau</b>
1.		1.	
2.		2.	
3.		3.	

<b>Requesting Official</b>	<b>Signature</b>	<b>Date</b>
<b>Bureau/Deputy Assistant Secretary</b>		
<b>Assistant Secretary</b>		

<b>Executive Resources Board Decision</b>		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
<b>For the Executive Resources Board</b>	<b>Signature</b>	<b>Date</b>



## Senior Executive Service Performance Management System Department of the Interior

### 1. System Coverage

The Department of the Interior (hereafter referred to as the agency) Senior Executive Service (SES) performance management system applies to all career, noncareer, limited term and limited emergency Department of the Interior senior executives covered by subchapter II of chapter 43 of title 5, United States Code.

### 2. Definitions

- *Annual summary rating* means the overall rating level that an appointing authority assigns at the end of the appraisal period after considering (1) the initial summary rating, (2) any input from the executive or a higher level review, and (3) the applicable Performance Review Board's (PRB) recommendations. This is the official final rating for the appraisal period.
- *Appointing authority* means the department or agency head, or other official with authority to make appointments in the Senior Executive Service.
- *Appraisal period* means the established period of time for which a senior executive's performance will be appraised and rated.
- *Critical element* means a key component of an executive's work that contributes to organizational goals and results and is so important that unsatisfactory performance of the element would make the executive's overall job performance unsatisfactory. Critical elements may include the possession and demonstration of competencies critical to success in the position. Such elements shall be used to measure performance only at the individual level.
- *Initial summary rating* means an overall rating level the rating official derives from appraising the senior executive's performance during the appraisal period in relation to the critical elements and performance standards and requirements and forwards to the PRB.
- *Oversight official* means the agency head, or the individual specifically designated by the agency head, who provides oversight of the performance management system and issues performance appraisal guidelines.
- *Performance* means the accomplishment of the work described in the senior executive's performance plan.
- *Performance appraisal* means the review and evaluation of a senior executive's performance against critical elements and performance standards and requirements.
- *Performance management system* means the framework of policies and practices that an agency establishes under subchapter II of chapter 43 of title 5, United States Code, for planning, monitoring, developing, evaluating, and rewarding both individual and organizational performance and for using resulting performance information in making personnel decisions.
- *Performance requirement* means a description of what a senior executive must accomplish, or the competencies to be demonstrated, to be rated at a specific level of performance. Performance requirements must include quality indicators and generally include other performance measures such as quantity, timeliness, cost savings, manner of performance, or other factors.
- *Performance standard* means a normative description of a single level of performance and also provides the benchmark for developing performance requirements against which actual performance will be assessed.
- *Progress review* means a review of the senior executive's progress in meeting the performance requirements. A progress review is not a performance rating.

- *Quality indicator* means descriptive language that explains how the rating official will determine the work product is acceptable. These indicators often are expressed as smaller, verifiable accomplishments (“mini-results”) that must be completed successfully to produce the principal result identified in the performance objective.
- *Senior executive performance plan* means the written critical elements and performance requirements against which performance will be evaluated during the appraisal period by applying the established performance standards. The plan includes all critical elements, performance standards, and performance requirements, including any specific goals, targets, or other measures established for the senior executive. The performance plan template, included in this performance management system, is the senior executive performance plan.
- *Strategic planning initiatives* means agency strategic plans as required by the GPRA Modernization Act of 2010, annual performance plans, organizational work plans, and other related initiatives.

### 3. Appraisal Period

- **Appraisal Period.** Executives must be appraised at least annually on their performance against their critical elements and performance standards and requirements and an annual summary rating must be assigned for the relevant period of performance for each year (e.g., October 1 through September 30). The agency appraisal period is October 1<sup>st</sup> through September 30<sup>th</sup>.
- **Minimum Period.** The minimum period of performance that must be completed before a performance rating can be given is 90 days.
- **Adjusting Appraisal Period.** The agency may end an appraisal period at any time after the minimum appraisal period is completed, but only if the agency determines there is an adequate basis on which to appraise and rate the performance of senior executive(s) and the shortened appraisal period promotes the effectiveness of the administration of the appraisal system.
- **Transition Period.** The agency may not appraise and rate any career executive within 120 days after the beginning of a new Presidential administration.

### 4. Summary Performance Levels

- The system includes five summary performance levels:
  - Level 5 - Outstanding
  - Level 4 - Exceeds Fully Successful
  - Level 3 - Fully Successful
  - Level 2 - Minimally Satisfactory
  - Level 1 - Unsatisfactory

### 5. Planning Performance: Critical Elements

- Supervisors must develop performance plans in consultation with the senior executives and communicate the plans to them in writing, including through the use of automated systems, on or before the beginning of the appraisal period or upon appointment to a new senior executive position.
- Each senior executive performance plan shall include, as a minimum, the following critical elements and performance requirements:
  - **Critical Element 1 - Leading Change**  
Develops and implements an organizational vision that integrates key organizational and program goals, priorities, values, and other factors. Assesses and adjusts to changing situations, implementing innovative solutions to make organizational improvements, ranging from incremental improvements to major shifts in direction or approach, as appropriate. Balances change and continuity; continually strives to improve service and program performance; creates a work environment that encourages creative thinking, collaboration, and transparency; and maintains program focus, even under adversity.

○ **Critical Element 2 - Leading People**

Designs and implements strategies that maximize employee potential, connects the organization horizontally and vertically, and fosters high ethical standards in meeting the organization's vision, mission, and goals. Provides an inclusive workplace that fosters the development of others to their full potential; allows for full participation by all employees; facilitates collaboration, cooperation, and teamwork, and supports constructive resolution of conflicts. Ensures employee performance plans are aligned with the organization's mission and goals, that employees receive constructive feedback, and that employees are realistically appraised against clearly defined and communicated performance standards. Holds employees accountable for appropriate levels of performance and conduct. Seeks and considers employee input. Recruits, retains, and develops the talent needed to achieve a high quality, diverse workforce that reflects the nation, with the skills needed to accomplish organizational performance objectives while supporting workforce diversity, workplace inclusion, and equal employment policies and programs.

○ **Critical Element 3 - Business Acumen**

Assesses, analyzes, acquires, and administers human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission. Uses technology to enhance processes and decision making. Executes the operating budget; prepares budget requests with justifications; and manages resources.

○ **Critical Element 4 - Building Coalitions**

Solicits and considers feedback from internal and external stakeholders or customers. Coordinates with appropriate parties to maximize input from the widest range of appropriate stakeholders to facilitate an open exchange of opinion from diverse groups and strengthen internal and external support. Explains, advocates, and expresses facts and ideas in a convincing manner and negotiates with individuals and groups internally and externally, as appropriate. Develops a professional network with other organizations and identifies the internal and external politics that affect the work of the organization.

○ **Critical Element 5 - Results Driven**

This critical element includes specific performance results expected from the executive during the appraisal period, focusing on measurable outcomes from the strategic plan or other measurable outputs and outcomes clearly aligned to organizational goals and objectives. At a minimum, the performance plan will include performance requirements that contain measurable results and their quality indicators describing the range of performance at Level 3 for each result specified. It is recommended to also establish the threshold indicators for Levels 5 and 2. Indicators must reflect the same level of performance as the respective performance standard contained in section 6. In addition to the quality indicators, applicable measures of quantity, timeliness, and/or cost-effectiveness may be included to describe the appropriate level of outcome(s) expected.

The Results-Driven critical element must also identify clear, transparent alignment to agency strategic planning initiatives (e.g., relevant agency or organizational goals/objectives with cited page numbers from the Strategic Plan, Congressional Budget Justification/Annual Performance Plan, or other organizational planning document) in the designated section for each performance requirement in the Results Driven critical element.

- Executive performance plans must include the Governmentwide SES performance requirements in critical elements 1 through 4 as written and may include additional agency-specific performance requirements written as competencies or specific results/commitments/measurable activities associated with the critical element.

- Senior executive performance plans must include specific results focused performance requirements (e.g., outcomes and outputs) that align to agency goal(s) and objective(s) listed under the Results-Driven element. Performance requirements for the Results Driven element must include quality indicators that identify how well work must be performed and describe how the rating official will know the work is acceptable. Other measures, targets, and timelines may be included, as appropriate
- The performance requirements in the executive performance plan describe performance at the Fully Successful level, as established in the Fully Successful performance standard contained in section 6 of this document.
- Each critical element must be assigned a weight, with the total weights adding to 100 points.
  - The minimum weight that may be assigned to the Results Driven critical element is 20 points.
  - The minimum weight that may be assigned to any of the other four critical elements is 5 points.
  - No single performance element may be assigned a greater weight than the Results Driven element.

The individual Bureaus or equivalent offices will assign standard or variable weights based on the challenges anticipated for the upcoming performance cycle. The assigned weights will be reviewed annually and changes will be made as appropriate. The assigned weights must adhere to the minimum weight assignment outlined above and total 100%. Within the first 90 days of the rating cycle each year, Bureaus and offices must provide a summary to the Executive Resources Board describing how their executives will be weighted.

- The gaining organization must set performance goals and requirements for any detail or temporary assignment of 120 days or longer and appraise the performance in writing, including through an automated system. The executive's rating official will factor this appraisal into the initial summary rating.

## 6. *Planning Performance: Performance Standards for Critical Elements*

The performance standard for each critical element is specified below.

- **Level 5:** The executive demonstrates exceptional performance, fostering a climate that sustains excellence and optimizes results in the executive's organization, agency, department or Governmentwide. This represents the highest level of executive performance, as evidenced by the extraordinary impact on the achievement of the organization's mission. The executive is an inspirational leader and is considered a role model by agency leadership, peers, and employees. The executive continually contributes materially to or spearheads agency efforts that address or accomplish important agency goals, consistently achieves expectations at the highest level of quality possible, and consistently handles challenges, exceeds targets, and completes assignments ahead of schedule at every step along the way.

Performance at this level may be demonstrated in such ways as the following examples:

- Overcomes unanticipated barriers or intractable problems by developing creative solutions that address program concerns that could adversely affect the organization, agency, or Government.
- Through leadership by example, creates a work environment that fosters creative thinking and innovation; fosters core process re-engineering; and accomplishment of established organizational performance targets.
- Takes the initiative to identify new opportunities for program and policy development and implementation or seeks more opportunities to contribute to optimizing results; takes calculated risks to accomplish organizational objectives with positive results.
- Accomplishes objectives even under demands and time pressure beyond those typically found in the executive environment.
- Achieves results of significant value to the organization, agency, or Government.
- Achieves significant efficiencies or cost-savings in program delivery or in daily operational costs of the organization.

- **Level 4:** The executive demonstrates a very high level of performance beyond that required for successful performance in the executive's position and scope of responsibilities. The executive is a proven, highly effective leader who builds trust and instills confidence in agency leadership, peers, and employees. The executive consistently exceeds established performance expectations, timelines, or targets, as applicable.

Performance at this level may be demonstrated in such ways as the following:

- Advances progress significantly toward achieving one or more strategic goals.
- Demonstrates unusual resourcefulness in dealing with program operations or policy challenges.
- Achieves unexpected results that advance the goals and objectives of the organization, agency, or Government.

- **Level 3:** The executive demonstrates the high level of performance expected and the executive's actions and leadership contribute positively toward the achievement of strategic goals and meaningful results. The executive is an effective, solid, and dependable leader who delivers high-quality results based on measures of quality, quantity, efficiency, and/or effectiveness, within agreed upon timelines. The executive meets and sometimes exceeds challenging performance expectations established for the position.

Performance at this level may be demonstrated in such ways as the following:

- Seizes opportunities to address issues and effects change when needed.
- Finds solutions to serious problems and champions their adoption.
- Designs strategies leading to improvements.

- **Level 2:** The executive's contributions to the organization are acceptable in the short term but do not appreciably advance the organization towards achievement of its goals and objectives. While the executive generally meets established performance expectations, timelines and targets, there are occasional lapses that impair operations and/or cause concern from management. While showing basic ability to accomplish work through others, the executive may demonstrate limited ability to inspire subordinates to give their best efforts or to marshal those efforts effectively to address problems characteristic of the organization and its work.
- **Level 1:** In repeated instances, the executive demonstrates performance deficiencies that detract from mission goals and objectives. The executive generally is viewed as ineffectual by agency leadership, peers, or employees. The executive routinely does not meet established performance expectations/timelines/targets and fails to produce – or produces unacceptable – work products, services, or outcomes.

## 7. *Monitoring Performance*

- **Monitor and Provide Feedback.** Throughout the appraisal period, a supervisor must monitor senior executive performance in accomplishing elements and requirements and provide feedback, including advice and assistance on improving performance, when needed and encouragement and positive reinforcement as appropriate. Supervisors and senior executives should engage in frequent two-way conversations regarding progress toward meeting the critical elements in the senior executive's performance plan. Such conversations should include the following: status updates; identification of obstacles that impede progress in attaining milestones; indicators of success or needs for improvement; and a need to revise the senior executive's performance plan to account for changing objectives, priorities and any other factors affecting the senior executive's performance toward work assignments or responsibilities.
- **Progress Review.** Each senior executive must receive at least one progress review during the appraisal period. At a minimum, the executive must be informed how well he or she is performing against performance requirements.

## 8. *Rating Critical Elements*

The Rating Official will assign a rating level for critical elements 1 through 4 based on his/her judgment as to the extent the executive's performance meets the defined requirements and standards as specified in the Executive Performance Agreement and the DOI SES Performance Appraisal System. Any agency specific requirements or components added to these critical elements will not be scored separately but will be taken into consideration when assigning a rating level.

The rating official will determine a rating for the Results Driven critical element by assessing the executive's accomplishments in three to five performance requirements, which demonstrate direct linkage with the Department of the Interior Strategic Plan or other relative considerations for which the executive will be held accountable.

To determine the rating level for the Results Driven element, each individual performance requirement will be rated against the performance standard definitions in Section 6 above, and any other defined performance indicators, measures, or standards for that particular performance requirement. Rating Officials will determine the overall rating for the Results Driven element as follows:

- Outstanding – A majority of the performance requirements for the Results Driven element are rated Outstanding.
- Exceeds Fully Successful – A majority of the performance requirements for the Results Driven element are rated at least Exceeds Fully Successful with none below Fully Successful.
- Fully Successful – A majority of the performance requirements for the Results Driven element are rated at Fully Successful with none below Fully Successful.
- Minimally Satisfactory – One or more performance requirements for the Results Driven element are rated at Minimally Satisfactory with none below Minimally Satisfactory.
- Unsatisfactory – One or more performance requirements for the Results Driven element are rated at Unsatisfactory.

If the performance requirements are equally divided between Outstanding and Exceeds Fully Successful, then the overall rating will be at the Exceeds Fully Successful level. If the performance requirements are equally divided between Exceeds Fully Successful and Fully Successful, the overall rating will be at the Fully Successful level.

## 9. *Deriving the Summary Rating*

- **Critical Element Point Values.** Once the rating for each critical element is determined, the following point values will be assigned to the element ratings:
  - Level 5 = 5 points
  - Level 4 = 4 points
  - Level 3 = 3 points
  - Level 2 = 2 points
  - Level 1 = 0 points
- **Derivation Formula.** The derivation formula is calculated as follows:
  - If any critical element is rated Level 1 (Unsatisfactory), the overall summary rating is Unsatisfactory. If no critical element is rated Level 1 (Unsatisfactory), continue to the next step.
  - For each critical element, multiply the element rating level point value by the weight assigned to that element.
  - Add the results from the previous step for each of the five critical elements to come to a total score.
  - Assign the initial summary rating using the ranges below:
    - 475-500 = Level 5
    - 400-474 = Level 4

- 300-399 = Level 3
- 200-299 = Level 2
- Any critical element rated Level 1 = Level 1
- Example, with the initial summary rating determined to be Level 4 (Exceeds Fully Successful):

Critical Element	Rating Level	Weight	Score	Summary Level Range
	Initial Element Score		Initial Point Score	
1. Leading Change	4	15	4 x 15 = 60	
2. Leading People	5	15	5 x 15 = 75	
3. Business Acumen	3	15	3 x 15 = 45	
4. Building Coalitions	4	15	4 x 15 = 60	
5. Results Driven	4	40	4 x 40 = 160	
Total		100%	400	475-500 = Level 5 400-474 = Level 4 300-399 = Level 3 200-299 = Level 2 Any CE rated Level 1 = Level 1

- **Initial Summary Rating.** The rating official will develop an initial summary rating in writing, including through the use of automated systems, and share the rating with the senior executive.
- **Opportunity for Written Response.** A senior executive may respond in writing, including through the use of automated systems, to the initial summary rating.
- **Opportunity for Higher Level Review (HLR).** Upon a senior executive's request, the agency must provide an opportunity for review of the initial rating before the rating is presented to the PRB. The agency may designate who will provide HLR for its executives, except that a review may not be provided by a member of the PRB or an official who participated in determining the initial summary rating.
  - When an agency cannot provide a review by a higher-level official because no such higher-level official exists in the agency (e.g., the agency head provided the initial summary rating, the higher-level reviewer position is vacant, etc.), the agency must offer an alternative review by an official the agency deems appropriate.

An official providing HLR or an alternative review may not change the initial rating but may recommend a different rating to the PRB. Copies of findings and recommendations by the HLR official or the official performing an alternative review must be given to the senior executive, the rating official, and the PRB.

- **Forced Distribution.** A forced distribution of rating levels is prohibited.
- **Job Changes or Transfers.** When a senior executive who has completed the minimum appraisal period changes jobs or transfers to another agency, the supervisor must appraise the executive's performance in writing, including through the use of automated systems, before the executive leaves; the appraisal will be given to the executive and forwarded to the gaining agency.
- **Transferred Ratings.** When developing an initial summary rating for an executive who transfers from another agency, a supervisor must consider any applicable ratings and appraisals of the executive's performance received from the former agency.
- **Extending the Appraisal Period.** If the agency cannot prepare an executive's rating at the end of the appraisal period because the executive has not completed the minimum appraisal period or for other reasons, the agency must extend the executive's appraisal period. Once the appropriate conditions are met, the agency will then prepare the annual summary rating.
- **Annual Summary Rating.** The annual summary rating must be assigned by the appointing authority (and may not be delegated to an official who does not have authority to make SES appointments) only after considering the recommendations of the PRB. The annual summary rating must be communicated to the executive in writing, including through the use of automated systems, normally within 3 months of the end of the appraisal period.

## 10. Performance Review Boards

- **PRB.** The agency shall establish one or more PRBs to make written recommendations on each executive's annual summary rating, performance-based pay adjustment, and performance award to the appointing authority.
- **Membership.** Each PRB must have 3 or more members selected by the agency head or designee(s) in a manner that ensures consistency, stability, and objectivity in SES performance appraisal. PRB appointments must be published in the Federal Register before service begins.
- **Career Membership.** More than one-half of the PRB's members must be career appointees when considering a career appointee's appraisal, performance-based pay adjustment, or performance award.
- **Review Ratings.** The PRB must review and evaluate the initial performance appraisal and summary rating, any senior executive's response, and any higher-level official's findings and recommendations on the initial summary rating or the results of an alternative review. The PRB may conduct any additional review needed to make written recommendations to the appointing authority on annual summary ratings, performance awards, and performance-based pay adjustments for each senior executive. PRB members may not be involved in deliberations involving their own appraisals, performance-based pay adjustments, and performance awards.
- **Executive Response.** The PRB may not review an initial summary rating to which the executive has not been given the opportunity to respond in writing, including through the use of automated systems.
- **Agency/Organizational Performance.** The PRB must be provided and take into account appropriate assessments of the agency/organization's performance, as communicated by the oversight official through performance appraisal guidelines, when making recommendations.

## 11. Dealing with Poor Performance

- **Performance Actions.** The agency must: 1) reassign, transfer or remove from the Senior Executive Service a career senior executive who has been assigned a Level 1 (Unsatisfactory) final summary rating; 2) remove from the Senior Executive Service an executive who has been assigned two final summary ratings at less than Level 3 (i.e., Level 2 or a combination of Levels 2 and 1) within a three year period; and 3) remove from the Senior Executive Service an executive who receives two Level 1 (Unsatisfactory) final summary ratings within five years. Non-probationary career appointees are removed under procedures in 5 CFR 359 subpart E. Probationary career appointees are removed under procedures in 5 CFR 359 subpart D. (Nothing here shall be interpreted to limit removal of probationary SES employees as permitted by current regulations.) Guaranteed placement in a non-SES position will be provided under 5 CFR 359 subpart G when applicable.
- **Appeal Rights.** Senior executive performance appraisals and ratings may not be appealed. The executive may file a complaint about any aspect of the rating process the executive believes to involve unlawful discrimination (EEOC) or a prohibited personnel practice (Office of Special Counsel). A career appointee being removed from the SES under 5 U.S.C. 3592(a)(2) shall, at least 15 days preceding the date of removal, be entitled, upon request, to an informal hearing before an official designated by the Merit Systems Protection Board.

## 12. Other System Requirements

- **Appraisal Results.** Performance appraisals will be used as a basis for adjusting pay, granting awards, retaining and removing senior executives, and making other personnel decisions. Performance appraisals also will be a factor in assessing a senior executive's continuing development needs.
- **Organizational Assessment and Guidelines.** The agency must assess organizational performance (overall and with respect to each of its particular missions, components, programs, policy areas, and support functions). The agency also must ensure its assessment results and evaluation guidelines based upon them are communicated by the oversight official to senior executives, rating officials, higher level review officials, PRB members, and appointing authorities at the conclusion of the appraisal period and before completion of the initial summary ratings so that they may be considered in preparing performance appraisals, ratings and recommendations.

- **Oversight.** The agency head or the official designated by the agency head provides organizational assessments and evaluation guidelines and is responsible to oversee the system and to certify: 1) the appraisal process makes meaningful distinctions based on relative performance; 2) executive ratings take into account assessments of organizational performance; and 3) pay adjustments, awards and pay levels based on the results of the appraisal process accurately reflect individual performance and/or contribution to agency performance. The responsible official designated to provide evaluation guidelines and oversee the appraisal system must do so for the entire executive agency.
  - **Performance Distinctions.** Rating officials and PRBs will make meaningful distinctions based on relative performance that take into account assessment of the agency’s performance against relevant program performance measures.
- Differences in Pay Based on Performance.** Differentiation will be evident in the pay adjustments, performance awards, and rates of pay separately. Senior executives who have demonstrated the highest levels of performance will receive the highest annual summary ratings and the largest corresponding performance awards, pay adjustments, and rates of pay. Pay adjustments and performance awards will be made within 5 months following the end of the applicable appraisal period.

### 13. Training and Evaluation

- **Training.** The agency will provide information and training to agency leadership, supervisors, and senior executives on the requirements and operation of the agency’s performance management and pay-for-performance systems.
- **Communication of Results.** The agency will communicate annually the distribution of ratings from the previous appraisal period and the average pay increases and awards associated with each rating level. Agencies must protect the privacy of the ratings received by individual senior executives.
- **Evaluation.** The agency will periodically evaluate the effectiveness of the performance management system(s) and implement improvements as needed.

### 14. Additional Agency-Specific Policies

NONE



**SES Performance Management System  
Department of the Interior Executive Performance Plan**



**Part 1. Consultation. I have reviewed this plan and have been consulted on its development.**

Executive's Name (Last, First, MI):	Appraisal Pd. -
Executive's Signature:	Date:
Title:	Organization:
Rating Official's Name (Last, First, MI):	CA <input type="checkbox"/> NC <input type="checkbox"/> LT/LE <input type="checkbox"/>
Rating Official's Signature:	Date:

**Part 2. Progress Review**

Executive's Signature:	Date:
Rating Official's Signature:	Date:
Reviewing Official's Signature (Optional):	Date:

**Part 3. Summary Rating**

<b>Initial Summary Rating</b>	<input type="checkbox"/> Level 5 Outstanding	<input type="checkbox"/> Level 4 Exceeds Fully Successful	<input type="checkbox"/> Level 3 Fully Successful	<input type="checkbox"/> Level 2 Minimally Satisfactory	<input type="checkbox"/> Level 1 Unsatisfactory
Rating Official's Name (Last, First, MI):					
Rating Official's Signature:				Date:	
Executive's Signature:				Date:	
Reviewing Official's Signature (Optional):				Date:	

**Higher Level Review (if applicable)**

<input type="checkbox"/> I request a higher level review. Executive's Initials:	Date:
Higher Level Review Completed <input type="checkbox"/>	Date:
Higher Level Reviewer Signature:	

**Performance Review Board Recommendation**

<b>Performance Review Board Recommendation</b>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1
PRB Chair Signature:	Date:				
<b>Annual Summary Rating</b>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1
Appointing Authority Signature:	Date:				

**Part 4. Derivation Formula and Calculation of Annual Summary Rating**

Critical Element	Element Rating		Weight	Score		Summary Level Ranges
	Initial	Final (if changed)		Initial	Final (if changed)	
1. Leading Change						475-500 = Level 5 400-474 = Level 4 300-399 = Level 3 200-299 = Level 2 Any CE rated Level 1 = Level 1
2. Leading People						
3. Business Acumen						
4. Building Coalitions						
5. Results Driven						
<b>Total</b>			100%			

Executive Name and ID:

Appraisal Period:

**Part 5. Performance Standards and Critical Elements**

**Performance Standards for Critical Elements** (The performance standard for each critical element is specified below; examples for the top three performance levels can be found in the system description)

- **Level 5:** The executive demonstrates exceptional performance, fostering a climate that sustains excellence and optimizes results in the executive’s organization, agency, department or Governmentwide. This represents the highest level of executive performance, as evidenced by the extraordinary impact on the achievement of the organization’s mission. The executive is an inspirational leader and is considered a role model by agency leadership, peers, and employees. The executive continually contributes materially to or spearheads agency efforts that address or accomplish important agency goals, consistently achieves expectations at the highest level of quality possible, and consistently handles challenges, exceeds targets, and completes assignments ahead of schedule at every step along the way.
  
- **Level 4:** The executive demonstrates a very high level of performance beyond that required for successful performance in the executive’s position and scope of responsibilities. The executive is a proven, highly effective leader who builds trust and instills confidence in agency leadership, peers, and employees. The executive consistently exceeds established performance expectations, timelines, or targets, as applicable.
  
- **Level 3:** The executive demonstrates the high level of performance expected and the executive’s actions and leadership contribute positively toward the achievement of strategic goals and meaningful results. The executive is an effective, solid, and dependable leader who delivers high-quality results based on measures of quality, quantity, efficiency, and/or effectiveness within agreed upon timelines. The executive meets and sometimes exceeds challenging performance expectations established for the position.
  
- **Level 2:** The executive’s contributions to the organization are acceptable in the short term but do not appreciably advance the organization towards achievement of its goals and objectives. While the executive generally meets established performance expectations, timelines and targets, there are occasional lapses that impair operations and/or cause concern from management. While showing basic ability to accomplish work through others, the executive may demonstrate limited ability to inspire subordinates to give their best efforts or to marshal those efforts effectively to address problems characteristic of the organization and its work.
  
- **Level 1:** In repeated instances, the executive demonstrates performance deficiencies that detract from mission goals and objectives. The executive generally is viewed as ineffectual by agency leadership, peers, or employees. The executive routinely does not meet established performance expectations/timelines/targets and fails to produce – or produces unacceptable – work products, services, or outcomes.

**Element Rating Level Points**

**Level 5 = 5 points**  
**Level 4 = 4 points**  
**Level 3 = 3 points**  
**Level 2 = 2 points**  
**Level 1 = 0 points**

Executive Name and ID:

Appraisal Period:

<b>Critical Element 1. Leading Change</b>	<b>(Minimum weight 5%)</b>	Weight
<p><b>Mandatory Performance Requirement:</b> Develops and implements an organizational vision that integrates key organizational and program goals, priorities, values, and other factors. Assesses and adjusts to changing situations, implementing innovative solutions to make organizational improvements, ranging from incremental improvements to major shifts in direction or approach, as appropriate. Balances change and continuity; continually strives to improve service and program performance; creates a work environment that encourages creative thinking, collaboration, and transparency; and maintains program focus, even under adversity.</p>		
Agency-Specific Performance Requirements		
Rating Official Narrative: <i>(Optional)</i>		
<i>Critical Element Rating – Leading Change</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4
	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2
		<input type="checkbox"/> Level 1
<b>Critical Element 2. Leading People</b>	<b>(Minimum weight 5%)</b>	Weight
<p><b>Mandatory Performance Requirement:</b> Designs and implements strategies that maximize employee potential, connects the organization horizontally and vertically, and fosters high ethical standards in meeting the organization's vision, mission, and goals. Provides an inclusive workplace that fosters the development of others to their full potential; allows for full participation by all employees; facilitates collaboration, cooperation, and teamwork, and supports constructive resolution of conflicts. Ensures employee performance plans are aligned with the organization's mission and goals, that employees receive constructive feedback, and that employees are realistically appraised against clearly defined and communicated performance standards. Holds employees accountable for appropriate levels of performance and conduct. Seeks and considers employee input. Recruits, retains, and develops the talent needed to achieve a high quality, diverse workforce that reflects the nation, with the skills needed to accomplish organizational performance objectives while supporting workforce diversity, workplace inclusion, and equal employment policies and programs.</p>		
Agency-Specific Performance Requirements		
Rating Official Narrative: <i>(Optional)</i>		
<i>Critical Element Rating – Leading People</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4
	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2
		<input type="checkbox"/> Level 1

Executive Name and ID:

Appraisal Period:

<b>Critical Element 3. Business Acumen</b>	<b>(Minimum weight 5%)</b>	Weight
<p><b>Mandatory Performance Requirement:</b> Assesses, analyzes, acquires, and administers human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission. Uses technology to enhance processes and decision making. Executes the operating budget; prepares budget requests with justifications; and manages resources.</p>		
Agency-Specific Performance Requirements		
Rating Official Narrative: <i>(Optional)</i>		
<i>Critical Element Rating – Business Acumen</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4
	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2
		<input type="checkbox"/> Level 1

<b>Critical Element 4. Building Coalitions</b>	<b>(Minimum weight 5%)</b>	Weight
<p><b>Mandatory Performance Requirement:</b> Solicits and considers feedback from internal and external stakeholders or customers. Coordinates with appropriate parties to maximize input from the widest range of appropriate stakeholders to facilitate an open exchange of opinion from diverse groups and strengthen internal and external support. Explains, advocates, and expresses facts and ideas in a convincing manner and negotiates with individuals and groups internally and externally, as appropriate. Develops a professional network with other organizations and identifies the internal and external politics that affect the work of the organization.</p>		
Agency-Specific Performance Requirements		
Rating Official Narrative: <i>(Optional)</i>		
<i>Critical Element Rating – Building Coalitions</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4
	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2
		<input type="checkbox"/> Level 1

Executive Name and ID:

Appraisal Period:

Critical Element 5. Results Driven			(Minimum Weight 20%)			Weight	
<p><b>Agency Goals/Objectives for current FY: Must have at least 3 results and not more than 5</b></p> <p>This critical element includes specific performance requirements expected of the executive during the appraisal period, focusing on measurable results from the strategic plan or other measurable outputs and outcomes clearly aligned to organizational goals and objectives. At a minimum, the performance requirements must contain measurable results and their quality indicators describing the range of performance at Level 3 for each result specified. In addition to the quality indicators, applicable measures of quantity, timelines, and/or cost-effectiveness may be included as appropriate. It is recommended to also establish the threshold quality indicators and measures for Levels 5 and 2. Indicators must reflect the same level of performance as the respective performance standard contained in Part 5.</p> <p>Strategic Alignment—identify clear, transparent alignment to agency strategic planning initiatives (e.g., relevant agency or organizational goals/objectives with cited page numbers from the Strategic Plan, Congressional Budget Justification/Annual Performance Plan, or other organizational planning document) in the designated section for each performance requirement.</p> <p><b>Note:</b> Performance requirements must contain results and quality indicators that are clearly and differentially identified (e.g., highlighted, bold, underlined) so that it is readily evident on what the senior executive will be rated and what is expected for success.</p>							
Performance Requirement 1:			Strategic Alignment:				
<i>Performance Requirement 1 Rating</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1		
Performance Requirement 2:			Strategic Alignment:				
<i>Performance Requirement 2 Rating</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1		
Performance Requirement 3:			Strategic Alignment:				
<i>Performance Requirement 3 Rating</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1		
Performance Requirement 4:			Strategic Alignment:				
<i>Performance Requirement 4 Rating</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1		
Performance Requirement 5:			Strategic Alignment:				
<i>Performance Requirement 5 Rating</i>	<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1		
Rating Official Narrative: <i>(Optional)</i>							
<i>Critical Element Rating – Results Driven</i>			<input type="checkbox"/> Level 5	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 1

Executive Name and ID:

Appraisal Period:

**Part 6: Summary Rating Narrative** *(Mandatory)*

**Part 7: Executive's Accomplishment Narrative** *(Optional)*

**Part 8: Agency Use**

**Current SES Roster  
As of August 24, 2017**

Bur Or Ofc Desc	Sub Bur Desc	Name Compressed	Pay Plan	Occ Ser	Position Title Opm	Location	Type Of Appt	Type Of Appointment Desc	Date Entered Current Position	SES Probationary Period Ends
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	BEARPAW, GEORGE WATIE	ES	0560	BUDGET OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	02/09/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	BURCKMAN, JAMES N.	ES	0301	DIRECTOR OF HUMAN CAPITAL MGMT	WASHINGTON,DC	50	CAREER (SES PERM)	02/01/09	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	DEERINWATER, DANIEL J.	ES	301	SENIOR ADVISOR TO THE ASSISTANT SECRETARY - INDIAN AFFAIRS	ANADARKO,OKLAHOMA	50	CAREER (SES PERM)	08/20/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	FREEMAN, SHAREE M.	ES	0340	DIRECTOR, OFC OF SELF-GOVERNANCE	WASHINGTON,DC	50	CAREER (SES PERM)	01/21/07	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	HART, PAULA L.	ES	0301	DIRECTOR, OFFICE OF INDIAN GAMING MGT	WASHINGTON,DC	50	CAREER (SES PERM)	01/31/10	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	LAROCHE, DARRELL WILLIAM	ES	0340	DIRECTOR, FACILITIES, SAFETY & PROPERTY MANAGEMENT	RESTON,VIRGINIA	50	CAREER (SES PERM)	06/01/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	SCHOCK, JAMES H.	ES	0501	CHIEF FINANCIAL OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	12/29/13	
BUREAU OF INDIAN AFFAIRS	CENTRAL OFFICE HDQTRS.	BLACK, MICHAEL S.	ES	0301	SENIOR ADVISOR TO THE DIRECTOR-BUREAU OF INDIAN AFFAIRS	BILLINGS,MONTANA	50	CAREER (SES PERM)	11/02/16	
BUREAU OF INDIAN AFFAIRS	WESTERN REGION	BOWKER, BRYAN L.	ES	0340	REGIONAL DIRECTOR	PHOENIX,ARIZONA	50	CAREER (SES PERM)	07/04/10	
BUREAU OF INDIAN AFFAIRS	PACIFIC REGION	DUTSCHKE, AMY L.	ES	0340	REGIONAL DIRECTOR-PACIFIC	SACRAMENTO,CALIFORNIA	50	CAREER (SES PERM)	10/10/10	
BUREAU OF INDIAN AFFAIRS	CENTRAL OFFICE HDQTRS.	JAMES, JAMES D. JR.	ES	0340	DEPUTY DIRECTOR, FIELD OPERATIONS	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	07/09/17	
BUREAU OF INDIAN AFFAIRS	ROCKY MOUNTAIN REGION	LA COUNTE, DARRYL D. II	ES	0340	REGIONAL DIRECTOR	BILLINGS,MONTANA	50	CAREER (SES PERM)	03/08/15	
BUREAU OF INDIAN AFFAIRS	GREAT PLAINS REGION	LAPOINTE, TIMOTHY L.	ES	0340	REGIONAL DIRECTOR-GREAT PLAINS	ABERDEEN,SOUTH DAKOTA	50	CAREER (SES PERM)	11/02/14	
BUREAU OF INDIAN AFFAIRS	CENTRAL OFFICE HDQTRS.	LORDS, DOUGLAS A.	ES	0340	DEPUTY BUREAU DIRECTOR-FIELD OPERATIONS	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	08/20/17	
BUREAU OF INDIAN AFFAIRS	CENTRAL OFFICE HDQTRS.	LOUDERMILK, WELDON B.	ES	0340	DIRECTOR, BUREAU OF INDIAN AFFAIRS	WASHINGTON,DC	50	CAREER (SES PERM)	11/02/16	
BUREAU OF INDIAN AFFAIRS	EASTERN REGION	MAYTUBBY, BRUCE W.	ES	0340	REGIONAL DIRECTOR	NASHVILLE,TENNESSEE	50	CAREER (SES PERM)	09/06/15	
BUREAU OF INDIAN AFFAIRS	CENTRAL OFFICE HDQTRS.	ORTIZ, HANKIE P.	ES	0340	DEPUTY BUREAU DIRECTOR, INDIAN SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	03/25/12	
BUREAU OF INDIAN AFFAIRS	NAVAJO REGION	PINTO, SHARON ANN	ES	0340	REGIONAL DIRECTOR	GALLUP,NEW MEXICO	50	CAREER (SES PERM)	10/09/11	
BUREAU OF INDIAN AFFAIRS	NORTHWEST REGION	SPEAKS, STANLEY M.	ES	0340	REGIONAL DIRECTOR	PORTLAND,OREGON	50	CAREER (SES PERM)	02/22/04	
BUREAU OF INDIAN AFFAIRS	EASTERN OKLAHOMA REGION	STREATER, EDDIE R.	ES	0340	REGIONAL DIRECTOR	MUSKOGEE,OKLAHOMA	50	CAREER (SES PERM)	07/12/15	
BUREAU OF INDIAN AFFAIRS	SOUTHWEST REGION	WALKER, WILLIAM T.	ES	0340	REGIONAL DIRECTOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	12/20/09	
BUREAU OF INDIAN EDUCATION	OFC OF INDIAN ED PROGMS	DAVIS, ROSE MARIE	ES	1701	ASSOCIATE DEPUTY DIRECTOR-TRIBALLY CONTROLLED SCHOOLS	BLOOMINGTON,MINNESOTA	50	CAREER (SES PERM)	02/21/16	
BUREAU OF INDIAN EDUCATION	OFC OF INDIAN ED PROGMS	DEARMAN, TONY L.	ES	1710	DIRECTOR, BUREAU OF INDIAN EDUCATION	WASHINGTON,DC	50	CAREER (SES PERM)	10/30/16	
BUREAU OF INDIAN EDUCATION	OFC OF INDIAN ED PROGMS	HAMLEY, JEFFREY L.	ES	1720	ASSOCIATE DEPUTY DIRECTOR - PERFORMANCE & ACCOUNTABILITY	WASHINGTON,DC	50	CAREER (SES PERM)	04/26/09	

**Current SES Roster  
As of August 24, 2017**

Bur Or Ofc Desc	Sub Bur Desc	Name Compressed	Pay Plan	Occ Ser	Position Title Opm	Location	Type Of Appt	Type Of Appointment Desc	Date Entered Current Position	SES Probationary Period Ends
BUREAU OF INDIAN EDUCATION	OFC OF INDIAN ED PROGMS	PFEIFFER, TAMARAH NMN	ES	1701	ASSOCIATE DEPUTY DIRECTOR-NAVAJO	WINDOW ROCK,ARIZONA	50	CAREER (SES PERM)	06/29/15	
BUREAU OF INDIAN EDUCATION	OFC OF INDIAN ED PROGMS	STEVENS, BARTHOLOMEW S.	ES	0340	DEPUTY DIRECTOR FOR SCHOOL OPERATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	01/22/17	
BUREAU OF RECLAMATION	DENVER	CORDOVA-HARRISON, ELIZABE	ES	0340	DIRECTOR, MISSION SUPPORT ORGANIZATION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	04/16/06	
BUREAU OF RECLAMATION	LOWER COLORADO REGION	FULP, TERRANCE J	ES	0340	REGIONAL DIRECTOR	BOULDER CITY,NEVADA	50	CAREER (SES PERM)	09/23/12	
BUREAU OF RECLAMATION	PACIFIC NORTHWEST REGIO	GRAY, LORRI J	ES	0340	REGIONAL DIRECTOR	BOISE,IDAHO	50	CAREER (SES PERM)	01/01/12	
BUREAU OF RECLAMATION	DENVER	LUEBKE, THOMAS A	ES	0340	DIRECTOR, TECHNICAL SERVICE CENTER	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	06/01/14	
BUREAU OF RECLAMATION	DENVER	MULLER, BRUCE C JR	ES	0340	DIRECTOR, SECURITY, SAFETY & LAW ENFORCEMENT	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	09/21/14	
BUREAU OF RECLAMATION	MID PACIFIC REGION	MURILLO, DAVID G.	ES	0340	REGIONAL DIRECTOR, MID PACIFIC REGION	SACRAMENTO,CALIFORNI A	50	CAREER (SES PERM)	12/16/12	
BUREAU OF RECLAMATION	WASHINGTON DC	PALUMBO, DAVID M.	ES	0340	DEPUTY COMMISSIONER- OPERATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	10/04/15	
BUREAU OF RECLAMATION	WASHINGTON DC	PAYNE, GRAYFORD F.	ES	0340	DEPUTY COMMISSIONER, PROGRAM, ADMINISTRATION AND BUDGET	WASHINGTON,DC	50	CAREER (SES PERM)	10/10/10	
BUREAU OF RECLAMATION	UPPER COLORADO REGION	RHEES, BRENT B.	ES	0340	REGIONAL DIRECTOR	SALT LAKE CITY,UTAH	50	CAREER (SES PERM)	04/05/15	
BUREAU OF RECLAMATION	GREAT PLAINS REGION	RYAN, MICHAEL J.	ES	0340	REGIONAL DIRECTOR	BILLINGS,MONTANA	50	CAREER (SES PERM)	06/26/05	
BUREAU OF RECLAMATION	DENVER	SMILEY, KARLA J.	ES	2210	ASSOCIATE CHIEF INFORMATION OFFICER	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	01/13/16	
BUREAU OF RECLAMATION	DENVER	WELCH, RUTH L.	ES	0340	DIRECTOR,POLICY AND ADMINISTRATION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	07/09/17	
BUREAU OF RECLAMATION	WASHINGTON DC	WOLF, ROBERT W	ES	0340	DIRECTOR, PROGRAM & BUDGET	WASHINGTON,DC	50	CAREER (SES PERM)	01/27/02	
GEOLOGICAL SURVEY	NATURAL HAZARDS	APPLEGATE, JAMES D. R.	ES	1301	ASSOCIATE DIRECTOR FOR NATURAL HAZARDS	RESTON,VIRGINIA	50	CAREER (SES PERM)	05/22/11	
GEOLOGICAL SURVEY	MIDWEST REGION	CARL, LEON M.	ES	0401	REGIONAL DIRECTOR - MIDWEST	ANN ARBOR,MICHIGAN	50	CAREER (SES PERM)	10/12/12	
GEOLOGICAL SURVEY	WATER	CLINE, DONALD WALTER	ES	1301	ASSOCIATE DIRECTOR FOR WATER	RESTON,VIRGINIA	50	CAREER (SES PERM)	01/10/16	
GEOLOGICAL SURVEY	ALASKA REGION	DEVARIS, AIMEE MARIE	ES	1301	REGIONAL DIRECTOR - ALASKA	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	11/29/15	
GEOLOGICAL SURVEY	SOUTHWEST REGION	ETHRIDGE, MAX M.	ES	1301	REGIONAL DIRECTOR - SOUTHWEST REGION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	11/30/14	
GEOLOGICAL SURVEY	NORTHWEST REGION	FERRERO, RICHARD C.	ES	0401	REGIONAL DIRECTOR - NORTHWEST REGION	SEATTLE,WASHINGTON	50	CAREER (SES PERM)	05/31/15	
GEOLOGICAL SURVEY	CORE SCIENCE SYSTEMS	GALLAGHER, KEVIN T	ES	0340	ASSOCIATE DIRECTOR FOR CORE SCIENCE SYSTEMS	RESTON,VIRGINIA	50	CAREER (SES PERM)	04/21/11	
GEOLOGICAL SURVEY	ADMINISTRATION	GONZALES-SCHREINER, ROSEA	ES	0340	ASSOCIATE DIRECTOR FOR ADMINISTRATION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	07/09/17	

**Current SES Roster  
As of August 24, 2017**

Bur Or Ofc Desc	Sub Bur Desc	Name Compressed	Pay Plan	Occ Ser	Position Title Opm	Location	Type Of Appt	Type Of Appointment Desc	Date Entered Current Position	SES Probationary Period Ends
GEOLOGICAL SURVEY	DIRECTORS OFFICE	HILDEBRANDT, BETSY J.	ES	0340	ASSOCIATE DIRECTOR FOR COMMUNICATIONS AND PUBLISHING	RESTON,VIRGINIA	50	CAREER (SES PERM)	07/09/17	
GEOLOGICAL SURVEY	ENERGY & MINERALS	HITZMAN, MURRAY WALTER	ES	1350	ASSOCIATE DIRECTOR FOR ENERGY & MINERALS	RESTON,VIRGINIA	50	CAREER (SES PERM)	09/11/16	09/11/17
GEOLOGICAL SURVEY	CLIMATE & LAND-USE	KELLY, FRANCIS P.	ES	1301	DIRECTOR, EARTH RESOURCES OBSERVATION AND SCIENCE CENTER & POLICY ADVISOR	SIOUX FALLS,SOUTH DAKOTA	50	CAREER (SES PERM)	12/04/11	
GEOLOGICAL SURVEY	ECOSYSTEMS	KINSINGER, ANNE E.	ES	0401	ASSOCIATE DIRECTOR FOR ECOSYSTEMS	RESTON,VIRGINIA	50	CAREER (SES PERM)	04/19/11	
GEOLOGICAL SURVEY	DIRECTORS OFFICE	LODGE, CYNTHIA LOUISE	ES	0501	ASSOCIATE DIRECTOR FOR BUDGET,	RESTON,VIRGINIA	50	CAREER (SES PERM)	04/05/15	
GEOLOGICAL SURVEY	PACIFIC REGION	SOGGE, MARK K.	ES	0401	REGIONAL EXECUTIVE - PACIFIC REGION	SACRAMENTO,CALIFORNIA	50	CAREER (SES PERM)	06/30/13	
GEOLOGICAL SURVEY	NORTHEAST REGION	TUPPER, MICHAEL H.	ES	0340	REGIONAL DIRECTOR-NORTHEAST	RESTON,VIRGINIA	50	CAREER (SES PERM)	03/06/16	
GEOLOGICAL SURVEY	DIRECTORS OFFICE	WERKHEISER, WILLIAM H.	ES	1301	DEPUTY DIRECTOR	RESTON,VIRGINIA	50	CAREER (SES PERM)	12/27/15	
GEOLOGICAL SURVEY	SOUTHEAST REGION	WEYERS, HOLLY S.	ES	0401	REGIONAL DIRECTOR - SOUTHEAST	NORCROSS,GEORGIA	50	CAREER (SES PERM)	10/16/16	10/16/17
NATIONAL PARK SERVICE	NATL PK SVC, SOUTHEAST	AUSTIN, STANLEY J.	ES	0340	REGIONAL DIRECTOR, SOUTHEAST	ATLANTA,GEORGIA	50	CAREER (SES PERM)	07/14/13	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	AUSTIN, TERESA MADEYA	ES	0340	ASSOCIATE DIRECTOR, BUSINESS SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	10/30/16	10/30/17
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	BENGE, SHAWN T.	ES	0340	ASSOCIATE DIRECTOR, PARK, PLANNING, FACILITIES & LANDS	WASHINGTON,DC	50	CAREER (SES PERM)	10/02/16	10/02/17
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	BOWRON, JESSICA L.	ES	0501	COMPTROLLER	WASHINGTON,DC	50	CAREER (SES PERM)	01/08/17	01/08/18
NATIONAL PARK SERVICE	NATL PK SVC, SOUTHEAST	CASH, CASSIUS M	ES	0025	PARK MANAGER (SUPERINTENDENT)	GATLINBURG,TENNESSEE	50	CAREER (SES PERM)	02/08/15	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	COMPTON, JEFFREY S.	ES	2210	ASSOCIATE CHIEF INFORMATION OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	09/18/16	09/18/17
NATIONAL PARK SERVICE	NATL PK SVC, ALASKA FIE	FROST, HERBERT C.	ES	0340	REGIONAL DIRECTOR, ALASKA	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	04/20/14	
NATIONAL PARK SERVICE	NATL PK SVC, PACIFIC WE	JOSS, LAURA	ES	0340	REGIONAL DIRECTOR, PACIFIC WEST	OAKLAND,CALIFORNIA	50	CAREER (SES PERM)	03/06/16	
NATIONAL PARK SERVICE	NATL PK SVC, NORTH EAST	LAIRD, JOSHUA RADBILL	ES	0301	EXECUTIVE DIRECTOR, NATIONAL PARKS OF NEW YORK HARBOR	NEW YORK, NEW YORK	50	CAREER (SES PERM)	06/16/13	
NATIONAL PARK SERVICE	NATL PK SVC, INTERMOUNT	LEHNERTZ, CHRISTINE S.	ES	0340	PARK MANAGER	GRAND CANYON,ARIZONA	50	CAREER (SES PERM)	08/21/16	
NATIONAL PARK SERVICE	NATL PK SVC, INTERMOUNT	MASICA, SUE E.	ES	0340	REGIONAL DIRECTOR, INTERMOUNTAIN REGION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	01/12/14	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	MCDOWALL, LENA E	ES	0340	CHIEF FINANCIAL OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	01/11/15	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	NGUYEN, NHIE TONY	ES	0340	ASSOCIATE DIRECTOR, WORKFORCE MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	OBERNESSER, RICHARD	ES	0340	ASSOCIATE DIRECTOR, VISITOR RESOURCE AND PROTECTION	WASHINGTON,DC	50	CAREER (SES PERM)	10/04/15	
NATIONAL PARK SERVICE	NATL PK SVC, SOUTHEAST	RAMOS, PEDRO M	ES	0025	PARK MANAGER (SUPERINTENDENT)	HOMESTEAD,FLORIDA	50	CAREER (SES PERM)	01/25/15	

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NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	REYNOLDS, MICHAEL T.	ES	0340	DEPUTY DIRECTOR, OPERATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	07/31/16	
NATIONAL PARK SERVICE	NATL PK SVC, PACIFIC WE	RICHARDSON, LIZETTE	ES	0340	PARK MANAGER (SUPERINTENDENT)	BOULDER CITY,NEVADA	50	CAREER (SES PERM)	10/04/15	
NATIONAL PARK SERVICE	NATL PK SVC, WASH OFFIC	SAUVAJOT, RAYMOND MARC	ES	0401	ASSOCIATE DIRECTOR,NATURAL RESOURCE STEWARD & SCIENCE	WASHINGTON,DC	50	CAREER (SES PERM)	12/14/14	
NATIONAL PARK SERVICE	NATL PK SVC, MIDWEST RE	SHOLLY, CAMERON H	ES	0340	REGIONAL DIRECTOR, MIDWEST REGION	OMAHA,NEBRASKA	50	CAREER (SES PERM)	03/08/15	
NATIONAL PARK SERVICE	NAT PK SVC,DENVR SVC CN	TODD, RAYMOND K.	ES	0340	DIRECTOR, DENVER SERVICE CENTER	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	03/06/16	
NATIONAL PARK SERVICE	NATL PK SVC, INTERMOUNT	VELA, RAYMOND DAVID	ES	0025	PARK MANAGER (SUPERINTENDENT)	MOOSE,WYOMING	50	CAREER (SES PERM)	03/09/14	
NATIONAL PARK SERVICE	NATL PK SVC, NATL CAPIT	VIETZKE, GAY E.	ES	0340	PARK MANAGER (SUPERINTENDENT)	WASHINGTON,DC	50	CAREER (SES PERM)	09/20/15	
NATIONAL PARK SERVICE	NATL PK SVC, NATL CAPIT	VOGEL, ROBERT A.	ES	0340	REGIONAL DIRECTOR, NATL CAPITOL REGION	WASHINGTON,DC	50	CAREER (SES PERM)	12/14/14	
NATIONAL PARK SERVICE	NATL PK SVC, INTERMOUNT	WENK, DANIEL N.	ES	0025	PARK MANAGER (SUPERINTENDENT)	YELLOWSTONE PARK,WYOMING	50	CAREER (SES PERM)	02/27/11	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 4	DOHNER, CYNTHIA	ES	0480	REGIONAL DIRECTOR - ATLANTA	ATLANTA,GEORGIA	50	CAREER (SES PERM)	10/21/12	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	FORD, JEROME E.	ES	0480	FISH & WILDLIFE ADMINISTRATOR	BAILEYS CROSSROADS,VIRGI	50	CAREER (SES PERM)	11/03/13	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	FRAZER, GARY D.	ES	0480	ASSISTANTT DIRECTOR - ENDANGERED SPECIES	WASHINGTON,DC	50	CAREER (SES PERM)	11/03/13	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	GUERTIN, STEPHEN D.	ES	0480	DEPUTY DIRECTOR (PROG. MGMT. & PLCY)	ARLINGTON,VIRGINIA	50	CAREER (SES PERM)	11/04/12	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	HOSKINS, DAVID WILLIAM	ES	0480	ASSISTANT DIRECTOR-FISHERIES & HABITAT CONSERVATION	WASHINGTON,DC	50	CAREER (SES PERM)	11/03/13	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	KURTH, JAMES W.	ES	0480	DEPUTY DIRECTOR (OPERATIONS)	WASHINGTON,DC	50	CAREER (SES PERM)	01/11/15	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	MARTINEZ, CYNTHIA T	ES	0480	ASSISTANT DIRECTOR-NATIONAL WLDLFE REFUGE MANAGER	WASHINGTON,DC	50	CAREER (SES PERM)	05/11/15	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 3	MELIUS, THOMAS O	ES	0480	REGIONAL DIRECTOR - TWIN CITIES	MINNEAPOLIS,MINNESOT A	50	CAREER (SES PERM)	09/23/12	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	RAUCH, PAUL A.	ES	0340	ASSISTANT DIRECTOR-WLDLFE & SPORT FISH RESTOR PROGRAM	WASHINGTON,DC	50	CAREER (SES PERM)	09/04/16	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	SHEEHAN, DENISE E.	ES	0341	ASSISTANT DIRECTOR-BUDGET, PLANNING & HUMAN RESOURCES	BAILEYS CROSSROADS,VIRGI	50	CAREER (SES PERM)	11/03/13	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 7	SIEKANIEC, GREGORY EUGENE	ES	0480	REGIONAL DIRECTOR - ANCHORAGE	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	08/01/16	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	SLACK, JAMES J.	ES	0340	DIRECTOR, NATIONAL CONSERVATION TRAINING CENTER	SHEPHERDSTOWN,WEST VIRGI	50	CAREER (SES PERM)	11/17/13	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 8	SOUZA, PAUL	ES	0480	REGIONAL DIRECTOR, SACRAMENTO, CA	SACRAMENTO,CALIFORNI A	50	CAREER (SES PERM)	08/07/16	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 1	THORSON, ROBYN	ES	0480	REGIONAL DIRECTOR-PORTLAND	PORTLAND,OREGON	50	CAREER (SES PERM)	03/23/14	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 2	TUGGLE, BENJAMIN N.	ES	0480	REGIONAL DIRECTOR, ALBUQUERQUE	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	03/09/15	

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FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	VELASCO, JANINE M.	ES	0341	ASSISTANT DIRECTOR - BUSINESS MANAGEMENT & OEPRATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	WAINMAN, BARBARA W.	ES	0340	ASSISTANT DIRECTOR - EXTERNAL AFFAIRS	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 6	WALSH, NOREEN E.	ES	0480	REGIONAL DIRECTOR - DENVER	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	11/29/12	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 5	WEBER, WENDI	ES	0480	FISH & WILDLIFE ADMINISTRATOR	HADLEY,MASSACHUSETTS	50	CAREER (SES PERM)	09/23/12	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	ALLEN, MATTHEW R	ES	0340	ASSISTANT DIRECTOR, COMMUNICATION & PUBLIC RELATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	10/16/16	10/16/17
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	BAIL, KRISTIN MARA	ES	0340	ASSISTANT DIRECTOR, RESOURCES & PLANNING	WASHINGTON,DC	50	CAREER (SES PERM)	08/07/16	
BUREAU OF LAND MANAGEMENT	NOC	CANTOR, HOWARD M	ES	0340	DIRECTOR, NATIONAL OPERATIONS CENTER	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	01/08/17	
BUREAU OF LAND MANAGEMENT	OREGON STATE OFFICE	CONNELL, JAMIE E.	ES	0340	STATE DIRECTOR	PORTLAND,OREGON	50	CAREER (SES PERM)	02/10/17	
BUREAU OF LAND MANAGEMENT	ALASKA STATE OFFICE	CRIBLEY, BUD C	ES	0340	STATE DIRECTOR	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	11/07/10	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	HANNA, JEANETTE D.	ES	0301	SENIOR ADVISOR FOR TRIBAL ENERGY DEVEVELOPMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	HUDSON, JODY LEE	ES	0340	ASSISTANT DIRECTOR, HUMAN CAPITAL MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	01/15/17	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	LAURO, SALVATORE R.	ES	1811	SENIOR ADVISOR TO THE DIRECTOR, LAW ENFORCEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
BUREAU OF LAND MANAGEMENT	NEW MEXICO STATE OFFICE	LUEDERS, AMY L.	ES	0340	STATE DIRECTOR	SANTA FE,NEW MEXICO	50	CAREER (SES PERM)	11/29/15	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	MCALEAR, CHRISTOPHER J	ES	0340	ASSISTANT DIRECTOR, NATIONAL LANDSCAPE CONSERVATION SYSTEM AND COMMUNITY PARTNERSHIPS	WASHINGTON,DC	50	CAREER (SES PERM)	02/10/17	02/10/18
BUREAU OF LAND MANAGEMENT	EASTERN STATES OFFICE	MOURITSEN, KAREN E.	ES	0340	STATE DIRECTOR	WASHINGTON,DC	50	CAREER (SES PERM)	05/29/16	
BUREAU OF LAND MANAGEMENT	IDAHO STATE OFFICE	MURPHY, TIMOTHY M.	ES	0340	STATE DIRECTOR	BOISE,IDAHO	50	CAREER (SES PERM)	09/07/14	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	NEDD, MICHAEL D.	ES	0340	ASSISTANT DIRECTOR, MINERALS, REALTY AND RESOURCE PROTECTION	WASHINGTON,DC	50	CAREER (SES PERM)	09/14/08	
BUREAU OF LAND MANAGEMENT	CALIFORNIA STATE OFFICE	PEREZ, JEROME E	ES	0340	STATE DIRECTOR	SACRAMENTO,CALIFORNI A	50	CAREER (SES PERM)	01/10/16	
BUREAU OF LAND MANAGEMENT	UTAH STATE OFFICE	ROBERSON, EDWIN L	ES	0340	STATE DIRECTOR	SALT LAKE CITY,UTAH	50	CAREER (SES PERM)	10/02/16	
BUREAU OF LAND MANAGEMENT	WYOMING STATE OFFICE	RUGWELL, MARY J.	ES	0340	STATE DIRECTOR	CHEYENNE,WYOMING	50	CAREER (SES PERM)	04/17/16	
BUREAU OF LAND MANAGEMENT	NEVADA STATE OFFICE	RUHS, JOHN F	ES	0340	STATE DIRECTOR	RENO,NEVADA	50	CAREER (SES PERM)	11/29/15	
BUREAU OF LAND MANAGEMENT	ARIZONA STATE OFFICE	SUAZO, RAYMOND	ES	0340	STATE DIRECTOR	PHOENIX,ARIZONA	50	CAREER (SES PERM)	01/01/12	
BUREAU OF LAND MANAGEMENT	WASHINGTON OFFICE-BLM	WOODY, WILLIAM C.	ES	1811	DIRECTOR, LAW ENFORCEMENT AND SECURITY	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	BERRY, DAVID A	ES	0340	REGIONAL DIRECTOR-WESTERN REGION	DENVER,COLORADO	50	CAREER (SES PERM)	03/08/15	

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OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	CLAYBORNE, ALFRED L	ES	0340	REGIONAL DIRECTOR-MID-CONTINENT REGION	ALTON,ILLINOIS	50	CAREER (SES PERM)	02/19/17	02/19/18
OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	OWENS, GLENDA HUDSON	ES	0340	DEPUTY DIRECTOR - OSM	WASHINGTON,DC	50	CAREER (SES PERM)	01/14/01	
OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	RIDEOUT, STERLING J. JR	ES	0340	ASST DIRECTOR-PROGRAM SUPPORT	WASHINGTON,DC	50	CAREER (SES PERM)	10/03/04	
OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	SHOPE, THOMAS D.	ES	0340	REGIONAL DIRECTOR-APPALACHIAN REGION	GREEN TREE,PENNSYLVANIA	50	CAREER (SES PERM)	10/14/07	
OFC OF SURFACE MINING, RECLAMATION & ENF	OFFICE OF SURFACE MININ	WORONKA, THEODORE	ES	0340	ASSISTANT DIRECTOR FOR FINANCE AND ADMINISTRATION	WASHINGTON,DC	50	CAREER (SES PERM)	04/04/04	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	BSEE GOM REG DIR	HERBST, LARS T.	ES	0340	GULF OF MEXICO REGIONAL DIRECTOR	JEFFERSON,LOUISIANA	50	CAREER (SES PERM)	10/09/11	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	ASSOC DIR FOR ADMIN	MABRY, SCOTT L.	ES	0340	ASSOC DIR FOR ADMINISTRATION	WASHINGTON,DC	50	CAREER (SES PERM)	11/04/12	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	OFFSHORE REG PROG	MORRIS, DOUGLAS W.	ES	0340	REGULATORY PROGRAMS CHIEF	WASHINGTON,DC	50	CAREER (SES PERM)	11/06/11	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	BSEE DIRECTOR	SCHNEIDER, MARGARET N.	ES	0340	DEPUTY DIRECTOR	WASHINGTON,DC	50	CAREER (SES PERM)	01/01/12	
BUREAU OF OCEAN ENERGY MANAGEMENT	BOEM DIRECTOR	ANDERSON, JAMES G.	ES	0340	PROGRAM MANAGER, OFFICE OF BUDGET AND	WASHINGTON,DC	50	CAREER (SES PERM)	02/10/17	02/10/18
BUREAU OF OCEAN ENERGY MANAGEMENT	OFC OF ENVIRON PROG	BROWN, WILLIAM Y	ES	0340	CHIEF ENVIRONMENTAL OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	11/17/13	
BUREAU OF OCEAN ENERGY MANAGEMENT	BOEM GOM REG DIR	CELATA, MICHAEL A.	ES	0340	GULF OF MEXICO REGIONAL DIRECTOR	JEFFERSON,LOUISIANA	50	CAREER (SES PERM)	11/15/15	
BUREAU OF OCEAN ENERGY MANAGEMENT	BOEM DIRECTOR	CRUICKSHANK, WALTER D.	ES	0340	DEPUTY DIRECTOR	WASHINGTON,DC	50	CAREER (SES PERM)	10/09/11	
BUREAU OF OCEAN ENERGY MANAGEMENT	BOEM AOCS REG DIR	KENDALL, JAMES J. JR.	ES	0340	ALASKA REGIONAL DIRECTOR	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	10/09/11	
BUREAU OF OCEAN ENERGY MANAGEMENT	OFC OF STRATEGIC RES	ORR, L. RENEE	ES	0340	STRATEGIC RESOURCES CHIEF	WASHINGTON,DC	50	CAREER (SES PERM)	10/09/11	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	LILLIE, JULIETTE ANNE FAL	ES	0301	DIRECTOR, OFFICE OF THE EXECUTIVE SECRETARIAT AND RGULATORY AFFAIRS	WASHINGTON,DC	50	CAREER (SES PERM)	08/07/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	SALOTTI, CHRISTOPHER P.	ES	0905	LEGISLATIVE COUNSEL	WASHINGTON,DC	50	CAREER (SES PERM)	01/18/09	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY-INSULAR AREAS	PULA, NIKOLAO IULI	ES	0301	DIRECTOR, OFFICE OF INSULAR AFFAIRS	WASHINGTON,DC	50	CAREER (SES PERM)	03/28/10	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY-LAND & MIN	CARDINALE, RICHARD T.	ES	0301	SENIOR POLICY PROGRAM MANAGER	WASHINGTON,DC	50	CAREER (SES PERM)	10/18/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SECY FISH,WILDL	BLANCHARD, MARY JOSIE	ES	0340	DIRECTOR, GULF OD MEXICO RESTORATION	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SECY FISH,WILDL	ESTENOZ, SHANNON A.	ES	0340	DIRECTOR, EVERGLADES RESTORATION INITIATIVES/EXECUTIVE DIRECTOR, SOUTH FLORIDA ECOSYSTEM RESTORATION TASK FORCE	MIAMI,FLORIDA	50	CAREER (SES PERM)	08/24/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	ANDREW, JONATHAN M.	ES	0301	INTERAGENCY BORDERLAND COORDINATOR	SARASOTA,FLORIDA	50	CAREER (SES PERM)	07/17/11	

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OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	ARAGON, JOSE RAMON	ES	0301	SENIOR ADVISOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	ARROYO, BRYAN	ES	0340	DEPUTY DIRECTOR, OFFICE OF ENVIRONMENTAL POLICY AND COMPLIANCE	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BAGLEY, TAMMY L.	ES	0340	ASSOCIATE DIRECTOR, FACILITY AND PROPERTY MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	01/22/17	01/22/18
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BATHRICK, MARK L.	ES	0340	DIRECTOR, OFFICE OF AVIATION SERVICES	BOISE,IDAHO	50	CAREER (SES PERM)	02/24/13	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BECK, RICHARD T.	ES	0340	DIRECTOR, OFFICE OF PLANNING & PERFORMANCE MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	01/17/10	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BRANUM, LISA A.	ES	0089	DIRECTOR, OFFICE OF EMERGENCY MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	08/09/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BUCKNER, SHAWN M	ES	0340	DEPUTY DIRECTOR-OFFICE OF POLICY ANALYSIS	WASHINGTON,DC	50	CAREER (SES PERM)	09/04/16	09/04/17
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BURDEN, JOHN W.	ES	0340	CHIEF DIVERSITY OFFICER/DIRECTOR, OFFICE OF CIVIL RIGHTS	WASHINGTON,DC	50	CAREER (SES PERM)	06/15/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	BURNS, SYLVIA W.	ES	2210	CHIEF INFORMATION OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	08/24/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	CRUZAN, DARREN A.	ES	1811	DIRECTOR, OFFICE OF LAW ENFORCEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	DAVIS, MARK H	ES	0340	DIRECTOR, BUSINESS SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	10/02/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	DOWNES, BRUCE M	ES	2210	DEPUTY CHIEF INFORMATION OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	03/06/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	FERRITER, OLIVIA B.	ES	0501	DEPUTY ASSISTANT SECRETARY - BUDGET, FINANCE, PERFORMANCE AND ACQUISITION	WASHINGTON,DC	50	CAREER (SES PERM)	11/30/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	FLANAGAN, DENISE A.	ES	0560	DIRECTOR, OFFICE OF BUDGET	WASHINGTON,DC	50	CAREER (SES PERM)	01/31/10	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	FREIHAGE, JASON E.	ES	0560	CHIEF, DIVISION OF BUDGET & PROGRAM REVIEW	WASHINGTON,DC	50	CAREER (SES PERM)	10/05/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	GLENN, DOUGLAS A	ES	0505	DIRECTOR, OFFICE OF FINANCIAL MANAGEMENT & DEPUTY CHIEF FINANCIAL OFFICER	WASHINGTON,DC	50	CAREER (SES PERM)	05/08/11	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	GLOMB, STEPHEN J.	ES	0340	DIRECTOR, OFFICE OF RESTORATION AND DAMAGE ASSESSMENT	WASHINGTON,DC	50	CAREER (SES PERM)	06/19/11	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	GOKLANY, INDUR M.	ES	0301	SENIOR ADVISOR	WASHINGTON,DC	50	CAREER (SES PERM)	07/29/12	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	GONZALEZ, MARIA E	ES	0340	DEPUTY ASSISTANT SECRETARY-TECHNOLOGY, INFORMATION AND BUSINESS SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	02/28/16	

**Current SES Roster  
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Bur Or Ofc Desc	Sub Bur Desc	Name Compressed	Pay Plan	Occ Ser	Position Title Opm	Location	Type Of Appt	Type Of Appointment Desc	Date Entered Current Position	SES Probationary Period Ends
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	HUMBERT, HARRY L	ES	0340	DEPUTY ASSISTANT SECRETARY-PUBLIC SAFETY, RESOURCE PROTECTION AND EMERGENCY SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	01/10/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	HUNTER, TERESA R	ES	0505	DEPUTY DIRECTOR, OFFICE OF FINANCIAL MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	11/03/13	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	LIMON, RAYMOND A	ES	0201	DEPUTY CHIEF HUMAN CAPITAL OFFICER/DIRECTOR, OFFICE OF HUMAN RESOURCES	WASHINGTON,DC	50	CAREER (SES PERM)	08/09/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	MOSS, ADRIANNE L.	ES	0560	DEPUTY DIRECTOR, OFFICE OF BUDGET	WASHINGTON,DC	50	CAREER (SES PERM)	02/01/09	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	NASSAR, JOSEPH W	ES	0340	DIRECTOR, OFFICE OF FACILITIES MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	11/29/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	NOBLE, MICHAELA E	ES	0340	DIRECTOR, OFFICE OF ENVIRONMENTAL POLICY AND COMPLIANCE	WASHINGTON,DC	50	CAREER (SES PERM)	07/24/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	OLSEN, MEGAN C.	ES	1102	DIRECTOR, OFFICE OF ACQUISITION AND PROPERTY MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	PIERRE-LOUIS, ALESIA J.	ES	0340	CHIEF LEARNING OFFICER/DIRECTOR, OFFICE OF STRATEGIC EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT	WASHINGTON,DC	50	CAREER (SES PERM)	05/31/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	PLETCHER, MARY F.	ES	0340	DEPUTY ASSISTANT SECRETARY - HUMAN CAPITAL AND DIVERSITY	WASHINGTON,DC	50	CAREER (SES PERM)	12/15/13	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	QUINLAN, MARTIN J.	ES	0340	DIRECTOR, BUSINESS INTEGRATION	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	05/01/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	RICE, BRYAN C	ES	0340	DIRECTOR,OFFICE OF WILDLAND FIRE	WASHINGTON,DC	50	CAREER (SES PERM)	05/01/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	ROSS, JOHN W	ES	0340	DIRECTOR, OFFICE OF VALUATION SERVICES	WASHINGTON,DC	50	CAREER (SES PERM)	02/27/11	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	SIMMONS, SHAYLA F.	ES	0905	DIRECTOR, OFFICE OF HEARINGS AND APPEALS	ARLINGTON,VIRGINIA	50	CAREER (SES PERM)	08/09/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	WAYSON, THOMAS C.	ES	0560	CHIEF, BUDGET ADMINISTRATION AND DEPARTMENTAL MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	07/26/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	BURCH, MELVIN E.	ES	0340	REGIONAL FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	03/07/04	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	CRAFF, ROBERT C.	ES	0340	REGIONAL FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	11/03/13	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	DUMONTIER, DEBRA L.	ES	0340	DEPUTY SPECIAL TRUSTEE FOR BUSINESS MANAGEMENT	ARLEE,MONTANA	50	CAREER (SES PERM)	01/08/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	GIDNER, JEROLD L.	ES	0340	PRINCIPAL DEPUTY SPECIAL TRUSTEE	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	LAKE, TIMOTHY CHARLES	ES	0340	REGIONAL FIDUCIARY TRUST ADMINISTRATOR	ABERDEEN,SOUTH DAKOTA	50	CAREER (SES PERM)	08/07/16	

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Bur Or Ofc Desc	Sub Bur Desc	Name Compressed	Pay Plan	Occ Ser	Position Title Opm	Location	Type Of Appt	Type Of Appointment Desc	Date Entered Current Position	SES Probationary Period Ends
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	REYNOLDS, THOMAS G.	ES	0340	REGIONAL FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	05/24/04	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	RIGGS, HELEN	ES	0340	DEPUTY SPECIAL TRUSTEE-TRUST SERVICES	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	08/20/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	WHITE, JOHN ETHAN	ES	0340	DEPUTY SPECIAL TRUSTEE FOR PROGRAM MANAGEMENT	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	12/02/12	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SPEC TRUSTEE	WILLIAMS, MARGARET C.	ES	0340	REGIONAL FIDUCIARY TRUST ADMINISTRATOR	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	11/03/13	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	CLEMENT, JOEL P.	ES	0301	SENIOR PROGRAM ADVISOR	WASHINGTON,DC	50	CAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	DAVIS, KIMBRA G	ES	0340	PROGRAM DIRECTOR FOR FINANCIAL AND PRODUCTION MANAGEMENT	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	04/17/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	GOULD, GREGORY J.	ES	0340	DIRECTOR, OFFICE OF NATURAL RESOURCES REVENUE	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	10/10/10	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	MEHLHOFF, JOHN J.	ES	0340	PROGRAM DIRECTOR, COORDINATION, ENFORCEMENT, VALUATION AND APPEALS	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	02/09/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	STEWART, JAMES D.	ES	0340	DEPUTY DIRECTOR, OFFICE OF NATURAL RESOURCES REVENUE	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	09/06/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFF NATRL RES REVENUE	TYLER, PAUL GRAHAM	ES	0340	PROGRAM DIRECTOR FOR AUDIT & COMPLIANCE MANAGEMENT	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	12/13/15	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	BEALL, JAMES W	ES	0340	ASSOCIATE DIRECTOR, ENTERPRISE MANAGEMENT	WASHINGTON,DC	50	CAREER (SES PERM)	10/16/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	EDSALL, DONNA LYNN	ES	0505	ASSOCIATE DIRECTOR, FINANCIAL MANAGEMENT DIRECTORATE	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	10/19/14	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	HOLMES, TROY EDWARD	ES	0340	PROGRAM MANAGER FOR DEPARTMENT OF HOMELAND SECURITY FINANCIAL SYSTEMS MODERNIZATION	WASHINGTON,DC	50	CAREER (SES PERM)	09/04/16	09/04/17
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	ONEILL, KEITH JAMES	ES	1102	ASSOCIATE DIRECTOR FOR ACQUISITION SERVICES	HERNDON,VIRGINIA	50	CAREER (SES PERM)	08/12/12	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	SINGER, MICHELE F.	ES	0340	DIRECTOR, INTERIOR BUSINESS CENTER	KINGS,NEW YORK	50	CAREER (SES PERM)	11/27/16	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFFC OF THE SEC, IBC	WILLIAMS, LC	ES	0340	ASSOCIATE DIRECTOR, HUMAN RESOURCES DIRECTORATE	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	01/31/10	
OFFICE OF THE SOLICITOR	DIV LAND RESOURCES	BROWN, LAURA B.	ES	0905	ASSOCIATE SOLICITOR-LAND RESOURCES	WASHINGTON,DC	50	CAREER (SES PERM)	01/04/09	
OFFICE OF THE SOLICITOR	SOUTHEAST REGION	CLARK, HORACE G.	ES	0905	REGIONAL SOLICITOR	ATLANTA,GEORGIA	50	CAREER (SES PERM)	03/28/02	
OFFICE OF THE SOLICITOR	ALASKA REGION	DARNELL, JOSEPH D.	ES	0905	REGIONAL SOLICITOR	ANCHORAGE,ALASKA	50	CAREER (SES PERM)	02/10/13	
OFFICE OF THE SOLICITOR	IMMED OFC OF SOLICITOR	HAUGRUD, KEVIN JACK	ES	0905	DEPUTY SOLICITOR	WASHINGTON,DC	50	CAREER (SES PERM)	11/07/10	
OFFICE OF THE SOLICITOR	DIV MINERAL RESOURCES	HAWBECKER, KAREN S.	ES	0905	ASSOCIATE SOLICITOR-MINERAL RESOURCES	WASHINGTON,DC	50	CAREER (SES PERM)	01/16/11	
OFFICE OF THE SOLICITOR	PACIFIC SOUTHWEST REG	JOSEPHSON, CLEMENTINE	ES	0905	REGIONAL SOLICITOR	SACRAMENTO,CALIFORNI A	50	CAREER (SES PERM)	12/28/14	

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OFFICE OF THE SOLICITOR	IMMED OFC OF SOLICITOR	KEABLE, EDWARD T.	ES	0905	DEPUTY SOLICITOR	WASHINGTON,DC	50	CAREER (SES PERM)	03/25/12	
OFFICE OF THE SOLICITOR	IMMED OFC OF SOLICITOR	LOFTIN, MELINDA J.	ES	0905	DESIGNATED AGENCY ETHICS OFFICIAL	WASHINGTON,DC	50	CAREER (SES PERM)	10/01/06	
OFFICE OF THE SOLICITOR	ROCKY MOUNTAIN REGION	MCKEOWN, MATTHEW J.	ES	0905	REGIONAL SOLICITOR	LAKEWOOD,COLORADO	50	CAREER (SES PERM)	01/12/09	
OFFICE OF THE SOLICITOR	PACIFIC NORTHWEST REG	PETERSON, PENNY LYNN	ES	0905	REGIONAL SOLICITOR	PORTLAND,OREGON	50	CAREER (SES PERM)	07/06/97	
OFFICE OF THE SOLICITOR	DIV PARKS & WILDLIFE	ROMANIK, PEG A.	ES	0905	ASSOCIATE SOLICITOR-PARKS & WILDLIFE	WASHINGTON,DC	50	CAREER (SES PERM)	07/02/17	
OFFICE OF THE SOLICITOR	DIV OF WATER RESOURCES	SAXE, KEITH E	ES	0905	ASSOCIATE SOLICITOR - WATER RESOURCES	WASHINGTON,DC	50	CAREER (SES PERM)	03/06/16	
OFFICE OF THE SOLICITOR	DIV OF INDIAN AFFAIRS	SHEPARD, ERIC N.	ES	0905	ASSOCIATE SOLICITOR - INDIAN AFFAIRS	WASHINGTON,DC	50	CAREER (SES PERM)	08/30/15	
OFFICE OF THE SOLICITOR	DIV OF ADMINISTRATION	SMITH, MARC ALAN	ES	0905	ASSOCIATE SOLICITOR FOR ADMINISTRATION	WASHINGTON,DC	50	CAREER (SES PERM)	01/24/16	
OFFICE OF THE SOLICITOR	INTERMOUNTAIN REGION	STEIGER, JOHN W.	ES	0905	REGIONAL SOLICITOR-INTERMOUNTAIN	SALT LAKE CITY,UTAH	50	CAREER (SES PERM)	02/21/16	
OFFICE OF THE SOLICITOR	DIVISION OF GENERAL LAW	TUCKER, KAPRICE LYNCH	ES	0905	ASSOCIATE SOLICITOR FOR GENERAL LAW	WASHINGTON,DC	50	CAREER (SES PERM)	01/15/17	
OFFICE OF THE SOLICITOR	SOUTHWEST REGION	WENGER, LANCE C.	ES	0905	REGIONAL SOLICITOR-SOUTHWEST	ALBUQUERQUE,NEW MEXICO	50	CAREER (SES PERM)	02/24/16	
OFFICE OF THE INSPECTOR GENERAL	ASST. IG FOR MANAGEMENT	ANDERSON, RODERICK M.	ES	0301	ASSISTANT INSPECTOR GENERAL	HERNDON,VIRGINIA	50	CAREER (SES PERM)	11/21/10	
OFFICE OF THE INSPECTOR GENERAL	OIG IMMEDIATE OFFICE	DELAPLAINE, L. BRUCE	ES	0905	GENERAL COUNSEL	WASHINGTON,DC	50	CAREER (SES PERM)	10/01/12	
OFFICE OF THE INSPECTOR GENERAL	ASST IG, INVES	ELLIOTT, MATTHEW T	ES	1811	ASSISTANT INSPECTOR GENERAL FOR INVESTIGATIONS	WASHINGTON,DC	50	CAREER (SES PERM)	11/15/15	
OFFICE OF THE INSPECTOR GENERAL	OIG IMMEDIATE OFFICE	HARDGROVE, STEPHEN A.	ES	0301	CHIEF OF STAFF	WASHINGTON,DC	50	CAREER (SES PERM)	05/10/09	
OFFICE OF THE INSPECTOR GENERAL	OIG IMMEDIATE OFFICE	KENDALL, MARY L.	ES	0905	DEPUTY INSPECTOR GENERAL	WASHINGTON,DC	50	CAREER (SES PERM)	10/01/11	
OFFICE OF THE INSPECTOR GENERAL	ASST IG FOR AUDITS, I&E	MCGOVERN, KIMBERLY ELMORE	ES	0511	ASSISTANT INSPECTOR GENERAL FOR AUDITS INSPEC. & EVAL.	WASHINGTON,DC	50	CAREER (SES PERM)	12/07/08	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	CASON, JAMES E	ES	0301	ASSOCIATE DEPUTY SECRETARY	WASHINGTON,DC	55	NONCAREER (SES PERM)	05/14/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	DEVITO, VINCENT NMN	ES	0301	COUNSELOR FOR ENERGY POLICY	WASHINGTON,DC	55	NONCAREER (SES PERM)	04/26/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	HOMMEL, SCOTT C	ES	0301	CHIEF OF STAFF	WASHINGTON,DC	55	NONCAREER (SES PERM)	03/19/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	MAGALLANES, DOWNEY P	ES	0301	SENIOR ADVISOR AND COUNSELOR	WASHINGTON,DC	55	NONCAREER (SES PERM)	05/28/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	MIHALIC, DAVID A	ES	0301	SENIOR ADVISOR TO THE SECRETARY	WASHINGTON,DC	55	NONCAREER (SES PERM)	04/24/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	RIGAS, LAURA C K	ES	0301	DIRECTPR, OFFICE OF COMMUNICATIONS	WASHINGTON,DC	55	NONCAREER (SES PERM)	04/16/17	

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OFFICE OF THE SECRETARY OF THE INTERIOR	OFC OF SECY,SECY IMMED	WILLENS, TODD D	ES	0301	ASSISTANT DEPUTY SECRETARY	WASHINGTON,DC	55	NONCAREER (SES PERM)	07/05/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY-WATER & SCI	TRAVNICEK, ANDREA J	ES	0301	DEPUTY ASSISTANT SECRETARY - WATER AND SCIENCE	WASHINGTON,DC	55	NONCAREER (SES PERM)	07/09/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SECY FISH,WILDL	SKIPWITH, AURELIA NMN	ES	0301	DEPUTY ASSISTANT SECRETARY - FISH AND WILDLIFE AND PARKS	WASHINGTON,DC	55	NONCAREER (SES PERM)	04/19/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	OS,ASST SEC INDIAN AFFR	CLARKSON, GAVIN S	ES	0301	DEPUTY ASSISTANT SECRETARY - INDIAN AFFAIRS	WASHINGTON,DC	55	NONCAREER (SES PERM)	06/11/17	
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	CAMERON, SCOTT J	ES	0301	PRINCIPAL DEPUTY ASSISTANT SECRETARY	WASHINGTON,DC	55	NONCAREER (SES PERM)	05/14/17	
BUREAU OF RECLAMATION	WASHINGTON DC	MIKKELSEN, ALAN WAYNE	ES	0301	DEPUTY COMMISSIONER	WASHINGTON,DC	55	NONCAREER (SES PERM)	04/16/17	
FISH AND WILDLIFE SERVICE	FISH & W/L SVC REGION 9	SHEEHAN, GREGORY JOHN	ES	0301	PRINCIPAL DEPUTY DIRECTOR, US FISH AND WILDLIFE SERVICE	WASHINGTON,DC	55	NONCAREER (SES PERM)	06/18/17	
OFFICE OF THE SOLICITOR	IMMED OFC OF SOLICITOR	GOEKEN, RICHARD WILLIAM	ES	0905	DEPUTY SOLICITOR FOR PARKS & WILDLIFE	WASHINGTON,DC	55	NONCAREER (SES PERM)	07/23/17	
OFFICE OF THE SOLICITOR	IMMED OFC OF SOLICITOR	JORJANI, DANIEL H	ES	0905	PRINCIPAL DEPUTY SOLICITOR	WASHINGTON,DC	55	NONCAREER (SES PERM)	05/14/17	
BUREAU OF SAFETY AND ENVIRONMENTAL ENFOR	BSEE DIRECTOR	ANGELLE, SCOTT A	ES	0301	DIRECTOR, BUREAU OF SAFETY & ENVIRONMENTAL ENFORCEMENT	WASHINGTON,DC	55	NONCAREER (SES PERM)	05/24/17	
GEOLOGICAL SURVEY	DIRECTORS OFFICE	NOWAKOWSKI, JUDY JENNIFER	ES	0301	SENIOR ADVISOR TO THE DIRECTOR	RESTON,VIRGINIA	60	LIMITED TERM (SES NONPERM)	01/08/17	

Bureau	Upcoming/Known Vacancies	Duty Station	Previous Incumbent	Date Vacated	NOTES
NPS	Associate Director for Interpretation and Education	Washington, DC	Julia Washburn	1/16/2017	
NPS	Superintendent, Golden Gate National Recreation Area	San Francisco, CA	Christine Lehnertz	8/20/2016	Currently advertised; announcement closes 08/30/17.
NPS	Superintendent, Yosemite National Park	Yosemite Park, CA	Don Neubacher	10/20/2016	Currently advertised; announcement closes 08/31/17.
NPS	Superintendent, National Mall and Memorial Parks (pending reassignment effective 09/03/17)	Washington, DC	Gay Vietzke	9/3/2017	
NPS	Associate Director, Cultural Resources	Washington, DC	Stephanie Toothman	6/3/2017	
FWS	Associate Chief Information Officer	Baileys Crossroads, VA	New Position	NA	
FWS	Chief, Office of Law Enforcement	Washington, DC	William Woody	7/9/2017	
FWS	Regional Director, Atlanta (pending retirement effective 09/30/17)	Atlanta, GA	Cynthia Dohner	9/30/2017	Current incumbent expected to retire on 09/30/17.
FWS	Assistant Director - International Affairs	Baileys Crossroads, VA	Bryan Arroyo	7/9/2017	
SOL	Regional Solicitor, Northeast	Washington, DC	Peg Romanik	7/9/2017	
SOL	Regional Solicitor, Alaska (pending retirement effective 12/31/17)	Anchorage, AK	Joseph Darnell	12/31/2017	Current incumbent expected to retire in December 2017.
BLM	Deputy Director for Operations	Washington, DC	Steve Ellis	11/26/2016	
BLM	State Director – Montana/Dakotas	Billings, Montana	Jaime Connell	2/9/2017	
BLM	State Director - Alaska (pending reassignment effective 09/03/17)	Anchorage, AK	Bud Cribley	9/3/2017	
BLM	State Director - New Mexico (pending reassignment effective 09/03/17)	Santa Fe, NM	Amy Lueders	9/3/2017	
BLM	State Director - Colorado	Denver, CO	Ruth Welch	7/9/2017	
BLM	Assistant Director – Fire and Aviation	Boise, Idaho	Ron Dunton	5/13/2017	
BLM	Assistant Director, Business, Fiscal and Information Resources Management	Washington, DC	Janine Velasco	7/9/2017	
PMB	Director, Office of Policy Analysis	Washington, DC	Joel Clement	7/9/2017	
PMB	Deputy Director – Office of Acquisition and Property Management	Washington, DC	James McCaffery	11/30/2016	
PMB	Director, Office of Small and Disadvantaged Business Utilization	Washington, DC	Megan Olsen	7/9/2017	
ASIA	Deputy Assistant Secretary – Management	Washington, DC	Tommy Thompson	12/31/2015	
BIA	Director, Bureau of Indian Affairs (pending reassignment effective 09/03/17)	Washington, DC	Bruce Loudermilk	9/3/2017	
BIA	Deputy Director – Justice Services	Washington, DC	Darren Cruzan	1/7/2017	
BIA	Regional Director – Midwest	Minneapolis, MN	Diane Rosen	9/30/2016	
BIA	Regional Director – Alaska	Anchorage, AK	Bruce Loudermilk	11/1/2016	
BIA	Regional Director - Northwest (pending retirement effective 12/31/17)	Portland, OR	Stanley Speaks	12/31/2017	Current incumbent expected to retire in December 2017.
BIA	Regional Director - Southern Plains	Anadarko, OK	Daniel Deerinwater	8/20/2017	
BIE	Associate Director – BIE Operated Schools	Albuquerque, NM	Tony Dearman	10/29/2016	
BIE	Chief Academic Officer	Washington, DC	New Position	NA	
USGS	Associate Director for Climate and Land Use Change	Reston, VA	Virginia Burkett	7/9/2017	
		<b>Total SES Slots</b>		<b>284</b>	
		Total Non Career Slots		44	
		Non-career onboard		16	
		Non-career approved		3	
		Non-career to be allocated		25	
		<b>Total Career SES Slots</b>		<b>240</b>	
		Career SES onboard		212	
		<b>Total available SES slots</b>		<b>28</b>	
		Expected SES departures		4	Dohner, Andrew, Speaks, Lauro
		<b>Remaining SES slots</b>		<b>32</b>	

**Executive Resources Board  
Roles and Responsibilities**

The Secretary of the Interior delegates the ERB general oversight responsibility for the management of the department's executive resources, which includes Senior Executive Service (SES), Senior Level (SL) and Scientific and Professional (ST) position.

**Recruitment/Staffing Management**

*Competitive and non-competitive recruitment and placement of selectees into vacant SES, SL and ST positions.*

- Approval of recruitment requests, including panel members.
- Approval of selections, including qualifications and pay setting.
- Ensuring that recruitments and selections meet merit systems principles.
- Reviews and approves other personnel requests, including reassignments, changes in duty station, and details beyond 120 days.

**Compensation Management**

*Agency process for setting and adjusting pay, as well as management of other forms of compensation.*

- Ensuring SES/SL/ST pay policies meets the needs of the Department.
- Ensuring SES/SL/ST are compensated equitably based on their level of responsibility and level of performance.
- Reviews and approves requests for relocation, recruitment and retention allowances.
- Reviews and approves requests for out-of-cycle awards (monetary and non-monetary).

**Performance Management**

*Performance management incorporates planning, monitoring, developing, evaluating, and rewarding both individual and organizational performance.*

- Ensures SES/SL/ST employees are rated in accordance with Departmental policy and is sufficient to retain OPM performance certification.
- Approve Performance Review Boards.
- Approves ratings, recognition and pay increases for SES/SL/ST employees.
- Ensures there are meaningful distinctions based on relative performance, and that the highest performers receive the highest levels of recognition and pay increases.

**SES/SL/ST Allocations**

*Management of executive resources within the levels set during the biennial allocation process.*

- Manages the pool of allocations provided to the Department from OPM.
- Approves requests for additional allocations through OPM's Biennial Allocation process.

**Presidential Rank Awards**

*The Presidential Rank Award (PRA) recognizes and rewards career Senior Executive Service (SES) members and Senior Career Employees (Senior-level (SL) and Scientific and Professional (ST)) who have demonstrated exceptional performance over an extended period of time.*

- Annually, reviews bureau/office recommendations and approves nominations to move forward for consideration.

**Presidential Management Fellows**

*The Presidential Management Fellows (PMF) Program is a highly selective, prestigious two-year training and development program designed to attract young people with exceptional management potential into government careers.*

- Review and approves PMF certifications.

**Senior Executive Service Candidate Development Program**

*The Senior Executive Service Candidate Development Program (SESCDP) is one succession management tool agencies may use to identify and prepare aspiring senior executive leaders and is designed to further develop SES candidates' competencies in each of the Executive Core Qualifications (ECQs).*

- Authorizes recruitment of new classes.
- Reviews and approves selections for the program.
- Reviews and approves Executive Development Plans.
- Reviews and approves Qualifications Review Board packages before submission to OPM.

**Executive Resources Policies**

- Reviews and approves policies governing Departmental executive resources programs.

**Chairperson/Member Role and Responsibilities**

The ERB Chairperson facilitates ERB meetings and serves as signature authority on executive resources requests for the Department. They also have the ability to delegate signature authority for routine requests (such as Presidential Management Fellow certifications, Senior Executive Service Candidate Development Program certification, etc.) or when the Chairperson is unavailable for signature.

ERB members review executive resources requests, participate in discussion related to those requests, and provide a vote in support or against requests.

**Assistant Secretary  
Role and Responsibilities**

All executive resources requests are to be reviewed by and concurred by the appropriate Assistant Secretary or equivalent official.

During the annual performance closeout process, the Assistant Secretary or equivalent official should be consulted prior to bureaus and offices submitting their ratings and recognition recommendations for review by Performance Review Boards (PRB). After the PRB review, the Assistant Secretary or equivalent official will review the PRB recommendations and provide their own recommendations for ratings and recognition.

# Performance Appraisal and Recognition Overview



# SES, SL and ST Performance

- \* Executive Resources Board is designated by the Secretary to make final decisions on SES and SL/ST pay-for-performance.
- \* Pay increases are based on performance
- \* All executives are required to have an annual performance appraisal
- \* Executives must be under a plan for 90 days in order to be rated

# SES, SL and ST Performance

- \* Annual Performance Cycle – October 1<sup>st</sup> – September 30<sup>th</sup> each year
- \* Plans are to be in place within 30 days –
  - \* Beginning of rating cycle
  - \* From date of appointment
- \* One progress review is required

# SES, SL and ST Performance Closeout

Appraisals are to be completed within 30 days of end of rating cycle

- \* Employees prepare accomplishments
- \* Rating Officials rate elements, prepare justifications, and determine overall rating
- \* Rating Officials present ratings to Executives and sign appraisal form
- \* Rating Officials determine recommendations for recognition (this is not shared with the executive)

# SES, SL and ST Performance Closeout

- \* Performance Review Board reviews ratings and recommendations for recognition
- \* Assistant Secretary reviews ratings and recommendations for recognition
- \* Executive Resources Board makes final decisions
- \* Final decisions are distributed to bureau Directors via Assistant Secretaries
- \* Recognition actions are processed typically the first pay period in January

**From:** Burns, Sylvia  
**To:** [Mack, Jonathan](#); [Michelle Oxyer](#); [Peyton Hardaway](#)  
**Cc:** [Amy Holley](#); [Elena Gonzalez](#); [Mary Pletcher](#)  
**Subject:** ERB request  
**Date:** Saturday, September 09, 2017 3:23:17 PM  
**Attachments:** [ERB Memo \(b\) \(5\)](#) [REDACTED] [09092017.docx](#)

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Can you help me prepare this package for the ERB? It pertains to (b) (5) [REDACTED]. Elena and Amy have reviewed and approved this memo, and are ready to sign.

Thanks.

--

**Sylvia Burns**, CIO

[Office of the Chief Information Officer](#) | [US Department of the Interior](#)  
[sylvia\\_burns@ios.doi.gov](mailto:sylvia_burns@ios.doi.gov) | Office: 202.208.6194 | Fax: 202-501-2360  
[www.doi.gov/ocio](http://www.doi.gov/ocio)

*Our mission is your mission*

To: Executive Resources Board

Thorough: Amy Holley  
Acting, Assistant Secretary, Policy, Management and Budget

Through: Elena Gonzalez  
Deputy Assistant Secretary, Technology, Information and Business Services

From: Sylvia Burns  
Chief Information Officer

Subject: Request Approval for (b) (5)

(b) (5)

(b) (5)

Thank you for your consideration of this request. If you require additional information, please contact me at [sylvia\\_burns@ios.doi.gov](mailto:sylvia_burns@ios.doi.gov), or 202-208-5422.

**From:** Rae, Kerry  
**To:** [Mary Pletcher](#)  
**Cc:** [Holley, Amy](#); [Flanagan, Denise](#); [Ferriter, Olivia](#); [Wilson, Hazel](#); [Lillie, Juliette](#)  
**Subject:** Re: (b) (5)  
**Date:** Tuesday, September 05, 2017 7:07:31 PM  
**Attachments:** [20170901\\_Draft Appropriations Committee letter kr.docx](#)

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Mary, the current draft is attached...but there is likely a clean update that is being worked with POB, and I'll make sure you have that. Andrea also wants another shot at this before we finalize a version to go to OMB.

On Tue, Sep 5, 2017 at 7:00 PM, Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Can I get the underlying attachment? I'm supposed to meet with Roseann on the HR portion next week.

Mary

Sent from my iPad

On Sep 6, 2017, at 7:38 AM, Rae, Kerry <[kerry\\_rae@ios.doi.gov](mailto:kerry_rae@ios.doi.gov)> wrote:

Thanks - I meant to include Mary also. (b) (5)

[Redacted]

Thanks all!

---

**Kerry Rae**

Chief of Staff for Water & Science  
U.S. Department of the Interior  
Phone: 202-513-0535  
Mobile: 202-494-4101  
Email: [Kerry\\_Rae@ios.doi.gov](mailto:Kerry_Rae@ios.doi.gov)

On Tue, Sep 5, 2017 at 4:53 PM, Holley, Amy <[amy\\_holley@ios.doi.gov](mailto:amy_holley@ios.doi.gov)> wrote:

Thanks everyone! I am also (belatedly) including Mary Pletcher for awareness, as there are HR implications that Kerry noted. While she is on leave this week, she is sadly still working....

On Tue, Sep 5, 2017 at 12:23 PM, Flanagan, Denise <[denise\\_flanagan@ios.doi.gov](mailto:denise_flanagan@ios.doi.gov)> wrote:

Kerry,

Hi, your summary addresses the POB portion of this. You're proposing a

(b) (5)

If you have questions, please just ask as I'm happy to help! Thanks! Denise

On Tue, Sep 5, 2017 at 10:16 AM, Rae, Kerry <[kerry\\_rae@ios.doi.gov](mailto:kerry_rae@ios.doi.gov)> wrote:

Hi all,

I'm seeking some process advice. (b) (5)

[Redacted]

Thanks for your collective advice!  
Kerry

(Note - any prelim thoughts I can receive prior to a 1:00pm call today would be really helpful!)

---

Kerry Rae  
Chief of Staff for Water & Science  
U.S. Department of the Interior  
Phone: 202-513-0535  
Mobile: 202-494-4101  
Email: [Kerry\\_Rae@ios.doi.gov](mailto:Kerry_Rae@ios.doi.gov)

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Denise Flanagan, CDFM  
Director, Office of Budget  
U.S. Department of the Interior  
1849 C. Street NW, Room 4108  
Washington DC 20240  
Phone: 202-208-5309 (Direct Line)  
Email: [Denise\\_Flanagan@ios.doi.gov](mailto:Denise_Flanagan@ios.doi.gov)

Dear Representative .....

(b) (5)

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(b) (5)

(b) (5)

(b) (5)

11

**From:** Lawson, Christopher  
**To:** [Mary Pletcher](#)  
**Subject:** Re: Hiring waivers  
**Date:** Monday, September 04, 2017 8:27:08 PM  
**Attachments:** [Consolidated Hiring Waiver Requests 2017-09-01.xlsx](#)

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Mary:

I have attached and uploaded the updated hiring waiver requests worksheet. I have not yet reviewed it for duplicate submissions. Do you want to convert this to a Google Sheet so we can both work on it at the same time?

There are 157 new requests and there are 16 BOR requests from August that have not yet been approved. There is a total of 173 requests.

<b>Date/Bureau</b>	<b>Count</b>
<b>1-Aug</b>	
BOR	16
<b>1-Sep</b>	
BIA	13
BLM	5
BOEM	11
BOR	66
BSEE	8
NPS	30
OSM	3
USGS	21
<b>Grand Total</b>	<b>173</b>

Chris Lawson  
Director, HR Information Systems  
Department of the Interior  
Main Interior Building 4329  
202-208-5284 office  
202-412-8730 mobile  
[christopher\\_lawson@ios.doi.gov](mailto:christopher_lawson@ios.doi.gov)

On Sun, Sep 3, 2017 at 5:53 PM, Mary Pletcher <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:

Hi Chris,

Let me know when you have updated the hiring waiver spreadsheet - I'll try and do my recommendations this week while I'm out of the office. If I get them done, I may just have you print the spreadsheet out and take up to Gareth for Jim's reviews.

Thanks,  
Mary

Sent from my iPad

Deputy Secretary Approval (blank)

<b>Bureau</b>	<b>Count</b>
BIA	24
BIE	7
BLM	18
BOEM	11
BOR	113
BSEE	8
FWS	10
NPS	70
OSM	3
OST	11
SOL	3
USGS	39
(blank)	
<b>Grand Total</b>	<b>317</b>

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1455	BIA	8/1/2017	Associate Technology Officer (ATO)	15	Above 12	Reston, VA Albuquerque, NM or Lakewood, CO	DC or Denver	6 years		The OIMT is in critical need to fill this existing position to assist the ACIO and the DACIO in implementing and complying with DOI standards enterprise architectures and approaches. The principal function of this position is to ensure Indian Affairs wide consistency in the use of enterprise-wide hardware and software.	The ATO develops enterprise policies based on the review and analysis of existing and new technologies that are applicable to the business processes and needs of the IA without this position OIMT will be behind on business processes and technology needs. ATO is responsible for current knowledge regarding technology innovations and their applicability to IA needs and without this position IA is not able to keep up with industry technology standards.	No	Not approved by OCIO.	9/26/2017
1718	BIA	9/1/2017	Contract Grant/Specialist (Fire)	13	Above 12	Phoenix, AZ	Other	New Position	No	Serve as a warranted Contracting Officer (70%) and Grants Specialist (30%) providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	No immediate response to wildland fire; No procurement of supplies & services to fight the wildland fire; No personnel to negotiate Emergency Equipment Rental Agreement (EERA); No personnel to negotiate and prepare Land Use Agreements; No personnel to negotiate Cooperative Agreements with Tribes; and No personnel dedicated to respond and travel to a wildland fire to access the needs of the fire.	Yes		9/26/2017
1719	BIA	9/1/2017	Contract Specialist	9--11--12	12	Phoenix, AZ	Other	5 months	No	Serve as a warranted Contracting Officer providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	Yes		9/26/2017
1720	BIA	9/1/2017	Contract Specialist	9--11--12	12	Phoenix, AZ	Other	11 months	No	Serve as a warranted Contracting Officer providing authoritative advisory services to regional agencies and program offices, and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with BIA functions to tribes and tribal organization operating under P.L. 93-638 and/or Cooperative Agreements between the BIA and various tribal entities.	Should this position not be filled it would impact the procurement of goods and services for all programs for the Region, Agencies and Tribal entities. The procurement of goods and services would be immensely delayed and would negatively impact the operation and function of serving our Tribal entities.	Yes		9/26/2017
1859	BIA	9/15/2017	Equal Employment Opportunity Specialist	GS-0260-11/12	12	Reston, VA	DC	#1 will vacate the position in 3 months #2 will separate for Workers Comp		The incumbent is responsible for EEO Counseling and mandated steps required to process complaints of discrimination. The incumbent is also responsible for the administrative functions associated with the implementation and preparation of counseling services for BIA and BIE employees and applicants for employment who believe they have been discriminated against in employment actions under Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Act of 1991, the Age Discrimination in Employment Act (ADEA) of 1967, as amended, the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.	A fully staffed EEO office is critical to meet statutory obligations pursuant to 29 C.F.R. 1614.102. If these positions are not filled, the office will not meet its obligations: Impact of failing to provide timely EEO counseling (90 day time limit) will result in increased complaints and remands to the Agency when the case is dismissed for this reason. BIA EEO informal complaint activity is up and has continued to climb since 2014, from a low of 32 to a high of 86 in 2017; Processing formal complaints of discrimination the Agency is subject to default judgments in favor of the complainant even absent of discrimination. Formal complaints filed for acceptance or dismissal are up and has continued to climb since 2015, from a low of 22 to a high of 57 in 2017. Impact of failing to ensure that all investigations are conducted fairly, efficiently, and in a timely manner, the Administrative Judge or OFO may impose sanctions on the Agency as deemed appropriate (180 day time limit). BIA EEO investigations completed have continued to rise since 2014, from a low of 10 to a high of 39 in 2017. Impact of failing provide documents in the course of the investigation Agency may subject the Agency to sanction where it fails to comply with a request of the EEO Investigator for documents, records, comparative data, statistics, affidavits, or the attendance of witnesses. Impact of failing to develop an impartial and appropriate factual record upon which to make findings on the claim(s), the EEOC may issue sanctions in the form of dollars or limiting the SOL ability to conduct discovery or other sanctions at their discretion. Impact of failing to provide managers with information and the required training is essentially the effect of giving them decision making authority without training on harassment, discrimination and retaliation. When supervisors are not properly trained on equal opportunity and conflict management, they are more likely to take actions or make comments that may result in findings of discrimination and financial liability. Impact of failing to	Conditional Yes	Advertise position as DC or ABQ and pick best qualified candidate.	9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1726	BIA	9/1/2017	Family Violence Prevention Specialist	GS-12/13	Above 12	DC	DC	1 year		The incumbent is the national subject matter expert providing BIA regional, agency, and tribal child protection program staff policy guidance regarding domestic and family violence prevention in Indian Country. The incumbent manages the National plan to combat family violence and strengthen American Indian and Native American (AI/AN) communities and families, with an emphasis on intervention and prevention through the development of tribally-driven and culturally relevant service models. The incumbent also provides oversight for evaluations and assessments, focusing on identifying and disseminating best practices and performance measurement outcomes.	Because Native women are battered at a rate dramatically higher than the general population, not filling this position affects the BIA ability to address and combat family and domestic violence. Failure to fill this position hinders BIA's ability to develop best practice policy, establish and disseminate information, and to coordinate services between with other Federal agencies with Domestic Violence programs.	Conditional Yes	Identify other non-DC locations (Albuquerque or other Regional headquarters)	9/26/2017
1727	BIA	9/1/2017	Indian Child Welfare Specialist	GS-12/13	Above 12	DC		1 week		The incumbent is the national subject matter expert providing BIA regional, agency, and tribally child welfare program staff policy guidance regarding delivery of child protection and child welfare services in Indian Country. The incumbent supervises the notification of involuntary child custody proceedings, and national database which logs in and tracks ICWA notices received. The incumbent organizes annual conferences focusing on issues affecting children and families in Indian Country, and partners with BIA law enforcement, the Department of Justice, Department of Health and Human Services, and other agencies involved in delivering protective services in Indian Country, such as guidance on the Native American Children's Safety Act.	Not filling the Indian Child Welfare Act (PL 95-608) - ICWA position, directly impacts BIA's capacity to keep American Indian and Alaskan Native Children (AI/AN) with their families and communities. It will hinder policy development that is an essential framework on which tribal child welfare programs rely, and that public and private child welfare agencies and state courts utilize to conduct their work to serve tribal children and families. Also, not filling this position impacts the BIA's ability to provide, on behalf of the Secretary of the Interior, proper notice of all involuntary court proceeding involving AI/AN children and to properly maintain ICWA adoption records as required under PL 95-608. Leaving this position vacant, effects BIA's ability to develop and implement guidelines as required by the Native American Children Safety Act (Pub. L. 114-165). Should this position not be filled Tribes, and BIA field personnel, will not receive timely guidance and technical assistance that help children and families that are most at risk for abuse and neglect. Finally, since all existing public guidance to state courts on filing their adoption and ICWA notices with the BIA specifically state they should submit these documents to Washington, D.C., it is imperative we have an ICWA staff person in the central office to process these notices - which number in the thousands annually.	Conditional Yes	Identify other non-DC locations (Albuquerque or other Regional headquarters)	9/26/2017
1857	BIA	9/15/2017	Management Analyst/Budget Officer	GS-14	Above 12	DC	DC	8/18/2017		Provides all budgetary and financial support to the Deputy Bureau Director - Indian Services. The incumbent is responsible for all budget execution and formulation activities on behalf of the Deputy Director, included drafting budget justifications, budget briefing documents for DOI senior leadership, distribution of funds to tribes and also serves as the budget and finance advisor to Office of Indian Services (OIS) leadership. In addition, the incumbent serves as the OIS lead for tracking the annual A-123 reviews, assurance statement preparation, tracking of undelivered orders (UDOs) and contracts/acquisitions issues.	Because this is the only position within OIS that is solely dedicated to financial management and budget execution, the incumbent is essentially a "one person shop" in assisting the Deputy Director in managing the \$750 million in funding that flows through OIS. The major impact of this position going unfilled is a delay in processing funding documents - which would delay much needed program funding being distributed to the tribes in a timely manner. If program funding is delayed, the "on the ground" mission delivery functions would be adversely affected. In addition, requests from ASIA/DOI senior leadership for OIS related budget briefing documents would be delayed, as the previous incumbent possessed 10 years of institutional knowledge of OIS budget/financial history that can only be replicated through extensive research conducted by existing staff with limited experience in this field - and who also must maintain their current job duties that are important to "on the ground" mission functions related to transportation, job training, social services and self determination. The end result of not filling this position is the adverse financial impact on the delivery of OIS-related services to tribes and their members.	No		9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1721	BIA	9/1/2017	Procurement Analyst	12-13	Above 12	Phoenix, AZ	Other	New Position	No	Provides expert acquisition technical support and training to Western Region Programs/Agencies including BIE & OJS. Responsible to provide technical assistance on preparing procurement documents (, procurment planning, SOW, IGCE, Market Research, Justifications, etc.). Responsible for Acquisition data calls, acquisition reporting (FPDS, CPARS, Small Business, etc.), UDOS, records management and other assigned duties.	Should this position not be filled the there would be no one to provide the much needed acquisition training and technical support in preparing their Purchase Requests and Acquisitions and there will no one to respond to data calls and reporting in a timely manner.	Yes		9/26/2017
1881	BIA	9/15/2017	Procurement Analyst	GS-1102-14	Above 12	Reston, VA	DC	One Month		Senior Procurement Analyst position at the Central Acquisitions Office, Division of Acquisition Management, Office of the Chief Financial Officer. The main duties will be the Competition Advocate, National Headquarters Small Business Specialist, and conducting review and approvals for Certificate of Appointments on all Contracting Officer Warrants. The incumbent will provide research, analysis and guidance to the Bureau Procurement Chief (BPC) focused on bureau-wide operations, logistics, suppliers, and customer support. This position will be responsible for coordinating, responding, and implementation of recommendations to Congressional, General Accounting Office (GAO), and IG investigations, audits, and/or inspections. The incumbent will also study current and proposed policies and assesses impact on processes, procedures, systems, and data, as well as on customer and supplier organizations.	The incumbent will be the main liaison with the Office of Small Disadvantage Business Utilization (OSDBU), Small Business Administration, and vendors/contractors. As the Competition Advocate and Headquarters Small Business Specialist, will be responsible for the small business goals and addressing competition issues with vendors. Focus will be supporting the Bureau of Indian Education with their many needs and the schools that are in need of demolition, rebuild, and/or refurbishment. Will take on additional roles reviewing and approving large actions for regional offices to address accountability concerns from audit agencies. Without the Procurement Analyst's in place, the acquisition office will lack the continuity to implement the national level contracts, mentoring of junior staff, properly reviewing complex actions, and assisting the regional contracting officer with complex research and addressing questions and concerns.	Conditional Yes	Advertise position as DC or ABQ and pick best qualified candidate.	9/26/2017
1722	BIA	9/1/2017	Range Management Specialist	13	Above 12	Phoenix, AZ	Other	2 years	No	This position oversees the range and agriculture functions for the Western Region 12,000,000 acres.	Specific issues not being met include oversight of the current GAO exeamination of the wild/feral horse program as well as the noxious wee/invasive species program for nearly XX tribes. The region will be unable to conduct inspectors or review projects, site or program requiring geologic and geomorphic interpretation, including flood risk and damage, stream bank erosion control, surface expression of the presence of economic industrial rocks or minerals, and the affects of surface mining or other surface distrubing activities on the land and environment. Nor can we review leases and update inventory of minerals related activities. The type of technical assistance is unable to be given as we do have the technical expertise for the region which covers a largely range land in character.	Yes		9/26/2017
1723	BIA	9/1/2017	Realty Specialist (CM)	05/07/09/11/12	12	Sacaton, AZ	Other	8/21/2017	No	This position needs a subject matter expert in Indian land management and responsible for exercising tecnical experiense in a wide variety of complex land realty transactions such as rights-of-way and commercial/business leases involving several hundred acres of trust lands on the Ak-Chin Indian Reservation and Gila River Indian Reservation. Both tribal communities have been the subject of litigation in rights-of-way so this is a critical area for this agency.	The Realty Specialist provides technical reviews and analysis on critical, complex, and controversial lands and realty actions including rights of ways, land acquisition and disposal, permits, leases, withdrawal and trespass of lands on behalf of the Superintendent. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities.	Yes		9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1863	BIA	9/15/2017	Safety & Occupational Health Specialist	GS 9-11	Below 12	Anadarko, OK	Other	6/1/2015	No	This position is considered a critical position responsible for advising the Regional Director and Agency Superintendents on the management and operational safety programs for BIA and BIE facilities. This position assesses and monitors the safety of a workplace, recommending best practices for safety, and communicates with directors and relevant personnel of safe practices in the workplace.	This position serves as the focal point for all regional safety matters for all of the Southern Plains Region, and often provides service to Haskell University. If this position is not filled, mishap investigations from injury/illness may not be filed timely resulting in non compliance with OSHA regulations, periodic safety evaluations and survey will not get completed, site conditions to determine if hazards are present will not be investigated, accident investigation will not get documented, and improvements for safety in the workplace will not be remediated. Of critical concern is that safety inspection and conditions are currently identified as a finding on a GAO report. This position requires professional health and safety experience with specific qualifications to perform these duties. At this time there are no employees in DC or Denver area that possess the qualifications necessary for this position.	Yes		9/26/2017
1858	BIA	9/15/2017	Staff Assistant	GS 12-13	Above 12	DC	DC	9/11/2017		This position provides direct executive level administrative support to the Director of the BIA as well as to other executives as needed. Serves as the liaison to senior management teams. Organizes and maintains executive schedules, time, travels, and appointments. Communicates directly with the Director and other staff on programmatic issues/initiatives. Serves as the POC for people seeking appointments and helps establish priorities, and provides overall support to the office and staff in the absence of the Director.	The Staff Assistant is an executive assistant to the Director and is responsible for a wide range of complex and confidential duties, including extensive liaison at all levels from organizing meetings to time management, travel arrangements, and business events. If this position goes unfilled, the Director will not be adequately briefed on crucial meetings for attendance, meeting schedules will not be organized and maintained, director's priorities may be misguided, untimely preparation for events, appointments for constituents may be delayed, travel arrangements may be uncoordinated, documents preparation may go awry, data calls may be overlooked, and communication with stakeholders, customers, and employees may be limited. It is essential this position be filled without delay.	Yes		9/26/2017
1862	BIA	9/15/2017	Superintendent	13/14	Above 12	Eagle Butte, SD	Other	9 months	Yes	The Cheyenne River Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Cheyenne River Tribe. The Superintendent is the Department of Interior's representative.	The Agency Superintendent is the primary Federal official that has the final decision making authority for all Agency policy formulation for the Indian reservation(s) he or she serves. This official is also responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 20,000 and a land base of 1.5 million acres and 480 fee acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1861	BIA	9/15/2017	Superintendent	GS 13 -14	Above 12	Concho, OK	Other	1/1/2017	Yes	The Concho Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the (list the tribes) . The Superintendent is the Department of Interior's representative.	The Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 12,801 and a land base of 169,974 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes		9/26/2017
1717	BIA	9/1/2017	Superintendent	15	Above 12	Ft Duchese, UT	Other	3 months	Yes	The Uintah and Ouray Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Confederated Tribes of the Colville Reservation. The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Uintah and Ouray superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 3,000 and a land base of 1.3 million acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes		9/26/2017
1716	BIA	9/1/2017	Superintendent	GS-0340-13	Above 12	Hollywood, FL	Other	3 YEARS	Yes	The Seminole Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Miccosukee, Seminole, and Big Brighton Tribes. The Superintendent is the Department of Interior's representative for the three Tribes and manages th Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Seminole Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1860	BIA	9/15/2017	Superintendent	GS 13-14	Above 12	Pawnee, OK	Other	6/12/2017	Yes	The Pawnee Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the (List the Tribes) The Superintendent is the Department of Interior's representative.	The Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 13,984 and a land base of 128,466 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes		9/26/2017
1715	BIA	9/1/2017	Superintendent	GS-0340-13	Above 12	Philadelphia, MS	Other	7/23/2016	Yes	The Choctaw Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the . The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Choctaw Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 10,000 and a land base of 35,000 acres. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	Yes		9/26/2017
1845	BIA	9/1/2017	Supervisory Civil Engineer	GS-0810-14	Above 12	Albuquerque, NM	Other	7/28/2017	Yes	Serves as the Safety of Dams (SOD) Officer for Indian Affairs. Provides national policy leadership, senior management and oversight for the BIA Dam Safety, Security and Emergency Management program. Responsible for the technical assistance and oversight of SOD activities at 8 BIA Regional Offices and the associated Agencies and Tribes served by those Regions. Serves as the liaison to American Indians/Alaskan Native governments, Bureau of Reclamation, Federal Emergency Management Agency (FEMA), and other federal agencies. Responsible for a full spectrum of Safety of Dam programs, on issues including environmental, design, construction, operation and maintenance, emergency management and safety issues of the 138 high/significant hazard dams, and conduct of nationwide evaluations concerning program activities.	Impairs the BIA Dam Safety, Security and Emergency Management program's ability to coordinate and support critical life safety and public safety initiatives on a national level. The resultant lack of leadership compromises the ability of the SOD program to provide management and multi-disciplinary support to protect life, property and trust assets in Indian Country. Will limit the ability of Central Office to meet the expected obligation of the BIA and to maintain a comprehensive program necessary to maintain quality standards for the benefit of Native Americans.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1724	BIA	9/1/2017	Supervisory Realty Specialist, Cobell Land Consolidation Program (Land Buy-Back) - BIA Acquisition Center	12/13	Above 12	Billings, MT	Other	1/19/2017	Yes	<p>The Supervisory Realty Specialist serves as the lead federal official and adviser who is responsible for performing a variety of functions related to professional real estate services that include real estate expertise to Tribes, State, Federal, and local entities, land acquisition and disposal, trust transactions review, assessment of the use of land or property, leasing, sale, rights of way, and asset enhancement of real property. In this capacity, the incumbent will: Facilitates tribal and co-owner purchases by assisting in the development and implementation of cost effective processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maxi</p> <ul style="list-style-type: none"> <li>• Serves as subject matter expert in Indian lands and real estate services, and provides front line supervision to realty staff charged with land acquisition- and co-owner purchase-related duties.</li> <li>• Manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals.</li> <li>• Performs quality assurance/quality control to ensure all realty transactions are accurate, complete, and in compliance with applicable laws, policies, and procedures.</li> </ul>	<p>This position is mission critical. It focuses on a full spectrum of real estates services and trust transactions including research, report preparation, public engagement and agency coordination for internal and external stakeholders. If this position is not filled, technical reviews such as appraisal, acquisition and disposal, asset enhancement of real property, residential/commercial/businesses leases, and full implementation of the Land Buy Back Program for Tribal Nations, may not be accomplished thus delaying projects that are critical to the tribes and individual trust land owners for economic purposes. The Associate Deputy Secretary is informed of this request and as indicated his concurrence. Lack of capacity to successfully implement co-owner purchase processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize land consolidation.</p> <ul style="list-style-type: none"> <li>• Less success in reducing the Government's burden of managing highly fractionated Indian lands.</li> <li>• Less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges.</li> <li>• Fewer consolidated lands amenable to economic development, including energy production.</li> <li>• Compromised operational effectiveness and efficiency.</li> <li>• Reduced bandwidth to perform thorough quality assurance/quality control over conveyances.</li> </ul>	Yes	
1725	BIA	9/1/2017	Supervisory Realty Specialist, Cobell Land Consolidation Program (Land Buy-Back) - BIA Acquisition Center	12/13	Above 12	Billings, MT Headquarters (or Satellite Field Office)	Other	7/24/2017	Yes	<p>The Supervisory Realty Specialist serves as the lead federal official and adviser who is responsible for performing a variety of functions related to professional real estate services that include real estate expertise to Tribes, State, Federal, and local entities, land acquisition and disposal, trust transactions review, assessment of the use of land or property, leasing, sale, rights of way, and asset enhancement of real property. In this capacity, the incumbent will: Facilitates tribal and co-owner purchases by assisting in the development and implementation of cost effective processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maxi</p> <ul style="list-style-type: none"> <li>• Serves as subject matter expert in Indian lands and real estate services, and provides front line supervision to realty staff charged with land acquisition- and co-owner purchase-related duties.</li> <li>• Manages workload to ensure maximum success in achieving Buy-Back Program land consolidation goals.</li> <li>• Performs quality assurance/quality control to ensure all realty transactions are accurate, complete, and in compliance with applicable laws, policies, and procedures.</li> </ul>	<p>This position is mission critical. It focuses on a full spectrum of real estates services and trust transactions including research, report preparation, public engagement and agency coordination for internal and external stakeholders. If this position is not filled, technical reviews such as appraisal, acquisition and disposal, asset enhancement of real property, residential/commercial/businesses leases, and full implementation of the Land Buy Back Program for Tribal Nations, may not be accomplished thus delaying projects that are critical to the tribes and individual trust land owners for economic purposes. The Associate Deputy Secretary is informed of this request and as indicated his concurrence. Lack of capacity to successfully implement co-owner purchase processes and procedures, consistent with the Administration's goal of leveraging remaining Program resources to maximize land consolidation.</p> <ul style="list-style-type: none"> <li>• Less success in reducing the Government's burden of managing highly fractionated Indian lands.</li> <li>• Less success in reducing checkerboard ownership, which creates jurisdictional/law enforcement/public safety challenges.</li> <li>• Fewer consolidated lands amenable to economic development, including energy production.</li> <li>• Compromised operational effectiveness and efficiency.</li> <li>• Reduced bandwidth to perform thorough quality assurance/quality control over conveyances.</li> </ul>	Yes	

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1864	BIA	9/15/2017	Tribal Relations Specialist (Choctaw Liaison)	GS-12	12	Muskogee, OK	Other	Will be vacated on 10/01/2017	Yes	Manages the Bureau's trust responsibilities, Agriculture, Realty, Probate and natural resource management activities held in Trust and program services for Choctaw Nation of Oklahoma. Administers tribal operations and tribal relations functions associated with the Bureau's Choctaw Nation of Oklahoma activities. Maintain government to government relationship with Federally recognized Tribe. Certifies, as delegated, Certificates of Degree of Indian Blood and Form 5-4432 for Indian individuals of the Tribe in the servicing area in coordination with the respective Tribal Offices. Enhances coordination with Federal and State agencies.	Eastern Oklahoma Region, Choctaw Liaison Office mission is to carry out the responsibility to protect and improve the trust assets for Choctaw Nation of Oklahoma. Failure to fill this position will impede the Federal Government from fulfilling its trust responsibilities to the Native population and will compromise any commitments that are due to the Native, Federal, and State population that the Tribal Relations Specialist (Choctaw Liaison) serves. The Liaison is needed to continue to show strong leadership, knowledge, and understanding of BIA policy and tribal traditions - because of the complexities of the position it is imperative and vital that this position be filled. This position processes on a average of 1,000 CDIB applications per month. Failure to fill this position would greatly increase turnaround time and negatively impact more than 12,000 Choctaw Nation members per year relying on the CDIB to assist with health care, housing, education, and land matters.	Yes		9/26/2017
1967	BIE	9/15/2017	Education Specialist (Curriculum, Instruction and Assessment) GS-13	GS-13	Above 12	Minneapolis, MN	Other	7/1/2017	No	The position deals with matters pertinent to the implementation of Curriculum Core State standards, development of learning tasks and targets, formative assessments and instructional programs, responsible for assigned program components of curriculum and instruction, and includes studies and research to generate data for school improvement and providing classroom support and coaching to teachers.	The securing of this position is needed as the world of curriculum is a valuable factor to school improvement.	Yes		9/26/2017
1965	BIE	9/15/2017	Administrative Support Assistant (OA) - Budget and Finance	GS-0303-09	Below 12	Washington, DC or- Albuquerque, NM	DC	2/1/2016		Supports the Deputy Bureau Director of School Operations in overseeing; guiding BIE School supervisors and staff as we transition to our new organizational structure and continually improve our responsiveness of School Operational support/financial oversight for our schools. Employee will carry out the mission to achieve the vision through guiding organizational principles supporting how the work of the BIE is successfully accomplished.	Critical functions will not be fulfilled and business function oversight responsibilities will be delayed. Follow up, oversight, and training will be delayed due to lack of staff. The planning, coordination of business function oversight will remain the same until more staff is hired. Most significantly, students may not be adequately served.	Yes		9/26/2017
1408	BIE	7/15/2017	Chief Academic Officer	SES	Above 12	Washington, DC or Albuquerque, NM	DC	2/1/2016		The CAO is a top level official in the BIE that contributes to the mission and provides oversight of operating efficiency and effectiveness. The CAO oversees BIE's efforts to provide technical assistance, professional development, community engagement, and coordinates the work of the associate deputy directors.	Much needed oversight of academic capacity building for tribes and schools will be seriously effected. Leadership, vision and strategic direction for the BIE's academic program will also be negatively impacted especially since BIE is on the cusp of engaging in negotiated rulemaking on standards and assessments as statutorily required by the Every Student Succeeds Act.	Hold	ERB - Review.	9/26/2017
1964	BIE	9/15/2017	Education Technology Specialist (Curriculum and Instruction)	GS-1710-12	12	Washington, DC or- Albuquerque, NM	DC	2/1/2016		Supports the curriculum and instructional needs of schools; manages technology assets; and provides technical assistance to BIE funded schools.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	Yes		9/26/2017
1963	BIE	9/15/2017	Special Assistant	GS-0303-14	Above 12	Washington, DC or- Albuquerque, NM	DC	2/1/2016		Provides assistance on the full spectrum of administrative support functions and programs evolving from day-to-day operations and critical issues requiring immediate attention or fast responses. The position will assist with planning and conducting complex qualitative and quantitative analytical studies involving administrative areas of School Operations and will serve as the Deputy Director for School Operations primary liaison with Tribal officials, government, and community leadership on key strategic and operational matters important to improving the agency.	Serves as an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, construction, maintenance, safety, and other school operations policies and procedures.	Yes		9/26/2017

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1605	BIE	8/15/2017	Supervisory Information Technology Specialist (Division Chief)	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	2/1/2016		Serves as the supervisor providing leadership and operational support in education technology key to supporting school access to critical learning infrastructure.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	Yes		9/26/2017
1966	BIE	9/15/2017	Supervisory Librarian	GS-12	Above 12	Lawrence, KS	Other	8/1/2017	Yes	The Director of the Haskell Indian Nations University Library has both administrative and supervisory responsibility for the management of the Haskell Library, staff and students. The Director oversees the management of textbooks issued to freshmen and sophomore students and the inventory of these books as well as the overall collection of the Haskell Library. Is responsible for the Student Computer Labs located in the building and scheduling of space for events. Management of the budget, supervision of professional staff and support staff, as well as student workers and volunteers.	This is a critical core mission function that provides direct and essential library services to students, as well as supervision of employees, volunteers and student workers. These include distribution of textbooks, provision of appropriate databases, computer labs, the library collection and monitoring of usage, fines and other needs.	Yes		9/26/2017
1880	BLM	9/15/2017	Assistant Director, Business, Fiscal and Information Resources Management	SES	Above 12	Washington, DC	DC	2 months	Yes	The incumbent serves as Assistant Director for Business, Fiscal and Information Resources Management (AD-BFIRM). S/he has broad managerial responsibilities that include the establishment of Bureauwide goals and priorities needed to oversee the control of fund systems; management control and evaluation; budget development and execution; management of fiscal and information resource assets; procurement of real, personal & information property; accounting principles and standards; information systems and standards; organization management and analysis; strategic planning coordination; organizational performance management; and process reengineering.	The Assistant Director oversees the development and implementation of Fiscal and Information policy, programs and services across the BLM. S/he provides leadership and direction to the Bureau's geographically disperse operational communities and is responsible for the management of a robust fiscal and Information Resources program in accordance with Federal laws and regulations. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017
1875	BLM	9/15/2017	Assistant Director, Fire and Aviation	SES	Above 12	Boise, ID	Other	3 months	Yes	The incumbent serves as Assistant Director for Fire and Aviation (AD-FA). S/he has broad managerial responsibilities that include the establishment of Bureau-wide goals and priorities needed to oversee the Bureau's far flung Wildland Fire operations and activities.	The Assistant Director oversees the development and implementation of Wildland Fire policy, programs and services across the BLM. S/he provides leadership and direction to the Bureau's geographically disperse operational communities and is responsible for the management of Wildland Fire programs and resources in accordance with Federal and Departmental policies, laws and regulations. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017
1872	BLM	9/15/2017	Assistant District Manager	GS-13	Above 12	Rock Springs, WY	Other	4 months	Yes	This position directly supports public safety through the supervision/oversight the State's Horse Corrals (public & animal safety) and the District Safety Officer position (public & employee safety). The incumbent is integral to the internal operation of the District Office and manages all budget and administrative functions, as well as engineering operations and activities.	Failure to fill this position would result in a loss of critical oversight for the entire Support Services Division. Support Service functions are crucial to the proper functioning of many operations that BLM performs, including budget, engineering, administration, Wild Horse and Burro Program, etc. A lack of division leadership would pose a serious threat to energy development as budget & accounting activities would not be reviewed and controlled. This could lead to processing delays and inaccurate accounting.	Yes		9/26/2017
1869	BLM	9/15/2017	Assistant Field Manager, Resources	GS-13	Above 12	Vernal, UT	Other	8 months	Yes	The AFM for Resources is responsible for technical and administrative supervision of staff in the range, wild horse, wildlife, T&E, cultural, reclamation, botany, and recreation programs. This position is responsible for managing the workload of interdisciplinary team members that support renewable resources and energy. This position sets division priorities and provides direction, supervision and leadership to the Division of Renewable Resources.	The BLM Vernal Field Office is a pilot office and this position indirectly supports critical oil and gas program activities assigned to this location. Failure to fill this position may result in slower processing of APDs and lease sale NEPA documentation and require the Vernal FM to become more actively involved in day-to-day supervision of operations for the Division of Resources (at the expense of other priorities and responsibilities). This position is responsible for ensuring timely consultations with SHPO, Fish Wildlife Service and the Ute Tribe. Without this AFM position, the FM would be forced to take on these responsibilities.	Yes		9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1710	BLM	9/1/2017	Field Manager	GS-13	Above 12	Glennallen, AK	Other	2 months	Yes	The Field Manager directs a Field Office that serves local communities, and is critical to meeting the Department's five national priorities. Examples include: 1) Making America Safe (Energy)-reviews/approves rights-of-way and permits for mining operations; 2. Shared Conservation Stewardship - coordinates public land stewardship w/federal and state agencies and tribes; oversees youth/internship programs; 3. Making America Safe (Sovereignty) - supervises BLM law enforcement and coordinates law enforcement with the District and State; 4. Getting America Back to Work - hire veterans through direct hire; and 5. Serving the American Family-makes wildland fire decisions in cooperation with the Alaska Fire Service and local communities and tribes; consults with 15 Alaska Native tribes and Native Corporations; the office provides over 4,000 subsistence-hunting permits annually.	The Glennallen Field Office oversees more than 6 million acres and covers a broad swath of public lands from the Copper River Basin to Southeast Alaska. Some of the area's resources include two designated wild and scenic rivers, campgrounds, an archeological historic district, and nationally known areas for heli-skiing and mineral resources. With a population of less than 500 people Glenallen, Alaska is both remote and rural by ANILCA standards. As the only member on the Alaska Leadership Team located in an isolated office (all others are located in Anchorage or Fairbanks) this position is unique. The position requires an understanding of the complex issues and time required to develop productive relationships with local communities, tribes, the public and industry. If left unfilled, critical on-the-ground decisions regarding BLM managed lands cannot be made and community/tribal relationships cannot be maintained. As Agency Administrator for wildland fire, the incumbent must be on-site to coordinate fire related decisions directly affecting public safety.	Yes		9/26/2017
1868	BLM	9/15/2017	Fire Management Specialist	GS-12	12	Salt Lake City, UT	Other	2 months	No	The position serves as the State Fire Planner for the Utah State Office. The incumbent is a subject matter expert for Land Management Plans, NEPA, Fire Management Plans (FMPs), the Wildland Fire Decision Support System (WFDSS), Fire Concurrence Database, Fire Budgeting Systems (FPDSS), National Fire Danger Coordination and Systems, and many other important fire management functions. This position is critical for providing field-level service and support for Wildland Fire Operations and serves as a bridge for coordinating numerous fire programs such as suppression, fuels, preparedness, fire budget, and others within the Utah State Office.	If this position remains unfilled critical field support and coordination assistance will not take place. Fire planning operations for BLM Utah will be delayed and quality control for the existing fire databases will cease. Without a permanent incumbent there will be no one to coordinate FMP annual certification, and no representative to coordinate State-wide fire management NEPA and LUP revisions. Coordination and interaction with the National Fire Planning Committee and NIFC will be hindered and important sage grouse planning efforts will be delayed; field support for FMP development and WFDSS training and implementation assistance will have to be deferred. In addition, program budget for a variety of operations will suffer because the fire databases will not have the appropriate levels of quality control and inputs.	Yes		9/26/2017
1871	BLM	9/15/2017	GIS Specialist (Mobile GIS)	GS-12	12	Cheyenne, WY	Other	Following an Internal Control Review of WY Geospatial Program and a Geospatial Services Survey of WY geospatial needs, this new position was approved by the BLM review team as part the eGIS implementation.	No	This position is intended to provide expertise in geospatial data collection methods and software application; and to extend the eGIS structure to cloud capabilities for data collection and field use utilizing mobile devices such as Trimble or Garmin GPS, i-Phone, i-Pad, Samsung phones, Android devices, and Windows-based tablets. Geospatial technology, software, and tools are employed at all levels of the WY organization for energy development and monitoring. Mobile technology and services currently provide field support for vegetation treatments, invasive species, fire, sage brush monitoring, and wildlife--additional services for law enforcement, safety, monitoring, and inspections are now in the developmental stage.	Mobile Technology is a critical component of WY's eGIS platform and requires both software and hardware validations to be performed by this position. The need to make use of mobile technology was a major point identified by District and Field Office personnel in the 2015 Geospatial Services Survey. The District and Field Office's identified Mobile technology (iPhones, iPads, tablets) as necessary for streamlined, efficient data collection and navigation in the field. Current contract investments and progress made in the deployment of mobile technology and implementation of ArcGIS Online geospatial services could be lost if we cannot maintain them internally.	Yes		9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1874	BLM	9/15/2017	Human Resources Officer	GS-13	Above 12	Reno, NV	Other	2 months	Yes	The incumbent serves as State Human Resources Officer (HRO), advisor and authoritative consultant to all management officials within the Nevada State Office in all matters concerning HR program management and operations. S/he directs HR program operations and activities within the framework of the Office of Personnel Management (OPM), DOI and Bureau regulations, policies and procedures. The HR management program is crucial to the recruitment, development, and retention of a qualified and productive workforce throughout Nevada.	This position provides critical HR leadership guidance and direction to the BLM Nevada, particularly in the recruitment and retention of employees needed to support all five of the Bureau's critical program priorities. Without an HRO, the State's ability to manage effectively its human resources program in keeping organizational priorities will be significantly impacted.	Yes		9/26/2017
1870	BLM	9/15/2017	Petroleum Engineer	GS-12	12	Kemmerer, WY	Other	4 months	No	This position serves as Petroleum Engineer and provides approval and oversight of Federal mineral interests assigned to the Kemmerer Field Office. This office contributes resources and expertise assist the Wyoming efforts in oil and gas activities.	This is a stand alone position within the Kemmerer Field Office. Failure to fill this position would significantly affect the oil and gas oversight/energy development activities in this Field Office and essentially stop or delay the achievement of current program operations.	Yes		9/26/2017
1873	BLM	9/15/2017	Records & Information Management Specialist (Data Base Admin for GIS)	GS-12	12	Cheyenne, WY	Other	This position is mandated under IM 2016-095.	No	This position functions as State Data Administrator in the Division of Support Services, Geospatial Program in the Wyoming State Office. The incumbent is responsible for planning, coordinating, and managing BLM data and information resources and serves as the technical authority for all things related to data management and administration. S/he supports data life cycle management policies, standards and guidelines of all data resources, including land, minerals, environmental, wildlife, cultural, renewable energy, geospatial and administrative data; and assesses data quality, access and security of all systems housing data relayed to energy development and mineral leasing.	Failure to fill this position could result in non-compliance, or less than full compliance, with Executive Order "Making Open and Machine Readable the New Default for Government Information"; OMB Memorandum M-13-13, Open Data Policy - Managing Information as an Asset; WO IM 2010-152, Publication of BLM Data Sources to Data.gov; WO IM 2015-067, "Request for Data Asset Inventory Plan"; WO IM 2017-055, Implementation and Use of Navigator Service for Geospatial Information, WO IM 2017-085, Data Storage & Back-up Cost Reduction and File Cleanup and other directives for the management and publication of quality data.	Yes		9/26/2017
1877	BLM	9/15/2017	State Director	SES	Above 12	Anchorage, AK	Other	2 months	Yes	The incumbent serves as State Director for the BLM Alaska State Regional Office (AKSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Alaska State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017
1876	BLM	9/15/2017	State Director	SES	Above 12	Billings, MT	Other	8 months	Yes	The incumbent serves as State Director for the BLM Montana State Regional Office (MTSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Montana State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017
1879	BLM	9/15/2017	State Director	SES	Above 12	Denver, CO	Denver	2 months	Yes	The incumbent serves as State Director for the BLM Colorado State Regional Office (COSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau activities within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the Colorado State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017

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1878	BLM	9/15/2017	State Director	SES	Above 12	Santa Fe, NM	Other	2 months	Yes	The incumbent serves as State Director for the BLM New Mexico State Regional Office (NMSO). S/he has broad managerial responsibilities that include the establishment of Statewide program goals and priorities designed to meet the economic and social demands placed on BLM resources in keeping with prudent conservation and protection concerns; recommends new efforts or changes in national policy and programs to the BLM Director and Deputy Director; and provides executive leadership and direction for all Bureau actions within the State's jurisdiction consistent with Bureau, Departmental and Administration objectives and policy.	The State Director oversees the State Leadership Team and reports directly to the BLM Deputy Director for Operations. S/he is responsible for providing executive-level oversight for the entire State Regional Office and provides accountability and continuity of operations for all BLM programs and activities performed by the New Mexico State Regional Office. Failure to fill this position in a timely manner could result in the loss of administrative and operational integrity and a significant leadership gap.	Hold	ERB - Review.	9/26/2017
1713	BLM	9/1/2017	Supervisory Civil Engineer	GS-12	12	Moab, Utah	Other	New position-classification completed November 2016	Yes	This position is responsible for directing and managing the civil engineering program, including professional design and review of all phases of BLM civil engineering work; supervision/direction of engineering staff; and annual budgeting. Incumbent directs all phases of annual maintenance, serves as the Contracting Officer's Representative on construction and maintenance contracts; and utilizes CADD (computer aided design and drawing) systems. This position plays an integral part in road construction and repair; and supports the ID Team by reviewing plans of operation for engineering design and resource protection. This position plays a critical role in new road development for Oil and Gas by reviewing all plans for engineering feasibility and safety.	Failure to fill this position may result in loss of operations that support public and employee safety; and facilities may not be maintained or improved to the degree needed. Response time for public safety issues such as road failures may take longer. New infrastructure to support increased recreational visitation may be deferred. Visitation to public lands in Southeastern Utah has increased more than 25% in the past five years and large increases in visitation are expected to continue. Without a Supervisory Engineer, infrastructure such as boat ramps, toilets, campgrounds, roads and trails will not keep up with growing demand. Not having a Supervisory Engineer to review planning for new infrastructure or repairs to existing infrastructure will limit the BLM's ability to achieve compliance with Agency, State and Federal regulations.	Yes		9/26/2017
1712	BLM	9/1/2017	Supervisory Natural Resource Specialist	GS-12	12	Bakersfield, CA	Other	20 months	Yes	This position supervises Bakersfield's oil and gas surface compliance program and acts as the planner for the Field Office. This is a key position for completion of the Bakersfield supplemental EIS for Hydraulic Fracturing.	If this position is not filled, Application for Permits to Drill (APDs) and Master Development Plans (MPDs) will take longer to process. the sEIS for hydraulic fracturing may be delayed without the oversight this position provides, thereby hampering California's ability to issue new oil and gas leases.	Yes		9/26/2017
1711	BLM	9/1/2017	Supervisory Realty Specialist	GS-12	12	Rawlins, WY	Other	14 months	Yes	The incumbent oversees the Realty Program for the Rawlins Field Office and is responsible for the management and processing of critical right-of-ways applications for energy development on BLM managed lands. The current staff includes approximately 14 subordinate positions that address all aspects of the BLM's Realty Program.	This position is critical to the efficient processing of rights-of-ways applications and related energy development projects. If left unfilled, the potential for delay in the development of energy and minerals projects will be significantly increased. Without the technical expertise of a resident supervisor, the possibility of mistakes and slowdowns is greatly enhanced.	Yes		9/26/2017
1714	BLM	9/1/2017	Wild Horse and Burro Program Manager	GS-13	Above 12	Reno, NV	Other	8 months	No	The Incumbent serves as the senior-level expert for wild horse and burro management in the Nevada State Office. S/he is an authoritative source of consultation for other scientists, professionals, managers, and/or program specialists, and performs a key role in resolving issues that significantly affect BLM's WH&B program. The Nevada WH&B Program Lead is responsible for professional guidance, coordination, training, and technical assistance on all aspects of the WH&B program as it pertains to land and resource planning, management, and program development. The Nevada WH&B Program Lead ensures professional excellence through guidance, training, counseling, evaluation, and integration of resource disciplines to promote optimum multiple-use management in terms of ecological relationships, economic needs, resource capability, and environmental quality.	The Nevada WH&B program is highly visible with local, regional, and national significance with the long-term management of 83 Herd Management Areas (HMAs) and over fifty percent of the nation's wild horses and burros residing in Nevada. The Wild Free-Roaming Horse and Burro Act requires BLM to manage wild horse and burro herds at population levels that allow for achievement and maintenance of a "thriving ecological balance." There is extremely high interest and scrutiny regarding BLM's performance in meeting the objectives of the WH&B Act, as well as enhancing the health of rangelands. The program is the subject of extensive public and intergovernmental scrutiny, and requires special consideration in establishing and implementing policy, procedures, and practices. Failure to fill this position would prevent BLM Nevada from perusing options necessary to achieving appropriate management levels for the WH&B Program.	Yes		9/26/2017

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1705	BOEM	9/1/2017	Deputy Program Manager (v-Scholten)	0343-14	Above 12	New Orleans, LA	Other	1 year, 8 months	Yes	Performs financial assurance compliance required by 30 CFR 556.901 to ensure lessees provide supplemental financial assurance to protect the U. S taxpayer from incurring any liability for decommissioning in the Gulf of Mexico, Alaska and the Pacific. The deputy assists the Program Manager in overseeing the development and implementation of BOEM's national risk management, financial assurance and loss prevention program by supervising and coordinating the work of subordinate , multi- disciplined staff located in all three of BOEM's regions.	The impact is that lessees will not be fully risk assessed for supplemental financial assurance, which would increase the risk to the US taxpayer of potentially paying for decommissioning costs of lessees totaling \$34.5 billion dollars.	Yes		9/26/2017
1704	BOEM	9/1/2017	Geologist/Geophysicist (v-Cross)	1350/1313-13	Above 12	New Orleans, LA	Other	1 week	No	Staff Geologist/Geophysicist in the Reserves Section, Unit III ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies are met. Independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge. Reviews work of Unit of employees and trains staff on technical aspects of job.	Without the ability to maintain and develop reserve estimates, oil and gas resource assessments, bid adequacy determinations, and reviews of industry plans and requests could not be conducted. Additionally, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	Yes		9/26/2017
1699	BOEM	9/1/2017	Geologist/Geophysicist/Engineer	1350/1313/0881-12/13	Above 12	New Orleans, LA	Other	7 weeks	No	Performs detailed, complete petrophysical analysis and interpretations of well logs. Determines pay intervals and net effective pay of oil and/or gas. Correlates well logs, identifies chronozones, depositional setting and productive characteristics of various sedimentary facies using knowledge of geology, geophysics, or engineering . Petrophysical analysis directly supports fair market value determinations, the evaluation of reserves and resources, review of worst case discharge applications, New Producible Lease determinations, and conservation of resource decisions.	Petrophysical analysis is essential to the proper evaluation of resource and reserve estimation and directly impact bid adequacy determination, the review of industry plans and requests, and conservation of resources. Without accurate and advanced petrophysical analysis, fair market value determinations, worst case discharge, reserve estimation, and resource evaluation could not be conducted properly.	Yes		9/26/2017
1702	BOEM	9/1/2017	Geologist/Geophysicist/Petroleum Engineer (v-Haley)	1350/1313/0881-14	Above 12	New Orleans, LA	Other	Incumbent retires 9/2/17	Yes	Supervisor for Reserves Unit II ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies and training staff are met. Reviews, edits, and prepares oil and gas reserves reports and makes available to stakeholders. Coordinates, screens, and independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge. Manages workload for the Unit, reviews work, and trains employees. Conducts performance appraisals, holds employees accountable, and rewards for high performance.	Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	Yes		9/26/2017

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1709	BOEM	9/1/2017	Geophysicist	GS-1313-13	Above 12	Anchorage, AK	Other	8/1/2016	No	The position functions as the Alaska Region's technical specialist and expert on the evaluation of geophysical data and information in support of the OCS energy and mineral resource programs. The geophysicist conducts critical technical analyses and interpretation in support of the National Assessment program using seismic data collected by industry and acquired by BOEM under a geophysical exploration permit. The geophysicist provides knowledge and guidance on the collection and processing of the deep seismic, shallow hazard seismic, magnetic, and gravity data. The geophysicist will carry out in-depth interpretations using sonic well data, seismic attributes, and velocity data. The data are used to develop comprehensive velocity models using the specialized interpretive software tools to generate time-depth conversions for a more accurate depiction of the subsurface geological formations. The geophysicist will analyze AVO (Amplitude vs. Offset) 3D seismic data to determine rock properties, including fluid content, porosity, density, and fluid indicators. These attribute analyses are critical to identifying possible hydrocarbon accumulations in non-structural prospects. The geophysicist will utilize the latest in computer aided interpretive techniques and will work closely with BOEM geologists to ensure the best interpretive results. The geophysicist interpretive work provides the basis for the following two Office of Resource Evaluation's major mission components: a) Resource Assessments of the undiscovered, but technically recoverable oil and gas resources in support of the National Five-Year OCS Oil and Gas Leasing Program; and b) Fair Market Value (FMV) determinations of tracts receiving bids to ensure the Federal Government receives fair value for the resources. The geophysicist is also involved in the geological and geophysical regulatory reviews where subsurface assessment is critical to identifying and preventing problems and ensuring safe	Not filling this vacancy will impact the Alaska Region's ability to evaluate resources for the National Five-Year OCS Oil and Gas Leasing Program and to conduct the FMV evaluation of submitted bids by companies in the expanded leasing program under the Administration's goal of energy dominance. The lack of adequate geophysical expertise will impact important regulatory reviews that ensure the safety of exploration and development project and our understanding of the geological conditions that pose a significant hazard for safe operations such as a shallow gas zone, abnormal pressure zones, and other natural hazards that can be encountered during exploration and development drilling.	Yes	
1707	BOEM	9/1/2017	Interdisciplinary (Wildlife Biologist/Ecologist)	GS-0486-9/11/12/13 or GS-0408-9/11/12/13	Above 12	Anchorage, AK	Other	9/1/2016	No	This is a staff position that is focused primarily on the preparation of NEPA documents and the required Endangered Species Act (ESA) and Marine Mammals Protection Act (MMPA) consultations. The incumbent serves as an expert in the Alaska Region on the potential effects of oil and gas leasing, exploration and development activities on a wide variety of fish, wildlife and marine mammals in both the marine and terrestrial environments. This involves collecting, analyzing, interpreting, and applying current scientific findings and writing the appropriate sections of the required NEPA documents, typically Environmental Impact Statements (EISs) or Environmental Assessments (EAs) and Biological Assessments for the ESA and MMPA consultations.	BOEM has recently been directed to develop a new Five-year Program with an emphasis on energy independence and development. Initial discussions suggest that the Alaska Region could be holding multiple lease sales per year beginning as early as 2020. To meet the legal and regulatory requirements under NEPA, ESA, MMPA and other environmental laws, filling this staff position is critical in order to be able to adequately address the fish, wildlife and marine mammal resources and accomplish the required NEPA analyses and ESA and MMPA consultations on schedule and in a manner able to withstand the challenges of litigation. The Environmental Analysis Section I currently has only one wildlife biologist on staff, and it is not possible for a single specialist to conduct all of the NEPA analysis and interagency consultations and still meet the deadlines to conduct a lease sale in the Arctic as early as 2019.	Yes	

Date

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1708	BOEM	9/1/2017	Oceanographer	GS-1360-11/12/13	Above 12	Anchorage, AK	Other	1/1/2016	No	This is a staff position that is focused primarily on the Oil Spill Risk Analysis (OSRA) and modeling. This requires extensive knowledge/experience of physical and chemical oceanography, offshore and coastal transport processes, coastal morphology, coastal storm effects and the chemistry and physics of oil to understand the environmental implications of proposed oil and gas activities. The primary duties include analyzing, interpreting, and portraying technical data and information on oil spills, oil weathering and fate, and oil spill risk for environmental analysis documents; working with subject matter experts to select appropriate oil-spill-risk model parameters; assisting with the design of hypothetical transportation routes for use in the model and as alternatives for the decision maker; and interpreting the use and applicability of general circulation models for predictions of oil-spill trajectories. Additionally, this position provides technical expertise on the statistical probability theory of environmental risk associated with oil spills and oversees the appropriate use of statistical applications in the assessment process.	Oil Spill Risk Analysis is a highly contentious and controversial aspect of any proposed oil and gas lease sale, Exploration Plan (EP) or Development and Production Plan (DPP), especially in the Arctic. This staff position is responsible for the oil spill risk analysis and modeling and providing this information in support of the required NEPA documents and ESA and MMPA consultations. This position is extremely technical and absolutely critical in order to be able to adequately address the risk of oil spills, which is always a major concern to the public, in a manner to withstand the challenges of litigation. Without properly addressing OSRA it would be very difficult for BOEM to successfully authorize oil and gas lease sales, EPs or DPPs due to public concerns of potential oil spills in the Arctic.	Yes		9/26/2017
1703	BOEM	9/1/2017	Petroleum Engineer (v-Griffith)	0881-12	12	New Orleans, LA	Other	1 week	No	Ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies are met. Continually revises reserve estimates to reflect new information obtained from development and production activities. Independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.	Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	Yes		9/26/2017
1706	BOEM	9/1/2017	Petroleum Engineer (v-Hoke)	0881-12	12	New Orleans, LA	Other	2 months	No	This position conducts in-depth technical reviews and evaluation of all Exploration, Development, and Production Plans for oil and gas activities on the OCS. Proposed operations are reviewed to ensure they are planned to comply with statutory and regulatory requirements, will be safe and protect the human, marine, and coastal environment, and will result in diligent exploration, development, and production of leases.	Negative impact on ability to ensure development of U.S. Outer Continental Shelf energy and mineral resources in an economically responsible way. Could imperil the human, marine, or coastal environment. Possibly leading to the U.S. Government and the U.S. Taxpayers incurring costs related to oil and gas exploration and development.	Yes		9/26/2017
1700	BOEM	9/1/2017	Petroleum Engineer (v-Mouton)	0881-5/7/9/11/12	12	New Orleans, LA	Other	7 weeks	No	Reserves engineer ensures the requirements of the the OCS Lands Act to develop and report independent estimates of economically recoverable amounts of oil and gas contained within discovered fields by conducting field reserve studies. Continually revises reserve estimates to reflect new information obtained from development and production activities. Prepares oil and gas reserves reports and makes available to stakeholders. Coordinates, screens, and independently verifies the validity of the volume calculations, assumptions, and analogs used by the operator for the worst case discharge.	Reserve estimates are critical inputs to oil and gas resource assessments, as analogs for bid adequacy determinations, and in the review of industry plans and requests. Without accurate resource estimates, analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. BOEM's worst case discharge model outputs are essential to BSEE in reviewing oil spill response plans and making Application for Permit to Drill (APD) decisions.	Yes		9/26/2017
1701	BOEM	9/1/2017	Staff Geologist/Geophysicist/Engineer (v-Skinner)	1350/1313/0881-13	Above 12	New Orleans, LA	Other	Incumbent retires 9/29/17	No	As Staff Geologist/Geophysicist/Engineer for the Office of Resource Evaluation, ensures the requirements of the OCS Lands Act related to oil and gas resource management are met. Serves as a technical advisor and subject matter expert on all matters related to the assessment and estimation of oil and gas resources and reserves. Reviews scientific articles to ensure suitability for publication. Serves as a contracting officers representative. Coordinates, evaluates, and leads the development of information technology initiatives necessary for the evaluation of oil and gas resources. Develops and implements a training program for professional geologists, geophysicists and engineers.	Without accurate oil and gas resource and reserve estimates - analyses of potential impacts of policy options, legislative proposals, NEPA analyses, the development of the 5-year Program, and industry activities affecting OCS oil and gas activities — cannot be properly conducted. Contracts for oil and gas related data, initiatives, training, and scientific studies would be imperiled. This position is critical to ensure the proper development and maintenance of information technology initiatives, databases, and software.	Yes		9/26/2017

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1760	BOR	9/1/2017	Accountant - 2 positions	GS-12	12	Billings, MT	Other	New	No	GP1: Regional Office - These positions will provide expert advice, direction, and assistance to management and technical staff relative to developing and administering financial activities, including audit management; cost accounting for construction activities; contract repayment and revenues management; review of grant recipients fund utilization; management of rural water financial issues for the region; as well as daily management of regional project accounting. These positions will handle the most difficult accounting issues and will collaborate with multiple disciplines within the region and with Denver MSO to address accounting issues and audit findings.	These non-supervisory positions are funded through the Working Capital Fund and do not add a supervisory layer. If these positions are not filled, financial actions supporting the accounting records of Reclamation projects would be delayed or unexecuted, which would increase the risk of negative audit results. These positions will help ensure the financial management of the region maintains technically competent staff and timely recording of accounting events. These positions represent a level of expertise associated with the Financial Business Management System (FBMS) and the additional processes and audit requirement within Reclamation.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1488	BOR	8/1/2017	Administrative Support Assistant	GS-6/7	Below 12	Denver, CO	Denver	8 months		DO/WO P&A4: The administrative assistant position is responsible for supporting the Civil Rights Manager and the Equal Employment and Diversity staff. Provides essential support to Equal Employment program functions by processing incoming and outgoing complaint actions and interfacing with customers. Provides administrative support for the office, coordinating clerical and administrative duties required to accomplish the work of the Civil Rights Division. Consolidates a variety of analyses of administrative or management data and completes required reports. Oversees and coordinates administrative functions to include correspondence, mail, publications, and records management.	This is an existing non-supervisory position funded through Policy and Administration and working captial fund. Filling the vacancy will permit better stewardship of program funds by permitting the Division Manager to focus on critical tasks with appropriate administrative support. Currently, the admin support is either not getting completed, or is being completed as other admin support staff can fit it in. POLICY is already short staffed in the admin support area. Title 29 Code of Federal Regulations Section 1614.102(a)(1) requires that each Federal agency "provide sufficient resources to its equal employment opportunity program to ensure efficient and successful operation." This office has six non-supervisory positions, five of which are currently vacant. Not filling this position may result in Equal Employment Opporunity cases not being properly logged and referred to the appropriate individual for investigation. If investigations are not completed in a timely manner, Reclamation can face financial and legal consequences.	Yes		9/26/2017
1756	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP2 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This new position is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties; costs will continue to increase; while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	Yes		9/26/2017

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1757	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP3 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This second new position (this is not a duplicate) is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties, costs will continue to increase, while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	Yes		9/26/2017
1758	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP4 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This third new position (this is not a duplicate) is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties, costs will continue to increase, while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	Yes		9/26/2017
1759	BOR	9/1/2017	Administrative Support Assistant (OA)	GS-05	Below 12	Loveland, CO (Denver Area)	Denver	New	No	GP5 - Eastern Colorado Area Office (ECAO) - This position provides administrative support to staff and leadership (engineers, hydrologists, natural resources and environmental specialists, repayment contract specialists, and managers) at the ECAO main office. This position is responsible for preparing correspondence, reports, and spreadsheets; receiving, screening, and routing incoming telephone calls and visitors; making travel reservations and processing travel vouchers; timekeeping, scheduling and preparing for meetings, preparing acquisition packets, maintaining central files, mail distribution, and providing backup administrative support to hydropower plants when needed.	This fourth new position (this is not a duplicate) is funded through appropriated funds and does not add a managerial layer. If this position is not filled, required maintenance will be delayed due to lack of data input which will continue to cause delays throughout ECAO. If power facilities are not maintained, violations, penalties, or sanctions may apply. Positions supported by the administrative duties throughout the ECAO main office will continue to fall behind which negatively affects implementation of their other duties, costs will continue to increase, while mission accomplishment slows down.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	Yes		9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1773	BOR	9/1/2017	Assistant YRBWEP Manager	GS-12	12	Yakima, WA	Other	6 months	Yes	PN3: Assistant Yakima River Basin Water Enhancement Project (YRBWEP) Manager assists YRBWEP Manager with planning, directing, and overseeing the development and construction of new projects associated with YRBWEP and Yakima River Basin Integrated Water Resource Management Plan, such as fish passage at storage dams and construction of a pool raise, and existing programs, such as water conservation, tributary enhancement, floodplain restoration, and Yakama Nation programs. Works with Region and TSC staff on feasibility studies, design, contracting and construction of these projects. Supervises project managers on YRBWEP team. Prepares agreements and grants, including 638 agreements with Yakama Nation. Coordinates complex long range land and water acquisition programs. Coordinates and collaborates with internal and external partners.	<p>This position is funded through Yakima River Basin Water Enhancement Project funds. It is an existing supervisory position that does not add a new supervisory layer. Reclamation is responsible for implementing YRBWEP water conservation and land and water conservation activities. If this position is not filled, it will adversely impact Yakama Nation 638 agreements. Under 638 agreements, Reclamation resources are made available to assist the Yakima Nation to protect, manage, and develop their water and related resources. It provides for training to improve the technical expertise of the Tribe to develop and manage their water and related resources and educates Reclamation employees on working effectively with the Tribe. This position is integral in meeting these requirements. Further, the YRBWEP Team will benefit from increase in supervisory span of control.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p>	Yes		9/26/2017
1474	BOR	8/1/2017	Branch Chief-Formulation	GS-14	Above 12	Washington, DC	DC	Will be vacant September 2017		DO/WO2: This position has primary bureauwide responsibility for authorship, analysis, and editing of Reclamation's budget submission to the Commissioner, Department, Assistant Sec/Water & Science, OMB and Congress. Develops briefing & analytical materials to communicate goals and achievements of Reclamation and its leadership on a corporate level, to both internal and external stakeholders. Supervises six regional analysts and budget review committee professional staff.	<p>This is an existing position that has overall responsibility for preparation, analysis, and continuity of budget publications and materials that communicate the justifications for Reclamation's programs and their approximately \$1.1 billion in discretionary funding. The incumbent's primary function is to successfully secure an appropriate level of funding for Reclamation. The publications are among Reclamation's principle methods of communication to both internal and external stakeholders, serving as the authoritative source of appropriations and authorization information. This position is critically important to advance the budgetary agenda of Reclamation's political leadership. The incumbent is considered to be Reclamation's expert on programmatic budgetary issues, and technical expertise is heavily relied upon by management, to fund activities and carry out program requirements. The Formulation Chief is one of Reclamation's two Budget Branch Chiefs (the other is "Execution," which is a standard organizational setup for an organization of Reclamation's mission and size).</p>	Yes		9/26/2017

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1769	BOR	9/1/2017	Budget Analyst	GS-12	12	Sacramento, CA	Other	8 months	No	<p>MP7: Bay-Delta Office. As the Budget Officer for the Bay-Delta Office, this position prepares the budget documents and oversees the execution of all funds managed by the Bay-Delta Office. Responsibilities include approving purchase requests, monitoring the status of funds, tracking undelivered obligations, managing deobligations, assessing cost share and reimbursable requirements, and balancing requirements between multiple funding sources and authorities.</p>	<p>This position is funded through Bay-Delta appropriations and is an existing nonsupervisory position. If this position is not filled, managing deobligations; assessing cost share and reimbursable requirements; and balancing requirements between multiple funding sources and authorities will be adversely affected. The Bay-Delta Office cannot effectively track the status of funds and may fail to execute agreements necessary to perform the required construction, monitoring, water quality, and environmental compliance functions for the Central Valley Project, which could result in violations of Biological Opinion requirements and damage relationships with partner state and Federal agencies. Current uncertainty has been managed by a conservative approach to funding agreements resulting in low to no progress on necessary action for water supply and species and could result substantial in failure to execute the budget this fiscal year.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p> <p>Per June 15 and July 1, 2017 approval list, Page 4, #1100, this position was disapproved with a note "No - can DC or Denver resource be reassigned?" MP is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.</p>	Yes		9/26/2017
1753	BOR	9/1/2017	Budget Analyst	GS-11	Below 12	Sandy, Oregon	Other	1 month	No	<p>DO/WO - Policy &amp; Administration: This position works closely with the lead budget analyst. Policy and Administration's budget office has responsibility for budget formulation and execution (\$80-\$100 Million).</p>	<p>This is an existing, non-supervisory position that is funded through Policy and Administration. We would like to select a remote employee, who is already working with us on a temporary appointment, and has career status. This position works on a variety of budget activities that touch on administration and execution of appropriated funding (e.g., P&amp;A, WRR), revolving funds (e.g., Working Capital), funding of grants (e.g., WaterSMART, Title XVI), and transferred funding from other Federal agencies (e.g., Federal Highways Administration). The budget for FY17 is \$93.3M. With limited staff, activities may not be completed timely (obligation, year end closing, etc.).</p>	Yes		9/26/2017

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1744	BOR	9/1/2017	Business/Systems Analyst	GS-12	12	Anywhere in the 17 continental Western States	Other	5 months	No	DO/WO - Mission Support Office: The incumbent serves as a Business/Systems Analyst responsible for the development and oversight of metrics and reporting for the functional areas covered by the Acquisition and Assistance Management Division (AAMD) including, but not limited to, acquisitions, financial assistance, and charge card. This position also serves as the Regional Charge Card Agency/Organization Program Coordinator (A/OPC) for the Denver and Washington Offices and as the Alternate Bureau Lead Charge Card Coordinator.	The Business/Systems Analyst is funded under the Policy and Administration BOR-Wide Bankcard code. This is an existing position. This position provides direct support to the charge card program, in which DOI will be undergoing a transition to a new bank in conjunction with the new GSA SmartPay3 contract in November 2018. Preparation for this transition began in January 2017 and will continue through and beyond the bank transition date of November 30th, 2018. Reclamation has responded to 55 data calls for this transition, requiring extensive work. As we move further into the transition period, transition-related change management activities, meetings, and data calls will continue to increase and current Bureau resources are not adequate to meet the needs of the program requirements. In addition to supporting the transition to the new bank, this position performs internal control reviews of the travel business line for Denver and Washington Offices, as well as, assists the Bureau Lead Charge Card Coordinator in monitoring and reviewing Regional charge card activity on a monthly basis. Currently, Reclamation has 6,880 cardholders; 5,037 are purchase and/or travel and 1,843 are fleet cards. In FY16, Reclamation had 77,850 transactions totaling \$32,603,372.25 under the purchase business line of the charge card program. Leaving this position vacant poses a risk to the entire charge card program where the need for adequate resources is essential to ensure a smooth transition to the new bank and provide thorough oversight and successfully implement internal control measures post transition.	Yes	
1775	BOR	9/1/2017	Chief, Power Office	GS-14	Above 12	Boulder City, NV	Other	6 months	Yes	LC1: This senior-level management position reports directly to the Regional Director. The incumbent serves as the principle advisor to the Regional Director and is the primary Regional spokesperson on issues related to power, regulatory compliance, and contracts. The position ensures regulatory compliance for the operation and maintenance of all power facilities, power generation and transmission, utility contract development, negotiation, administration, and monitoring; and the management of public and private renewable energy initiatives. This supervisory position has 10 direct reports.	This is an existing supervisory position that does not add a new supervisory layer and is funded through 25% appropriated funds and 75% non-appropriated funds. The recent uptick in activities of NGS have increased the workload of the Power Office. Denying this request puts the onus on the current staff in taking on the additional responsibilities; thus, impacting their programmatic responsibilities, which results in projects compliance reviews being untimely or not performed at all. Not conducting compliance reviews of designated projects could result in Reclamation not being in compliance of NERC/WECC and other federal laws, rules, and regulations.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Page 5, #934, this position was disapproved with a note "No - can DC or Denver resource be reassigned?" LC is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.	Yes	

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1785	BOR	9/1/2017	Civil Engineer	GS-12	12	Boulder City, NV	Other	1 month	No	LC1: As a staff engineer, this position has the responsibility for planning, coordinating, and executing inspections of Dams, powerplants bridges and other critical water infrastructure. It includes assessing current inventory and reporting related to the safety of structures, as well as, operations and maintenance. The position also reviews and is involved in engineering plans to meet operation and maintenance recommendations. Conducts inspections of existing structures.	The position is not supervisory and does not add another supervisory or managerial layer. The position is funded by both appropriated and nonappropriated funds. By providing civil engineering support to customers for select projects that might otherwise overburden their staff resources, Engineering Services Office (ESO) helps its customers to maximize utilization of the area office staffing, which helps Lower Colorado Region to be as efficient as possible with available funding and staffing resources. The position will better equip the examination of existing structures group to fulfill its inspection obligations, and to provide civil engineering services to Lower Colorado Region customers at the level necessary to continue to meet the needs of those customers. Failure to fill the position would limit ESO capabilities and could burden its customers with a need to increase their own staffing to accomplish projects that ESO would be unable to perform. If this position goes unfilled, it is likely that ESO will be unable to perform all the required operations and maintenance exams, or be unable to perform them to the appropriate standard. Ultimately, this will leave the structures potentially unsafe and behind in operations and maintenance.	Yes		9/26/2017
1958	BOR	9/15/2017	Civil Engineer	GS-12	12	Boulder City, NV	Other	1 year	No	LC3: This position has the responsibility for planning, coordinating, and executing inspections of dams, powerplants bridges and other critical water infrastructure. It includes assessing current inventory and reporting related to safety of the structures, as well as operation and maintenance. The position also reviews and is involved in engineering plans to meet operation and maintenance recommendations. The position also assists area offices and facilities in running operation and maintenance inspections.	This is an existing nonsupervisory position that is funded through appropriated and nonappropriated funds. If this position goes unfilled it is likely that Engineering Services Office (ESO) will be unable to perform all the necessary operation and maintenance exams, or be unable to perform them to the appropriate standard. Ultimately this will leave the structures potentially unsafe and behind in operation and maintenance. Also, by providing civil engineering support to customers for select projects that might otherwise overburden their staff resources, ESO helps its customers to maximize utilization of that Area Office staffing, which helps Lower Colorado Region to be as efficient as possible with the available funding and staff resources. The position will better equip the Analysis and Design Civil Group of ESO to provide Civil Engineering services to Lower Colorado Region customers at the level necessary to continue to meet the needs of those customers and to meet inspection needs, as outlined in the directive and standards. Failure to fill the position would limit ESO capabilities and could burden its customers with a need to increase their own staffing to accomplish projects that ESO would be unable to perform.	Yes		9/26/2017

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1763	BOR	9/1/2017	Civil Engineer	GS-12	12	Farmington, NM	Other	6 months	No	UC3: Mission Support Office - Serves as the Resident Engineer within the Field Engineering Division for the Four Corners Construction Office (FCCO). The incumbent oversees the construction work performed by construction contractors for the construction of the Navajo-Gallup Water Supply Project (NGWSP). This position is responsible for coordinating and conducting construction inspections; coordinating the required inspection testing and construction survey activities; coordinating the review of submittals provided by construction contractors; assisting with planning and reviewing of upcoming construction activities; and assisting in public outreach activities to ensure the public is aware of upcoming construction impacts. Coordinates required cultural resources and environmental monitoring during construction to ensure that cultural and environmental commitments are met.	This is an existing non-supervisory position that is funded through appropriated funding for NGWSP. The FCCO is charged with the design and construction of the NGWSP. This position ensures that construction activities are performed in accordance with contract requirements and that features will perform properly during the commissioning process. The work performed by this position is critical for maintaining the overall project schedule to meet the NGWSP Congressionally mandated contract completion date. Failure to complete construction activities in accordance with the design, and with EIS commitments, will put Reclamation's ability to meet the requirements of the Navajo Nation Water Right Settlement on the San Juan River in New Mexico at risk. Currently, the Field Engineering Division Manager is performing these activities, which reduces his ability to manage other activities performed by the Field Engineering Division.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1780	BOR	9/1/2017	Civil Engineer	GS-13	Above 12	Sacramento, CA	Other	Will become vacant September 1, 2017	Yes	MP2: The position assures and oversees the structural and operational safety of over 60 dams in the MP Region. It requires an expert level of knowledge in Reclamation's Safety of Dams (SOD) and an expert ability to manage complex projects and communicate with external stakeholders.	This position is funded by appropriated funds and is an existing supervisory position that does not add an additional managerial/supervisory level. If not filled, large scale SOD projects ongoing at B.F. Sisk Dam, Boca Dam, and Stampede Dam, along with multiple other dams with active SOD issues, will be adversely affected. The SOD project cost of B.F. Sisk alone is on the order of \$700 million. The duties of this position are imperative toward the success of these projects, which are critical to protecting the public. The management and technical expertise provided by the incumbent affects the safe operations of over 60 dams in the Mid-Pacific Region. Work performed has a major impact on the program for correcting safety deficiencies at the Region's dams, thus, assuring the continued benefit received from these projects. The livelihood, recreation, and safety of thousands of people, and major portions of the economy in California, Nevada, and Oregon rely upon the continued safe operation of these dams and reservoirs.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function in DC or Denver, CO.	Yes		9/26/2017
1951	BOR	9/15/2017	Civil Engineer - 2 positions	GS-12	12	Boise, ID	Other	vacant mid-October 2017	No	PN3 & PN4: These two journeyman civil engineering positions serve as the resident engineer or lead civil engineer on a multitude of civil heavy construction projects in the PN Region, including Safety of Dams projects, critical infrastructure repair projects, other dam and spillway rehabilitation projects, etc.	These are existing nonsupervisory positions that are funded through direct and appropriated funds. The lead or resident engineering positions serve as our primary source of engineering expertise in the field, meeting with contractors, verifying differing site conditions, taking quick action when technical issues arise, and managing project risk. Contracts cannot be administered in accordance with the Federal Acquisition Regulation without this capability, which means that the PN's construction program could not effectively be executed,.	Yes		9/26/2017

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1736	BOR	9/1/2017	Civil Engineer (Concrete)	GS-13	Above 12	Denver	Denver	7 months	No	DO/WO-Technical Service Center: This position performs concrete materials engineering and concrete repair. Work tasks including: Laboratory testing preparation, specification paragraphs, reviewing construction submittals, traveling to projects for concrete repair tasks, and will assist with research projects.	This is an existing, non-supervisory position. The work is primarily funded through Water and Related Resources (WRR) and Power User Funds (U*P). Not filling this position increases the risk of Reclamation water storage and distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. It is directly within the TSC labs located in Denver, where the testing and modeling are performed. Reclamation does not have this specialized concrete testing equipment in the regions - only Denver has the R&D facilities and equipment capable of carry out this type of work. The position provides engineering lab and field support to Reclamation field offices for design, analysis and construction associated with of dams, canals, pumping plants, power plants, and related features. This is a new request and does not represent prior approvals.	Yes	
1475	BOR	8/1/2017	Civil Engineer (concrete) Technical Service Center	GS-9/11	Below 12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 1: This position performs concrete materials engineering and concrete repair. Work tasks including: laboratory testing preparation, specification paragraphs, reviewing construction submittals, traveling to projects for concrete repair tasks, and will assist with research projects.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering lab and field support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes	
1731	BOR	9/1/2017	Civil Engineer (Conveyance)	GS-13	Above 12	Denver	Denver	6 months	No	DO/WO P&A2: Provides expert advice on risk based assessments on the maintenance of Reclamation's water conveyance systems comprising over 8,000 miles of main line canals, which are essential for the delivery of water for irrigation and municipal and industrial water supply from 338 reservoirs to cities in the western United States. The conveyance system is relied on for over 280,000 jobs and related crop production valued at over \$14 billion and provides a source of drinking water for over 31 million people. Serves as a policy expert and senior advisor concerning the review of operations and maintenance (O&M) of water conveyance systems, which include canals, laterals, pumping plants, and wasteways. Advises on areas of potential concern, which if left unmitigated, would result in an uncontrolled release of water from the conveyance system failure with potential loss of life and significant property damage.	This is an existing non-supervisory position, funded through Policy and Administration and Water and Related Resources. The products from the position are used when making infrastructure investment decisions for conveyance systems and managing deferred maintenance. With the leveraging of non-federal funds to operate and maintain conveyance systems by local water districts and cooperatives, this position is crucial in assessing the performance of those non-federal entities and assisting in the infrastructure investment decisions made at conveyance facilities. Reclamation relies on this position to ensure the corporate approach is the most efficient and cost effective maintenance program employed at Reclamation conveyance systems, as well as preparing, coordinating, and presenting O&M training material for use by management and O&M staff. If this position is not filled, there will be an increase in costs in operating and maintaining conveyance systems, an increase in the failure of conveyance systems, along with loss of water supply to cities and farms through uninformed equipment replacement or rehabilitation decisions, increased risk to the public from uninformed actions by management in prioritizing maintenance, and potentially poor operating decisions by untrained staff.  Per June 15 and July 1, 2017 approval list, Page 13, #1118, this position was disapproved with the note "No - look for other locations for positions". The position is providing the corporate oversight of all field locations performing O&M. Locating this position into any one field location would compromise the effectiveness in monitoring the other locations by virtue of limited access to centrally located data (such as emergency action plans, standing operating procedures, and O&M records, which do not exist in digital format) and frequent coordination with other oversight functions located in Denver. The	Yes	

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1730	BOR	9/1/2017	Civil Engineer (Dams)	GS-13	Above 12	Denver	Denver	6 months	No	DO/WO P&A1: Provides expert technical advice and guidance to senior leadership on the effective and efficient operations and maintenance of Reclamation's 489 dams. Serves as a policy expert and senior advisor concerning the review of operations and maintenance (O&M) of dams, which include high- and significant-hazard dams. Serves as primary contact for regional offices and others seeking guidance concerning the review of O&M of Reclamation's dams. The products from the position are used in making infrastructure investment decisions at dams, including prioritization of deferred maintenance items. This position is relied upon to ensure the corporate approach is the most efficient and cost effective maintenance program employed at Reclamation dams; as well as preparing, coordinating, and presenting operation and maintenance training material for use by the agency staff.	<p>This is an existing non-supervisory position; funded through Policy and Administration and Water and Related Resources. Provides independent assessments of how well Reclamation's dams are being operated and maintained to minimize the public risk, and ensures the portfolio of deferred maintenance activities is appropriate for the overall function and benefit of the dams. Reclamation's dams, in addition to providing crucial flood protection, are the source of drinking and agriculture water from over 338 reservoirs in the western United States and contribute over \$36 billion to the national economy. If this position is not filled, there will be an increase in costs in operating and maintaining dams through uniformed equipment replacement or rehabilitation decisions and increased risk to the public from uniformed actions by management in prioritizing maintenance and potentially poor operating decisions by untrained staff.</p> <p>Per June 15 and July 1, 2017 approval list, Page 15, #1117, this position was disapproved with the note "No - look for other locations for positions". The position provides the corporate oversight of all field locations performing O&amp;M. Locating this position into any one field location would compromise the effectiveness in monitoring the other locations by virtue of limited access to centrally located data (such as emergency action plans, standing operating procedures, and O&amp;M records, which do not exist in digital format) and frequent coordination with other oversight functions located in Denver. The nature of the work involves resolving complex issues that require face to face discussions. In addition, this position interacts frequently via face to face meetings with numerous TSC engineering staff, Dam Safety staff, and administrative staff, all located in Denver, in developing the corporate response and technical advice to leadership</p>	Yes	

Date

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1939	BOR	9/15/2017	Civil Engineer (Geotech)	GS-7/9/11	Below 12	Denver	Denver	6 months	No	DO/WO-Technical Service Center: This entry level position is needed to perform the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialities.	This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtneant features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Boca Dam (California), Scoggins Corrective Action (Oregon), BF Sisk Corrective Action (California), Steinaker Dam (Utah), Stampede Dam, and issue evaluations on several dams throughout the 17 western states. Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that typically	Yes		9/26/2017
1739	BOR	9/1/2017	Civil Engineer (Geotech) - 2 positions	GS-12	12	Denver	Denver	5 months	No	DO/WO-Technical Service Center: These team lead positions are needed to manage the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams.	These are existing, non-supervisory positions. The work is funded primarily by Water and Related Resources (WRR). Not filling the positions puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. They are in the TSC located in Denver, where the design and analysis of high hazard embankment dams is performed. The positions provide engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtneant features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Boca Dam (California), Scoggins Corrective Action (Oregon), BF Sisk Corrective Action (California), Steinaker Dam (Utah), Stampede Dam, and issue evaluations on several dams throughout the 17 western states). This is a new request and does not represent prior approvals.	Yes		9/26/2017
1481	BOR	8/1/2017	Civil Engineer (Geotech) Technical Service Center	GS-12	12	Denver, CO	Denver	7 months		DO/WO Technical Service Center 7: This team lead position is needed to manage the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams.	This is an existing, non-supervisory position funded primarily by Water and Related Resources. The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtneant features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017

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1950	BOR	9/15/2017	Civil Engineer (Hydraulic) - 2 positions	GS-12	12	Ephrata, WA	Other	2 weeks	No	PN1 & PN2: Responsible for establishing operational targets of operation (reservoir elevations, feed route flow rates) and safely operating the Potholes Reservoir. Leads a staff of three or more dispatchers and provides training to others who operate a series of canals, wasteways, and reservoirs. Conducts detailed studies and analyses of the effects of the Moses Lake irrigation operation, leakage, evaporation, amount of natural inflow, amount of runoff during, amount of return flow from irrigation, and the resultant amounts of water, which must be fed through canals into the reservoir to meet the estimated needs of irrigation. Manages the hydrography system, which is a water accounting of water delivered to the CBIDs. Completes the diversion distribution report that is used to bill the CBIDs, and develops the CBP Water Supply Report.	These are existing, nonsupervisory positions that are funded through district funds. They are mission critical position and critical positions in EFO. The positions require at least one year of training under constant supervision before the new employees can operate the system without oversight. Without these positions, the EFO Operations group will not have Lead Dispatchers to coordinate all dispatching activities and will have only two dispatchers going into 2018, which is not sustainable given the 24/7 operation during irrigation season. If these positions are not filled, it is not likely other newly hired staff will remain on the job, due to the heavy workload. If these positions are not filled, it will adversely impact our ability to deliver water to our customers. The positions are not supervisory, but do provide guidance and leadership to field and other technical staff when on duty. By filling the positions, EFO Ops will be able to continue to safely operate the CBP, and provide a compliment of skills to conduct non-dispatching duties. One position is currently vacant. The second position will be vacated in February of 2018 when a 20 plus year employee retires. The Ephrata Field Office would like to be able to hire now to provide for the transfer of knowledge of these critical positions.	Yes		9/26/2017
1953	BOR	9/15/2017	Civil Engineer (Hydraulic)/Hydrologist	GS-12	12	Boise, ID	Other	1 month	No	PN6: The civil engineer/hydrologist performs unique duties that are critical to the mission of Reclamation and the Pacific Northwest Region. These duties include analyzing the ability to deliver water and power under current and future hydrologic conditions, infrastructure configurations, and policy limitations using complex computer models. The output from the computer models and other analytical tools helps direct decisions in infrastructure investments, policy changes, and litigation. The civil engineer/hydrologist must have a unique skillset that includes computer modeling and programming in a wide variety of languages and tools, written and oral communication to varying audiences, and an understanding of Federal and state policy.	This is an existing position that is funded through appropriated and nonappropriated funds. This vacancy is in a group of five modelers that are required to handle the workload that supports the entire Pacific Northwest Region. The vacancy in the current position has the potential to impact a number of studies that are currently planned including the Upper Deschutes Basin Study (Basin Study) and the Columbia River System Operations Environmental Impact Statement (CRSO EIS). The Basin Study is an investigation into water supply and demand imbalances and potential solutions to the imbalances. This study is funded partially by stakeholders via a grant from the Oregon Department of Water Resources. Delays in this study may result in additional cost implications for the stakeholders who have already contributed \$665,000 toward the study. The CRSO EIS is being conducted by Reclamation, U.S Army Corps of Engineers, and Bonneville Power Agencies under direction by court order. The vacant position will contribute to the water supply analysis of this study. Delays in this study may result in potential court penalties for all three agencies.	Yes		9/26/2017
1480	BOR	8/1/2017	Civil Engineer (Specs) Technical Service Center	GS-11/12	12	Denver, CO	Denver	6 months		DO/WO Technical Service Center 6: This position writes complex construction specifications in specialized format using guide specifications sections, standard clauses, provisions, and paragraphs. Works with design engineers in the TSC so that detailed specifications can be prepared for each of the separate construction features and operations. The position also serves as the specifications coordinator on design teams reporting to various project managers. Information gathered while serving as a member of a design team is used during the preparation of the specifications for the features of work being designed by the team.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides support to Reclamation field offices for preparing specifications associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1764	BOR	9/1/2017	Contract Specialist	GS-12	12	Sacramento, CA	Other	1 month	No	MP1: Services and Supply Branch - Contracts encompass (1) the safety and security of project infrastructure, and (2) supporting key agency priorities for managing, protecting and preserving water, lands and fish and wildlife. The work also encompasses multi-agency, basin-wide programs such as CalFed, CVPIA, and Klamath basin recovery. This position is responsible for pre-award and post-award contracting functions involving complex architecture-engineering design and construction projects. Duties include contract formation, solicitation, negotiations, cost and price analysis, award, contract administration, termination and close-out for contracts.	This position is funded by appropriated funds and is an existing nonsupervisory position. If this position is not filled, contracts, inter-agency agreements, and procurement activities may be delayed and, in some cases, terminated, which will have a severe impact on construction schedules, law enforcement services, upgrading/replacing components in hydropower plants, and critical services to complete environment documents required to support Congressionally mandated storage studies. Timely negotiation and award of contracts, as well as contract administration, are essential to the safe, reliable delivery of water and power to farms, municipalities and private citizens throughout the Klamath Basin, Lahontan Basin, and the Central Valley of California.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1765	BOR	9/1/2017	Contract Specialist	GS-13	Above 12	Sacramento, CA	Other	1 year	No	MP2: This position is responsible for pre-award and post-award contracting functions involving complex architecture-engineering design and construction projects. Duties include contract formation, solicitation, negotiations, cost and price analysis, award, contract administration, termination and close-out for contracts, which frequently require special handling or other specialized terms and conditions due to the complexity and high visibility of the contracts. Projects vary in type, size and complexity and involve accelerated schedules, the need for new and specialized equipment, materials and methods, site layout and foundation preparation problems to include unforeseen site conditions and limited accessibility, hazardous, toxic, and environmental considerations.	This position is funded by appropriated funds and is an existing nonsupervisory position. If not filled, contracts and procurement activities may be delayed and, in some case, terminated, which will have a severe impact on construction schedules, upgrading/replacing components in hydropower plants, and ultimately impact a wide range of Reclamation activities; the work of other agencies, including the U.S. Fish and Wildlife Service, Department of Agriculture, National Marine Fisheries Service and the Environmental Protection Agency; the operations and solvency of private contractors especially small and women owned or minority owned contractors; non-profit organizations; Native American tribes; and the general public. Timely negotiation and award of contracts, as well as contract administration, are essential to the safe, reliable delivery of water and power to farms, municipalities, and private citizens throughout the Klamath Basin, Lahontan Basin, and the Central Valley of California.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1745	BOR	9/1/2017	Contract Specialist - 2 positions	GS-12	12	Anywhere in the 17 continental Western States	Other	8 months	No	DO/WO - Mission Support Office: These two positions solicit, award, and administer acquisitions in support of the Technical Service Center (TSC). This includes direct support of civil, chemical, environmental, geotechnical, and structural engineers that support dam safety, dam/canal improvement projects, as well as, future project design and support of other Reclamation projects.	These positions are existing non-supervisory positions and are funded through the Working Capital Fund and direct billing. Leaving these positions vacant will reduce the ability to solicit, award, and administer contracts, which support TSC for successful operation, maintenance, and rehabilitation of water distribution facilities to meet the required contractual water and power demands, as well as, support for Dam Safety design and analysis of embankment dams, appurtenant features, laboratory testing and modeling of concrete, and issuance/review of specifications associated with dams, canals, pumping plants, and power plants.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1956	BOR	9/15/2017	Contract Specialist - 2 positions	GS-13	Above 12	Boise, ID	Other	New	No	<p>PN9 &amp; PN10: These positions are responsible for applying procurement regulations and utilizing contracting principles in order to plan, develop, implement, maintain, and administer contractual aspects of a procurement program. Incumbents will utilize their expertise in the area of negotiation techniques, cost/price analysis, and legal and regulatory interpretations to award and administer complex contracts for construction, supply, and services necessary to program delivery in support of field operations. Meet with field personnel to develop acquisition strategies, award contracts, and monitor and evaluate performance throughout the life of the contract to ensure compliance with contract terms.</p>	<p>These are new nonsupervisory positions that are funded through appropriated and nonappropriated funds. The PN Region has several dams that are an essential component in the management of our Nations natural resources. These dams provide flood control, irrigation water, and hydroelectric power to the people of the Pacific Northwest. These critical infrastructure facilities are aging and in dire need of major rehabilitation and/or complete overhaul in order to continue to provide these essential services. Failure to successfully complete these projects in a timely manner jeopardizes not only these essential Government services, but also the life and safety of those employed at the facilities. If the requested positions are not filled, there is a high likelihood that the modernization work may not be completed; negatively impacting power generation, water distribution, and public safety.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.</p> <p>Per the July 15 and August 1, 2017 approval listing, item No. 1169, page 7, these positions were not approved. We are resubmitting this request. The positions have been restructured, increasing the knowledge level that is required, as the positions are responsible for complex contracts. The positions are essential in awarding contracts for construction and refurbishment of our aging infrastructure.</p>	Yes	
1776	BOR	9/1/2017	Contract Specialist - 4 positions	GS-12	12	Boulder City, NV	Other	4 months	No	<p>LC3: These are senior positions responsible for applying procurement regulations and utilizing contracting principles in order to plan, develop, implement, maintain, and administer contractual aspects of a procurement program. Incumbents will utilize expertise in the area of negotiation techniques, cost/price analysis, and legal and regulatory interpretations to award and administer complex contracts for supply, service, and construction. These positions are critical in accomplishing the mission in LC Region and ensuring appropriated funds are obligated and expended expeditiously.</p>	<p>The positions are funded by the appropriated and non-appropriated accounts through direct charging accounts of entities for which work is performed. These positions perform inherently governmental functions, obligating and awarding contract actions in support of the Bureau's mission. In addition, these positions provide timely oversight of on-going contracts and facilitate timely payment to contractors and small businesses throughout the country. These positions provide critical, real time on the ground support to both the program office and the contractors performing the work. They routinely meet with contractors and customers to develop acquisition strategies, award a multitude of contracts, and monitor and evaluate performance throughout the life of the contract to ensure compliance with contract terms and conditions. Due to the high number of vacancies, the acquisition office is desperately in need of significant support at the senior level. The current staff is already working excessive overtime and prioritizing award functions over post award administration. As a result, payments to contractors and small businesses are delayed as are oversight functions. These positions also provide critical training and mentoring to new and less experienced employees, further compounding the ability of the Region to meet its obligation roles, as well as ensuring proper oversight and payment functions on existing contracts. Contracting obligations currently are being adversely impacted.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p>	Yes	

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1782	BOR	9/1/2017	Economist	GS-13	Above 12	Sacramento, CA	Other	New Position - will not increase FTE	No	MP4: This position is responsible for overseeing the preparation of the economic portions of the Central Valley Project Cost Allocation Study (CVP-CAS), as well as, other Mid-Pacific Region studies. Congress has authorized the CVP to provide water for seven major purposes: flood control and navigation, recreation, power generation, water supply, water quality, and fish and wildlife. Portions of the costs for providing water for these purposes is reimbursed by water and power users, through a process called cost allocation, which determines and distributes the costs of multi-purpose CVP facilities amongst the various purposes and identifies responsibilities for repayment from project beneficiaries.	This position is funded by Water and Related Resources and is a new, nonsupervisory position that does not result in an increase in FTE. This position is required to implement the two cost/two period repayment approach for the final Central Valley Project (CVP) Cost Allocation Study (CAS). This approach has never been used within Reclamation before and will require time and expertise to appropriately apply the study results for allocating costs among water and power customers for repayment. The last major cost allocation study was conducted in 1970, with a minor update in 1975. Since 1975, the allocation has been subject to minimal annual adjustments related to project water and power uses. The new allocation will replace the 1975 allocation in its entirety, ensuring fair and equitable distribution of CVP costs amongst the various beneficiaries of CVP water and power. If this position is not filled, it will impact the Region's ability to complete the results for the final CAS by the end of the year and will delay cost recovery from project stakeholders.  ***Resubmission. Per August 1, 2017 approval list, page 7, #1159, this position was not approved with the note "Can the Office of Policy Analysis economist be leveraged for this work? Investigate first". Update - We reached out to the DOI Policy and Analysis Office (Ben Simon) in Washington D.C. to see if they could perform the described workload. We were told that the complexity of the work and the amount of time needed to complete the study and implement the results in the water rates for repayment is not something that the DOI Policy and Analysis Office has the resources to do at this time. Request approval to announce DOI-wide.	Yes	
1957	BOR	9/15/2017	EEO Specialist - 2 positions	GS-12	12	Location to be determined within the Lower Colorado Region (Boulder City, NV; Glendale, AZ or Yuma, AZ)	Other	1 - 11 months; 1 - pending retirement in 12/17	No	LC 1&2: Serves as Equal Employment Specialists. Provides managers, employees, and applicants counsel, advice, and technical guidance on complaint process procedures and other available avenues of redress. Conducts inquiries on claims of discrimination. Informally negotiates with complainant and management to effect resolution. Provides guidance to complainants and assists in developing resolutions to complex problems. Performs trend analyses and conducts studies, organizational reviews, and workforce analyses to determine attitudes of, and significant changes in the makeup of the workforce. Analyzes problems and barriers and devises methods to eliminate or overcome barriers. Develops and presents EEO and Diversity training.	These are existing positions that are funded through Water and Related Resources, nonappropriated funds, and working capital funds. We currently have one vacant position and a pending retirement in December 2017. The appointment of two full-time EEO Specialists will provide resources for the LCR workforce, comply with the established counseling timeframes, and increase our resolution rates with informal complaints. In addition, the lack of ongoing workforce analyses, affirmative employment plans, and barrier analyses can harm the diversity of Lower Colorado Region's workforce. Due to the lack of seasoned EEO Specialists in Reclamation, sometimes we must rely on contractors to perform complaint processing duties and EEO training. Reliance on contractors to perform these functions is not desirable. Contractors are less accountable for meeting deadlines and less effective in providing advice and training to the workforce due to their lack of familiarity with the workforce and Reclamation's business practices.  These positions could not be effectively filled by moving like positions from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.	Yes	

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1738	BOR	9/1/2017	Electrical Engineer	GS-13	Above 12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: This senior position ensures compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. The position leads multidisciplinary teams and provides key mentoring for knowledge transfer.	This is an existing, non-supervisory position. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling this position increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. It is co-located with the TSC in Denver where, the specialized electrical engineering design and analysis for hydropower features is performed. The position provides hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals.	Yes		9/26/2017
1740	BOR	9/1/2017	Electrical Engineer	GS-12	12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: This position ensures compliance with hydropower facility NERC/WECC requirements; battery testing, protection system testing, and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. This position also works on renewable energy integration, reliability, and economics.	This is an existing, non-supervisory position. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling this position increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. It is co-located with the TSC in Denver, where the specialized electrical engineering design and analysis for hydropower features is performed. The position provides hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals.	Yes		9/26/2017
1735	BOR	9/1/2017	Electrical Engineer	GS-12	12	Flatiron (Loveland) (Denver Area)	Denver	New - Position does not increase current FTE	No	GP2: Eastern Colorado Area Office (ECAO) - The electrical engineer position is critical in maintaining plant availability; reducing equipment downtime; and ensuring safety of plant personnel and equipment for the six hydropower plants of the Colorado-Big Thompson (C-BT) Project. These C-BT powerplants include Flatiron, Pole Hill, Big Thompson, Estes, Marys Lake and Green Mountain. Provides timely troubleshooting of equipment faults and sudden loss of generation to determine remediation actions required to return the equipment to operation. Maintains NERC/WECC auditing and reporting compliance. Performs testing, evaluation, and documentation to satisfy regulatory requirements. Maintains and upgrades obsolete protection and control systems. These systems must be upgraded/replaced with modern protection and control equipment prior to the existing systems failing and causing extended outages or equipment damage.	This position is an existing, non-supervisory position funded through appropriated funds and does not add a managerial layer. If unfilled, powerplant maintenance, repair, and upgrades will be deferred creating a backlog of electrical issues negatively impacting and degrading facilities and increasing risk to Reclamation's primary mission of water and electrical delivery. Without filling this position, plant maintenance will degrade; repairs will be delayed; and Hazardous Energy Control Program clearances are at higher risk of compromise. NERC/WECC regulatory requirements dictate the reliability and safety of powerplants. If power facilities are not maintained to the NERC/WECC reliability standards, violations, penalties, or sanctions may apply; putting power deliveries in Colorado at risk.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.  Requesting approval to non-competitively reassign a current ECAO employee from MT. Elbert powerplant (at Twin Lakes, CO), to Flatiron powerplant (at Flatiron Reservoir near Loveland, CO).	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1762	BOR	9/1/2017	Electrical Engineer	GS-12	12	Montrose, CO	Other	1 month	No	UC1: Mission Support Office - Provides specialized services and technical consultation, including design and application of new technologies to existing conditions. Analyzes, designs, changes, and/or modifies complex electrical and electronic systems relating to powerplants, dams, auxiliary equipment, and facilities.	<p>This existing, non-supervisory position is funded by power revenues. This is a field engineer position that supports the Curecanti Field Division. Specifically, the position provides technical direction and support for operation, maintenance, and infrastructure investment at the dam and powerplant. Filling this position is necessary for the field division to continue to fulfill their mission of water storage, water conveyance, and power generation. This position supports that mission by providing repair procedures, analysis of operational problems, design of new systems, technical oversight of the NERC compliance program, and oversees the work of contractors engaged in infrastructure investment programs. Failure to fill this position will hamper the field divisions' ability to address numerous challenges, such as generator repair, transformer replacement, improving electrical safety, and the adoption of smart grid technologies. Not filling the position puts Reclamation plant facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p>	Yes	
1741	BOR	9/1/2017	Electrical Engineer - 3 positions	GS-7/9/11	Below 12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: These positions ensure compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. These positions also work on renewable energy integration, reliability, and economics.	<p>These are existing, non-supervisory positions. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these position increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. They are co-located with the TSC in Denver, where the specialized electrical engineering design and analysis for hydropower features is performed. The positions provide hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals.</p>	Yes	

Date

9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1937	BOR	9/15/2017	Electrical Engineer - 3 positions	GS-13	Above 12	Denver	Denver	3 months	No	DO/WO-Technical Service Center: These senior positions ensure compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. These positions lead multidisciplinary teams and provide key mentoring for knowledge transfer. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialties.	This is an existing, non-supervisory position. It is co-located with the TSC in Denver where the specialized electrical engineering design and analysis for hydropower features is performed. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these positions increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. The positions provide hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state) and Mt Elbert Forebay (Colorado). Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that typically occurs when it is spread through	Yes	

Date

9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1938	BOR	9/15/2017	Electrical Engineer - 5 positions	GS-5/7/9/11	Below 12	Denver	Denver	3 months	No	DO/WO-Technical Service Center: These positions ensure compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing and electrical systems design. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. This position also works on renewable energy integration, reliability, and economics. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialties.	This is an existing, non-supervisory position. It is co-located with the TSC in Denver where the specialized electrical engineering design and analysis for hydropower features is performed. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these positions increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. These positions provide hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state) and Mt Elbert Forebay (Colorado). Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that	Yes	
1774	BOR	9/1/2017	Electrical Engineer - 5 positions	FPL 12	12	Grand Coulee, WA	Other	5 months	No	PN4: These positions are rotational electrical engineers at the Grand Coulee Power facility. The individuals selected for these training positions are hired at the GS-05/07 level and rotate through the various electrical engineering specialties where they perform engineering tests, studies, analysis, and design related to the installation, modification, and performance of electrical systems for power generation, transmission, and pumping systems. Over the course of the program, they can be promoted to the GS-12 level. Due to its remote location and the competition for entry level electrical engineers, Reclamation struggles to recruit and retain qualified electrical engineers at one of the largest hydroelectric facilities in the United States. Due to the diverse learning opportunities and the opportunity for promotions, Reclamation has had success in hiring and retaining skilled young engineers in this program.	These positions are funded through non-appropriated funds. Due to the difficulties of hiring and retaining electrical engineers at Grand Coulee Dam, these positions provide a means to recruit and retain qualified engineers and at the same time have qualified technical expertise to carry out the needed facility improvement projects at Grand Coulee. If these positions are not filled, there will be insufficient staff to carry out facility improvements or equipment replacement projects. This means they will have to be delayed or terminated, thereby, severely impacting the ability of Grand Coulee Dam to generate power to meet the electricity needs of the region.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Pages 22-24, #922-926, these positions were disapproved with the note "No, duplicate of #1106 and #1107". This request is being resubmitted as these were not duplicate requests. PN currently has seven positions that are vacant. Two vacancies were approved to fill (#1106 and 1107 on the June 15 and July 1, 2017, approval list).	Yes	

Date

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Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1478	BOR	8/1/2017	Electrical Engineer (Cost Estimator) Technical Service Center	GS-13	Above 12	Denver, CO	Denver	1 year		DO/WO Technical Service Center 4: This is a senior-level position that performs complex electrical cost estimates, provides specialized technical expertise, and peer reviews independent government cost estimates for planning and final design specifications. Trains/mentors other electrical estimators.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides cost estimating support and specialized technical expertise to Reclamation field offices for specifications associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at a very high risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017
1476	BOR	8/1/2017	Electronics Engineer Technical Service Center	GS-7/9/11	Below 12	Denver, CO	Denver	1 year		DO/WO Technical Service Center 2: This position provides instrumentation, data acquisition, and control systems for the testing and research conducted in the lab and the field. Completes dynamic testing of structural elements and full scale dynamic field testing of dams. This position also supports the group with miscellaneous hardware and software support. A recent example of this would be completing the hardware and software for the controls and data acquisition system for a newly constructed direct shear testing machine for the Geotechnical laboratory.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides lab systems support for engineering lab and field testing support for Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017
1485	BOR	8/1/2017	Employee/Labor Relations Specialist	GS-13	Above 12	Denver, CO	Denver	Will be vacant 9/15/2017		DO/WO P&A1: The primary purpose of this position is to plan, organize, and manage the Employee Relations Program. This position is Reclamation's critical link on cutting edge programs with the Department, i.e. administrative investigations, anti-harassment, administrative leave, maximizing employee performance, etc. The position is the principal conduit between the Department and Reclamation and is responsible for developing, implementing, administering, advising on, and evaluating a comprehensive Employee Relations/Labor Relations program for Reclamation.	This is an existing non-supervisory position primarily funded by Policy and Administration sources. If this position is not approved, there will be severe delays in the receipt and transfer of technical, operational, and other key information to field Employee/Labor Relations Specialists. The monitoring and evaluation of program activities will be severely curtailed. Not filling this position will also hamper implementation of strategically important program activities, such as maximizing employee performance, monitoring proper use of administrative leave, implementing anti-harassment programs, overseeing administrative investigations, and reporting on disciplinary status lists. Additionally, response time to inquiries from third-party representatives, to include the Department Office of the Inspector General, Solicitor's Office, client attorney/legal representatives, union officials, Freedom of Information Act requests, Congressional Inquiries, Office of Special Council, Merit System Protection Board, Office of Personnel Management, Federal Labor Relations Authority, will be significantly delayed.	Conditional Yes	Advertise in Denver and other Reclamation regional headquarters locations and select the best qualified candidate.	9/26/2017
1486	BOR	8/1/2017	Equal Opportunity Specialist	GS-13	Above 12	Denver, CO	Denver	6 months		DO/WO P&A2: Responsible for managing Reclamation's Equal Employment Opportunity (EEO) Discrimination Complaints Processing Program. Ensures timely, fair, and prompt processing and investigation of EEO complaints to reach a fair and equitable resolution. Monitors all Bureau-wide EEO Offices' progress of completion of informal complaints counseling for accuracy, effectiveness, and timeliness of resolution. Plans, directs, and implements Reclamation's Alternative Dispute Resolution (ADR) program as it relates to the Title VII Equal Employment Program.	This is an existing non-supervisory position, funded through Policy and Administration. This position is crucial in providing oversight and meeting all aspects of the Equal Employment Program, Reclamation-wide. Advises senior management officials on legal and financial impacts of EEO complaints and resolutions. Briefs the Reclamation Leadership Team on problem areas, progress of activities, and alternatives to resolving EEO issues ranging from individual issues to complex, systemic problems. Not filling this position will lead to delays in investigating and resolving EEO complaints, which may lead to larger financial and legal implications for Reclamation. Further, delays will result in missing specific deadlines that have been established by the EEOC; which could result in Reclamation's noncompliance with EEO policies and regulations and diversity goals and objectives.	Conditional Yes	Advertise in Denver and other Reclamation regional headquarters locations and select the best qualified candidate.	9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1742	BOR	9/1/2017	Financial Specialist	GS-13	Above 12	Denver	Denver	4 weeks	No	DO/WO - Mission Support Office: Serves as the Mission Support Organization (MSO) Budget Officer with primary responsibilities for budget formulation and execution (\$150-175 million). This position functions as the primary internal control for anti deficiency spending. Analyzes budgetary issues and provides guidance and direction to management and staff on budget formulation, funds execution, and allocation for multiple funding sources and Reclamation wide programs. Serves as the point of contact for all budgetary issues and is the primary account manager of several multi-million dollar accounts for Reclamation.	This is an existing non-supervisory position that is funded the Working Capital Fund. The Financial Specialist provides internal controls related to fiduciary responsibility and compliance with the Anti-Deficiency Act. The Financial Specialist is considered an expert on technical budgetary aspects, including the formulation, administration and execution of appropriated funding (e.g., P&A), and revolving funds (e.g., Working Capital Funds). Such technical expertise is heavily relied upon by program managers across Reclamation, to fund activities and carry-out program requirements. The budget accounts for FY17 is approximately \$165M of managed activities. It is critical for this position to be in Denver where they provide technical expertise to the career ladder budget staff and functions as the Budget Officer, providing technical guidance/training and coordination with all mission support functions in Denver. Everyday this position is not filled increases Reclamation's mission risk associated with the management of \$165M and the execution of critical programs.	Yes		9/26/2017
1781	BOR	9/1/2017	Fish Biologist	12	12	Klamath Falls, OR	Other	7 months	No	MP3: Responsible for fisheries activities as they relate to compliance with the NMFS's opinion on the continued operations of the Klamath Project. These activities include active engagement during the ongoing reinitiation of consultation with NMFS, which will include consultations on ESA listed coho salmon, Southern Resident Killer Whales, and potential spring-run Chinook salmon. Serves a critical role in assisting Klamath Basin Area Office (KBAO) in initiating and completing independent science review of reports, models, and tools that will inform Reclamation's Proposed Action and Biological Assessment.	This position is funded by appropriated funds and is an existing, nonsupervisory position. If unfilled, the KBAO will lack critical capacity and expertise to engage with NMFS during reinitiation of consultation (ROC). The topics that will need to be addressed during ROC include revising the take criteria for coho salmon, assessing the impact of a new proposed action on C. shasta dynamics, and the Project's impact on Southern Resident Killer Whales (SRKW), which will include determining the project's effect on Chinook salmon, the whales primary food source. In addition, the Karuk Tribe petitioned NMFS to list Spring Chinook salmon as endangered under ESA and KBAO may have to consult on its impact to Spring Chinook salmon. This will mark the first time that KBAO will need to consult on both SRKW and potentially Spring Chinook salmon, a process that requires significant expertise on salmonid biology. The Salmon Biologist will be instrumental in working with Oregon State University and the USFWS CA-NV Fish Health Center to ensure appropriate and meaningful monitoring is in place that allows Reclamation to continue to assess 'incidental take' and our impact on ESA-listed and Tribal Trust Resources.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function in DC or Denver, CO.	Yes		9/26/2017
1952	BOR	9/15/2017	General Engineer (Scheduler)	GS-13	Above 12	Boise, ID	Other	vacant mid-October 2017	No	PN5: This position oversees all time impact analyses and construction program schedule reviews performed in the PN Region. The position self performs the most complex schedule reviews, such as the \$150 million third powerplant overhaul contract. The position also performs all complex and highly contentious time impact analyses for contractor claims and requests for equitable adjustment.	This is an existing nonsupervisory position that is funded through direct, appropriated and state funds. In order to effectively manage and administer multi-year, high complex construction projects, the PN Region must be able to review (and accept or reject) baseline and monthly schedules, and definitize contract modifications by performing time impact analyses. Contracts cannot be administered in accordance with the Federal Acquisition Regulation without this capability, which means that PN's construction program, which accomplishes the water and power portion of Reclamation's mission, would be adversely impacted.	Yes		9/26/2017

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1768	BOR	9/1/2017	Geologist	GS-12	12	Sacramento, CA	Other	Will become vacant December 31, 2017	No	MP5: This position is very important to help maintain Branch continuity and provide leadership, mentoring, and advice on all manner technical/geologic issues. This specialized position requires an individual with extensive and in-depth knowledge of geotechnical drilling and sampling equipment; knowledge of geologic standards and procedures for geologic investigations; and analyses of structure foundations and geologic hazards. The position requires the individual to be responsible for the technical quality and accuracy of geologic work and to regularly apply and teach Reclamation engineering geology standards and procedures to junior staff. This skill set is critically needed to support the planning, design, and construction of the Regional programs and projects and the Division of Design and Construction's Geology Branch.	This position is funded by Water and Related Resources and is an existing nonsupervisory position. If this position is not filled, current programs, like Battle Creek Salmon and Steelhead Restoration Project and Safety of Dams Corrective Action Study at B.F. Sisk Dam, which has a very large, lengthy, and technically complex geologic field investigation component, could be delayed or miss critical milestones.  There is no like position in Washington DC or Denver, CO.	Yes		9/26/2017
1482	BOR	8/1/2017	Geologist Technical Service Center	GS-13	Above 12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 8: This senior level position manages ongoing requests from Dam Safety and Regional Offices for formulating geologic field investigations and performing geologic analysis relating to Reclamation's inventory (200+) of high hazard embankment and concrete dams.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering geology support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017
1483	BOR	8/1/2017	Geologist Technical Service Center	GS-12	12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 9: This position develops and implements geologic field investigations related to safety analysis and safety modification to Reclamation's inventory (200+) of high hazard embankment and concrete dams. Data collected by the engineering geologist is used by Reclamation's Civil and Geotechnical Design Engineers to make critical Dam Safety decisions.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering geology support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced.	Yes		9/26/2017

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1940	BOR	9/15/2017	Geophysicist	GS-7/9/11/12	12	Denver	Denver	7 months	No	DO/WO-Technical Service Center: This is journeyman geophysicist in support of seismological analysis to determine earthquake loading associated with geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams. The positions are assigned to Reclamation's Technical Service Center (TSC) located in Denver, Colorado. Reclamation has found improved workload management efficiency/coordination when locating the specialists together with a single, steady pipeline of work requests from dozens of client offices vs the inefficiency resulting from the inherent peaks and valleys of workload flowing into a much smaller, and/or organizationally disconnected set of specialties.	This is an existing, non-supervisory position. It is in the TSC located in Denver where the seismic loading and geophysical testing and analysis for high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtneant features. Examples of dams with significant earthquake loading issues include the thrust fault issue at Scoggins Dam (Oregon), Cascade Dam (Idaho), and Pueblo Dam (Colorado). The monitoring of seismic activity associated with the salinity injection wells in western Colorado is also being impacted. Our regional and area offices need periodic or intermittent access to staff with highly technical and unique specializations that would be inefficient for each office in the field (regional and/or area offices) to maintain in-house. Centralizing this expertise at the TSC, allows us to have, for example, one technical expert for Reclamation instead of one expert in each of the 5 regions. The centralization of specialized technical capabilities at a single location has been shown to improve the quality of work product through increased collaboration among peers within a technical discipline, improve technical consistency, facilitate peer review of work products, and facilitate the formation of teams when project complexity demands multiple technical functions on the same team. A centralized organization ensures the critical mass necessary to maintain specialized expertise, rather than a dilution of expertise that typically occurs when it is spread through	Yes		9/26/2017
1746	BOR	9/1/2017	Grants Management Specialist	GS-9/11/12	12	Anywhere in the 17 continental Western States	Other	5 months	No	DO/WO - Mission Support Office: This position is responsible for the award and administration of Grants and Cooperative Agreements for Reclamation wide programs. It provide direct support to accomplish our mission related work that occurs in the Regions and Field offices.	This position is an existing, non-supervisory position that is funded through the Working Capital Fund. The position is needed to award and administer many of Reclamation's bureau-wide Federal Financial Assistance programs, such as, the WaterSMART Water and Energy Efficiency Grants Program, the Water Infrastructure Improvements for the National Program, the Native American Technical Assistance Program, the Small Scale Water Efficiency Program, the Desalinization and Water Purification Research Program, the Drought Response Program, the Landscape Conservation Cooperative Program, and the Title XVI Water Reclamation and Reuse Program.  If this position is not filled, there will be additional delays in the award and administration of critical Federal financial assistance agreement to States, local governments, tribal governments, specialist district governments, and other stakeholders and recipients under these programs. Due to the critical level of staffing and new requirements of additional higher level reviews of financial assistance awards, 150 (\$33 MIL) of the remaining 167 (\$37 MIL) actions to be award in fiscal year 2017 will be rolled over to fiscal year 2018, which impacts the mission of various Reclamation programs as well as other stakeholders of these programs.	Yes		9/26/2017

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1752	BOR	9/1/2017	HR Assistant (Information Resources)	GS-08	Below 12	Denver, CO	Denver	11 months	No	DO/WO - Policy & Administration: This position provides support for human resources reporting, and awards, as well as, a wide variety of Human Resources Information Systems needs. The position serves as the audit liaison.	This is an existing, non-supervisory position that is funded by a combination of Policy and Administration and Working Capital funding. The HR Assistant is the lead employee responsible for human resources reporting Bureau-wide. These reports are provided to support HR and other activities in the field, the Denver/Washington office, and to enable timely responses to requests from the Department and other agencies. This position is also the lead in responding to FOIA and is critical to support business systems and technical audits required by OPM, Departmental, or Bureau policy. This assistant is also the Bureau-level awards coordinator, who coordinates our awards with our Washington DC office and the Department. The position provides support to the DOI Learn Data Steward. Currently, three different positions are performing a portion of the duties of this position, which puts additional strain on them and takes away from the primary duties they should be performing. Not filling this position will continue to burden the other employees who have been required to take on these additional duties, which could decrease morale and job satisfaction, potentially leading to current employees taking other jobs that won't require them to do more than their assigned duties. It is critical that this position be filled in Denver as the audit work requires close coordination with audit staff, contract auditors, and payroll operations staff, all of which are located in Denver.	Yes		9/26/2017
1751	BOR	9/1/2017	HR Specialist (Employee Benefits)	GS-12	12	Denver, CO	Denver	Will be vacant 9/15/17	No	DO/WO - Policy & Administration: Reclamation-wide worker's compensation program (OWCP) Specialist and Benefits Program Specialist. The primary purpose of this position is to plan, organize, and manage the OWCP for the Bureau. This position researches options and provides guidance for Regional HR staff, tracks performance metrics, and analyzes Reclamation-wide cases for program improvements and efficiencies. It is the Reclamation point of contact for processing and managing data necessary to comply with Department of Labor's OWCP requirements for workers with occupational injuries or illness. Serves as the Reclamation-wide technical expert in retirement, insurance programs, Flexible Spending Accounts, and Thrift Savings Plans.	This is an existing, non-supervisory position funded primarily by Policy and Administration. This position provides OWCP and benefits guidance to the Regional HR Specialists. Not filling this critical position puts Reclamation in danger of not meeting OWCP guidelines and policies. It also puts added pressure on existing staff, who are already overworked, which increases the risk of missing deadlines and/or requirements of Department of Labor workers' compensation program. In addition, not filling the position creates a technical void Bureau-wide in critical areas such as retirement, insurance programs, Flexible Spending Accounts and Thrift Savings Plans. This position combines the duties of two previous positions - Benefits Program Specialist and the OWCP Specialist.	Conditional Yes	Advertise in Denver and other Reclamation regional headquarters locations and select the best qualified candidate.	9/26/2017
1954	BOR	9/15/2017	Human Resources Specialist (Employee Relations/Labor Relations)	GS-12	12	Boise, ID	Other	4 months	No	PN7: The position serves as a Labor and Employee Relations Specialist for the PN Region and functions as a technical expert on all Labor and Employee relations issues, e.g., complaints, grievances, pay negotiations, wage surveys, collective bargaining agreement negotiations and administration, investigations, discipline/adverse actions, performance management, etc. The position provides these services to assigned Regional, Area, and Field Offices.	This is an existing position that is funded by a combination of appropriated and non-appropriated accounts. Legal requirements within the Federal Labor Relations statute, as well as 5 CFR 315, 432, and 752, require actions occur within specified time frames and in accordance with the established procedures. Failure to fill this position will significantly limit the Bureau's ability to actively and appropriately engage with bargaining units and significantly impact management's ability to investigate and address poor performers and incidents of misconduct. This will inhibit the Region's ability to hold employees accountable to appropriate standards of behavior and performance by exercising appropriate and legally defensible corrective actions.	Yes		9/26/2017

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1749	BOR	9/1/2017	Industrial Hygienist	GS-13	Above 12	Anywhere in the 17 Western States	Other	6 months	No	DO/WO - Safety Security Law Enforcement - Safety and Health Office: This position serves as the leader and subject matter expert for Reclamation's Occupational Health Program. The incumbent provides decisions and technical support for the occupational health program. This position develops, implements, and manages risk-based guidance and criteria for occupational health at Reclamation facilities and operations to include program elements, such as industrial hygiene, chemical safety, process safety, ergonomics, hazard communication, biosafety, personal protective equipment, hearing conservation, hot work, confined space, OSHA Recordkeeping, and others. The incumbent provides a key link with the US Navy for research and implementation of noise reduction technologies in Reclamation's industrial facilities such as powerplants and pumping plants.	This is an existing, non-supervisory position that is funded through appropriated funds. If this position is not filled, delays in the decision making for occupational health issues will be experienced, thus causing delays in various construction and operational projects. Support for Reclamation's effort to make significant changes in our safety culture (Safety Action Plan) will be delayed and the planned changes will be deferred or postponed. These belated activities will increase the risk for health and safety issues within Reclamation at the operational level for our employees who are directly responsible for delivering water and generating power.	Yes	
1789	BOR	9/1/2017	Information Technology Specialist (SYSADMIN)	GS-12	12	Salt Lake City, Utah	Other	9 months	No	UC2: Mission Support Office - This position plays a key and lead role in developing, implementing, managing, and administering the core infrastructure systems within the Upper Colorado Region. The responsibilities of this position are representing the Upper Colorado Region as an AD Coordinator, VMware administrator, Citrix administrator, Access DB/SQL Server Administrator, and contribute to projects, which include storage area networks (SAN), backup, scripting, networking requirements, virtual desktop and application delivery, AD objects, roles, groups and permission, and all other system inter-operational IT functions and processes. The position is necessary to maintain and manage current and evolving workload.	This position is fully funded by appropriated funds and included in the Upper Colorado (UC) Regional Office IT Workforce Planning. Several field and area offices have asked that the regional office maintain and manage their core infrastructure computing environment, which includes physical and virtual servers, switches, and SANs. In addition, the UC region IT Systems Group administrators are critical in providing the computer and network infrastructure resources that allow for the effective, efficient, and timely management of water operations and management, power generation, acquisitions, and financial operations. The UC Regional Office IT staffing has been reduced by over 60% through attrition over the past 6 years. Current budgeted staffing levels have been streamlined and baselined to provide the necessary workforce to ensure maximum customer productivity, trust, and confidence in delivery of high quality IT products and services. This vacancy has hindered the UC Region's ability to maintain the high level of services to achieve this standard under the systems management umbrella of services. Additionally, other staff and supervisors have had to take on additional duties and work overtime to try to meet the demands of the position resulting in decreased abilities to succeed with their primary duties and complete priority projects. IT operational demands for the UC region are continually expanding to meet the needs of BOR and it's customers. Due to these increased demands it is necessary for the regional office to be fully staffed.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Hold	OCIO - Review.

Date

9/26/2017

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1767	BOR	9/1/2017	Interdisciplinary - Civil Engineer, Natural Resources Specialist or Physical Scientist	GS-12	12	Sacramento, CA	Other	6 months	No	MP4: This project manager position will manage complex interdisciplinary water resources activities such Federal Feasibility Studies, Basin Studies and Title XVI Projects. These projects have Congressional, DOI & BOR interest. These water development projects are an integral part of Reclamation's mission and the resolution of numerous and varied, but complex technical issues with Federal, State and local officials.	This position is funded by Water and Related Resources and is an existing nonsupervisory position. Failure to fill this position has affected the Region's ability to establish Reclamation's position on solutions to water supply needs in that State water rights terms and conditions, as well as Congressional directives, that must be met before projects will find acceptance. The employee's recommendations and assessments impact Reclamation, state, local programs, and water resource objectives. The results of the water system simulation support and related studies will affect Reclamation's long-term water resources management program.  There is no like position in Washington DC or Denver, CO.  Per July 15 and August 1, 2017 approval list, Page 12, #1160, one like position was approved. This is not a duplicate request, but an additional position to be filled.	Yes		9/26/2017
1947	BOR	9/15/2017	Interdisciplinary, Civil Engineer (Hydrologic) or Physical Scientist	GS-12	12	Weaverville, CA	Other	2 months	No	MP3: Serves as the primary hydrology/geomorphology position on an interdisciplinary team of resource specialists for the Trinity River Restoration Program. The position is responsible for conducting and managing complex technical studies, scientific monitoring and projects, and integrating these products into management objectives and recommendations that will guide implementation of the Trinity River Restoration Program actions.	This position is funded by appropriated funds and is an existing nonsupervisory position. This position is key to the Trinity River Restoration Program and its mission. If not filled, mission accomplishment would be severely impeded. The position is the necessary federal hydrological representative for the Program for the design work for rehabilitation restoration construction mandated by Department of Interior (DOI); the position is necessary for scientific monitoring for physical geomorphology work and associated data analysis for implementing the required adaptive management requirements of the DOI Record of Decision; and the position is the primary staffer developing flow scheduling and the annual DOI Record of Decision required flow release hydrograph. The position is critical to the mission of Program coordination with the Central Valley Operations Office for restoration, flow scheduling, and associated operations of Trinity and Lewiston dams.	Yes		9/26/2017
1946	BOR	9/15/2017	Interdisciplinary, Civil Engineer or Geologist	GS-12	12	Sacramento, CA	Other	2 years	No	MP2: Exercises primary staff responsibility for administering the Safety of Dams Program (Program) in the Mid-Pacific Region. The Program includes the Safety Evaluation of Existing Dams (SEED) Program, the Safety of Dams (SOD) Program, and project liaison for the Construction Program. This position serves as a project manager coordinating SEED investigation programs, SEED inspections, and issue evaluation programs including hydrological and seismic studies and state-of-the-art analyses. The Program assures and oversees the structural and operational safety at over 60 dams in the Mid-Pacific Region, and identifies and corrects safety deficiencies at these dams. Much of the economic livelihood and well-being of residents in the Mid-Pacific Region is dependent upon the continuing safe operation of these dams.	Position is fund by appropriated funds and is an existing nonsupervisory position. If not filled, large scale SOD projects ongoing at B.F. Sisk Dam, Boca Dam, and Stampede Dam along with multiple other dams with active SOD issues will be affected. The SOD project cost of B.F. Sisk alone is on the order of \$700 million. The duties of this position are imperative toward the success of these projects which are critical to protecting the public. The technical expertise provided by the incumbent affects the safe operations of over 60 dams in the Mid-Pacific Region. Work performed has a major impact on the program for correcting safety deficiencies at the Region's dams, thus, assuring the continued benefit received from these projects. The livelihood, recreation, and safety of thousands of people, and major portions of the economy in California, Nevada, and Oregon rely upon the continued safe operation of these dams and reservoirs.  There is no like position in Washington DC or Denver, CO.	Yes		9/26/2017

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1790	BOR	9/1/2017	IT Specialist (CUSTSPT) (LEAD)	GS-12	12	Sacramento, CA	Other	2 years	No	MP6: This position is responsible for providing computer software and hardware support to Mid-Pacific Region's employees. Serves as the team leader of helpdesk services. The work involves resolving the complete range of problems within the scope of the helpdesk and referring problems requiring highly specialized expertise to the appropriate IT specialty office. The work also involves conducting trend analyses to identify areas where additional customer training and assistance is needed and initiating appropriate action, such as developing test plans and specifications; defining new training requirements; and developing guidance and standard operating procedures. The work enables employees throughout customer organizations (Regional, Reclamation, other agency and non-governmental) to effectively apply IT resources to accomplish mission requirements.	This position is funded by appropriated funds and is an existing nonsupervisory position. Failure to fill this position will impact HEAT ticketing services, a Bureau-wide ticketing system that supports all regions, causing severe service delays. Failure to collect and report critical data points will occur throughout Reclamation. Assigning and tracking tasks for multiple departments within the IMS division will also be seriously impacted. Collaboration of documents using SharePoint will be adversely impacted. Immediate services for broken page links, data loss, and system inefficiency, which violates the Freedom of Information Act by not allowing employees to access relevant information, will be hampered. IT assets will be without adequate management and oversight, potential budget inaccuracies, unreconciled lost equipment, and planning efforts made without knowledge of essential capabilities. Substantial amounts of time and money will be spent utilizing other resources to track down inventory. Further, not filling this position can result in elevated cybersecurity risks.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Hold	OCIO - Review.	9/26/2017
1787	BOR	9/1/2017	IT Specialist (CUSTSUP)	GS-12/13	Above 12	Denver	Denver	2 years	No	DO/WO IRO1: Serves as the Contracting Officer's Representative, IT Project Manager and IT Service Manager for the Reclamation Enterprise Service Center (RESC).	This position is funded through the Working Capital Fund. This is a non-supervisory position, which serves as the IT Service Manager and Contracting Officer Representative (COR) for the \$6.1M (5 year) RESC contract, located in Denver. This contract provides first and second level enterprise information technology support to Reclamation personnel bureau-wide. The RESC additionally provides support for critical systems supporting the Bureau's mission activities, as well as desktop support for Denver users. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain administrative records, approve invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract.  Per June 15 and July 1, 2017 approval list, Page 39, #868, this position was disapproved with the comment "No - identify other locations". This request is being resubmitted, because this contract is a firm fixed price contract with disincentives for the contractor missing key performance indicators, on-site contract monitoring is required; making this position not suitable for placement in a location other than Denver.	Hold	OCIO - Review.	9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1686	BOR	8/15/2017	IT Specialist (CUSTSUP)	GS-2210-12	12	Denver, CO	Denver	2 years		DO/WO IRO: Serves as the IT Service Manager and Contracting Officer Representative (COR) for the \$6.1M (5 year) Reclamation Enterprise Service Center (RESC) contract, located in Denver. This contract provides first and second level enterprise information technology support to Reclamation personnel bureau-wide. The RESC additionally provides support for critical systems supporting the bureau's mission activities, as well as desktop support for Denver users.	This is a non-supervisory position. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain administrative records, approve invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract. Because this contract is a firm fixed price contract with disincentives for the contractor missing key performance indicators, on-site contract monitoring is required making this position not suitable for placement in a location other than Denver. This position is funded through the WCF.	Yes	
1684	BOR	8/15/2017	IT Specialist (INET)	GS-13	Above 12	Denver, CO	Denver	1 month		DO/WO IRO: Serves as the primary web and web hosting system manager for all IT Corporate servers. Manages the Reclamation internal web hosting infrastructure, public web infrastructure, and Reclamation-wide web hosting security. Designs, builds, and supports the technologies responsible for delivering both Reclamation internal and public facing web instances.	This is an existing non-supervisory position, funded through working capital funds. If this position is not filled, planning, implementation, and support of Reclamation-wide Web Server Infrastructure, as well as Reclamation's public Water Information System will be affected. This position is the chief support person related to these technologies across Reclamation, as we are moving to a consolidated support model for these enterprise services. The systems this position supports are responsible for all mission related web activities. These include, but are not limited to the Bureau of Reclamation's public web presence ( <a href="https://www.usbr.gov">https://www.usbr.gov</a> ), the open water data initiative to share water data with the public ( <a href="https://water.usbr.gov">https://water.usbr.gov</a> ), and Reclamation's web Cyber Security posture. This position directly supports on-the-ground mission delivery by supporting these server infrastructure types. These technologies allow for sharing water data within reclamation, as well as to the public via Reclamation's Web presence. Funded through WCF. The Bureau's web server infrastructure is located in Core Denver Data Center and the position providing maintenance and support must be located in close proximity to the infrastructure making this position not suitable for placement in a location other than Denver. This position additionally serves as the on-site Contracting Officer's Representative over the Reclamation contract services for operational security and middle tier/web hosting services. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain administrative records, approve invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract.	No	Duplicate from previous approval, #1489

Date

9/26/2017

9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1792	BOR	9/1/2017	IT Specialist (SysAdmin)	GS-12	12	Boulder City, NV	Other	1 year	No	LC4: Serves as a technical expert in the area of the Local Area Network (LAN) systems administration and client/server computer operating systems software. Performs a variety of technical duties relating primarily to client/server (minicomputer, workstation, microcomputer) software installation and management.	<p>The position is a multi-funded activity with three primary funding sources: Water and Related Resources, non-appropriated/customer based funds and working capital funds. This position is the senior system administrator and is directly responsible for core services provided to the Lower Colorado Region in support of the OneLC IT initiative and Data Centers. This position is key to meeting Office of Management and Budget (OMB) requirements concerning data center consolidation and closures. This position also plays a key role in representing the LC Region on Reclamation's Active Directory (AD) Coordinator's Team and Data Center Optimization Initiative (DCOI) Teams. This position supports the Region's Virtual Server environments, systems for water accounting, customer applications, and Storage Area Network (SAN) environments of multiple locations to include the replications of data between those locations. The delay in hiring this position is having a cascading effect on our projects and requirements from not just Reclamation, but both OMB and the Department.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p>	Hold	OCIO - Review.	9/26/2017
1793	BOR	9/1/2017	IT Specialist (SystemAdmin)	GS-12	12	Boulder City, NV	Other	Pending retirement of employee	No	LC5: Serves as a technical expert in the area of the Local Area Network (LAN) systems administration and client/server computer operating systems software. Performs a variety of technical duties relating primarily to client/server (minicomputer, workstation, microcomputer) software installation and management.	<p>The position is a multi-funded activity with three primary funding sources: Water and Related Resources, non-appropriated/customer based funding and working capital funding. This position is the senior system administrator and is directly responsible for core services provided by the Lower Colorado Regional Office in support of the OneLC IT initiative and Data Centers at both the Regional Office and Hoover Dam. This position is key to meeting Office of Management and Budget (OMB) requirements concerning data center consolidation and closures. This position also plays a key role in supporting the BisonConnect environment for not just the LC Region, but is also Reclamation's Team member on the Department's BisonConnect Team, and supports systems for water accounting, customer applications, and management of the users data storage requirements. The delay in hiring this position is having a cascading effect on our projects and requirements from not just Reclamation, but both OMB and the Department.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p>	Hold	OCIO - Review.	9/26/2017

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1788	BOR	9/1/2017	IT Specialist Project Manager	GS-13	Above 12	Denver	Denver	4 months	No	DO/WO IRO2: This IT Project Manager (PM) leads mission essential enterprise wide projects along with related vendor contracts.	<p>The position is non-supervisory and funded through Working Capital Fund. The position provides project management support for enterprise-wide information technology systems and applications centrally developed and maintained in Denver. The position is responsible for developing innovative technology solutions in support of the Bureau's programmatic offices and mission activities. The work involves analysis, design, implementation, testing, integration and software standardization of IT systems, desktop, mobile and web-based applications to meet the Bureau's mission. The position acts as the key liaison, working face-to-face with the bureau customers, the Denver based Federal software developer leads, and the software development contractors. This integration is essential for the cooperative development of new and steady-state applications and is critical in ensuring the IT application security requirements are established in coordination with the Bureau Associate Chief Information Security Officer. The project manager ensures the application of NIST standards and customer business requirements are met, including thorough system testing and the successful delivery of new IT solutions. This position serves as the on-site Contracting Officer's Representative (COR) over the mission and business essential contract services for several application projects, Application Database Administration, in addition to technical writing, testing, and quality assurance contracts.</p> <p>Per June 15 and July 1, 2017 approval list, Page 42, #866, this position was disapproved. This request is being resubmitted. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain FBMS administrative records, approve</p>	Hold	OCIO - Review.	9/26/2017
1687	BOR	8/15/2017	IT Specialist Project Manager	GS-13	Above 12	Denver, CO	Denver	4 months		DO/WO IRO: The position provides project management support for enterprise-wide information technology systems and applications centrally developed and maintained in Denver. The position is responsible for developing innovative technology solutions in support of the Bureau's programmatic offices and mission activities. The work involves analysis, design, implementation, testing, integration and software standardization of IT systems, desktop, mobile and web-based applications to meet the Bureau's mission.	<p>The position acts as the key liaison, working face-to-face with the bureau customers, the Denver based Federal software developer leads and the software development contractors. This integration is essential for the cooperative development of new and steady-state applications and is critical in ensuring the IT application security requirements are established in coordination with the Bureau Associate Chief Information Security Officer. The project manager ensures the application of NIST standards and customer business requirements are met including thorough system testing and the successful delivery of new IT solutions. This position additionally serves as the on-site Contracting Officer's Representative (COR) over the Reclamation's mission and business essential contract services for several application projects, Application Database Administration in addition to technical writing, testing and quality assurance contracts. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain FBMS administrative records, approve FBMS invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract. The position is non-supervisory and funded through Working Capital Fund</p>	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1944	BOR	9/15/2017	Management Analyst	GS-12	12	Salt Lake City, UT	Other	8/6/2017	No	UC3: Mission Support Office - This position provides general support for the continued implementation of Reclamation's Project Management Framework, as well as direct support to some of the Region's major programs and projects. This position is assigned to coordinated Regional Office services to and provide direct scheduling support for the Aamodt Water Rights Settlement, a \$200,000,000 Indian water rights settlement with 4 pueblos in New Mexico. The majority of the funds from the settlement are applied to the construction of the Pojoaque Basin Regional Water Supply System (PBRWS), a water deliver infrastructure with almost 200 miles of pipeline and an array of water intake, treatment, and storage facilities.	The position is funded from direct project appropriations for projects to which specific services are provided (primarily Pojoaque Basin Regional Water System project), and from general funds for Region or Reclamation wide services performed. Specifically, this position will coordinate with Regional Office service providers, and monitor and report on the timeliness and completeness of those services. Even more important is the assignment to provided direct scheduling services for the PBRWS. This involves coordinating with the Project Management Team, scheduling work activities, analyzing the schedule, reporting on status, and making recommendations to address problem areas. The schedule has to incorporate extensive environmental and cultural resource and rights of way activities, as well as capture the work of several government contractors, including a design-build contractor. The scheduling support is particularly critical to the project because the legislation established a firm completion date with a relatively short period of time to complete once the necessary environmental approvals are achieved. It is imperative to have this position filled soon to keep up with managing the current work, so that staff can be prepared for the dramatic increase in work activities by the time that approval is received in early 2018. If this position is not filled quickly, management of the schedule will not be kept as current as needed because there is not sufficient staffing resources to do so at this time; placing the project at jeopardy of a late completion, which places the Government in violation of their agreement with the Tribes.	Yes		9/26/2017
1477	BOR	8/1/2017	Materials Engineer (Coatings) Technical Service Center	GS-13	Above 12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 3: This is a senior technical position focusing on Coatings Technology. The position provides technical oversight and peer review, and leads teams involving protective coatings or complex research programs, for example: Green Mountain PP Penstock relining and coating Life evaluation by EIS. Represents Reclamation research experiences, needs, and interests with Army Corps Of Engineers Civil Works, NIST, and Navy. The technical specialist must maintain expertise in materials engineering research; maintain state-of-the art knowledge of protective coatings; and maintains extensive knowledge of condition assessment of Reclamation structures. This position will participate and present papers at national conferences, such as, Proceedings of the Society for Protective Coatings.	This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides engineering lab and field support to Reclamation field offices for design, analysis, and construction associated with dams, canals, pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Offer to be made for 1 position.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1761	BOR	9/1/2017	Mechanical Engineer	GS-12	12	Mills, WY	Other	11 months	No	GP2: Wyoming Area Office - This position provides guidance for engineering, maintenance, modifications, and new additions of mechanical equipment for the dams and hydroelectric powerplants and other associated equipment of the WYAO. Responsible for engineering analysis and corrective maintenance plans for generating unit mechanical components. Develops needs assessments, preliminary design concepts/alternatives, cost estimates, justifications, schedules and reports.	<p>This existing position is funded through appropriated funds. This position is critical as it provides direct engineering support for water delivery and power generation. If this position is not filled, critical powerplant activities and may not be completed or will be delayed, resulting in a direct, significant negative impact on safe and reliable operation of the powerplants and water facilities, which in turn have a direct major impact on public safety and economic well being.</p> <p>This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.</p> <p>Per June 15 and July 1, 2017 approval list, Page 45, #1093, this position was disapproved with the note "No, appears to be a duplicate". This request is being resubmitted as it was not a duplicate. This position is the second of the two vacant positions. The first vacancy has already been approved for fill (#881 on the June 15 and July 1, 2017, approval list).</p>	Yes		9/26/2017
1737	BOR	9/1/2017	Mechanical Engineer - 2 positions	GS-7/9/11	Below 12	Denver	Denver	2 months	No	DO/WO-Technical Service Center: These are entry-level positions in support of pumping plant mechanical systems. Work from Grand Coulee and other major powerplants has been increasing.	<p>These are existing, non-supervisory positions. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). Not filling these positions increases the risk of Reclamation mechanical and water distribution facilities failing to perform as designed due to delays in operation, maintenance, and rehabilitation required to meet contractual water and power demands. The positions' business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. They are in the TSC located in Denver, where the design and analysis of these major design features is performed. The positions provide mechanical engineering support to Reclamation field offices for specifications associated with pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). This is a new request and does not represent prior approvals.</p>	Yes		9/26/2017
1479	BOR	8/1/2017	Mechanical Engineer Technical Service Center	GS-7/9/11	Below 12	Denver, CO	Denver	8 months		DO/WO Technical Service Center 5: This is an entry-level position in support of pumping plant steel piping and turbines. Turbine work from Grand Coulee and other major powerplants has been increasing.	<p>This is an existing, non-supervisory position funded primarily by Water and Related Resources and Power User funds. The position provides mechanical engineering support to Reclamation field offices for specifications associated with pumping plants, powerplants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Vacancy to be announced for 2 positions.</p>	Yes		9/26/2017

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1960	BOR	9/15/2017	Planner (Water Resources)	GS-12	12	Glendale, AZ	Other	11 months	No	LC5: This position develops and manages technical studies designed to meet future water needs, fulfills infrastructure commitments authorized by various tribal settlements, develops and evaluates risk reduction alternatives under Reclamation's Dam Safety Program and upgrades/extraordinary maintenance of the Central Arizona Project and the Salt River Project infrastructure. Work involves extensive collaboration with Reclamation subcontractors, water and power providers, stakeholders, and other Federal, state, tribal and non-governmental organizations.	This is an existing nonsupervisory position that is funded through appropriated and direct funds. There is one other Planner (Water Resources) in the Division, however, the work load is more than can be adequately managed by a single person. Not filling this position puts Reclamation at risk of failing to complete infrastructure development within the timelines congressionally authorized by the Arizona Water Settlements Act and the Colorado River Basin Project Act of 1968. Without updated water management tools and strategies, it will exacerbate the imbalances between future water supply and demand throughout Arizona and western New Mexico, putting the water supplies of partners and stakeholders at increased risk.	Yes		9/26/2017
1747	BOR	9/1/2017	Procurement Technician (Financial Assistance)	GS-5/6/7	Below 12	Anywhere in the 17 continental Western States	Other	Less than 1 month	No	DO/WO - Mission Support Office: The position provides automated standard application for payments (ASAP) support Bureau-wide. This support includes recipient enrollment, account maintenance, and serves as the certifying officer for all ASAP payments. This position also supports the Financial Assistance Operation Section with the administration of Grants and Cooperative Agreements.	This position is an existing, non-supervisory position and is funded through the Working Capital Fund, direct billing and P&A. This position supports the regions enrollment and account maintenance for the ASAP System. Leaving this position vacant will reduce the ability to enroll recipient's in the ASAP system, which has a direct effect on the award of financial assistance agreements and PL-638 awards, as recipients and tribes must be enrolled in the ASAP System before an award can be issued. Leaving this position vacant also effects the timeliness of ASAP payments to financial assistance recipients and tribes, as well as, timely verification and correction to ASAP accounts. If not approved, the vacancy would also effect the proper administration of financial assistance agreements in support of the WaterSMART Water and Energy Efficiency Grants Program, the Water Infrastructure Improvements for the National Program, the Native American Technical Assistance Program, the Small Scale Water Efficiency Program, the Desalination and Water Purification Research Program, the Drought Response Program, the Landscape Conservation Cooperative Program, and the Title XVI Water Reclamation and Reuse Program.	Yes		9/26/2017
1729	BOR	9/1/2017	Program Analyst	GS-11	Below 12	Denver, CO	Denver	1 month	No	DO/WO2: Dam Safety Officer (DSO) and the Design, Cost Estimating, and Construction (DEC) Oversight and Value Program (VP) Office: This position is responsible for (1) providing program analysis, coordination, and support functions for DEC Oversight; (2) performing, managing, and coordinating budget and financial support services for DSO/DEC/VP; (3) serving as the Contracting Officer Representative (COR) for DSO/DEC/VP contracts; and (4) providing coordination and support functions for DSO.	This is an existing, non-supervisory position that is mostly funded through appropriated funds for Water and Related Resources and partly funded with project related funds. This position is critical in supporting the DSO's responsibilities, including ensuring Reclamation dams do not present an unreasonable risk to the public; effectively administering DEC oversight reviews; providing senior-level technical expertise to the Secretary's Indian Water Rights Office; and effectively administering Reclamation's Value Program to better ensure realistic budgets; identifying and removing non-essential capital and operating costs; and improving and maintaining optimum quality of program and acquisition functions. If this position is not filled, DSO/DEC/VP will not be able to effectively accomplish their mission as required by the Federal Guidelines for Dam Safety. Critical functions that will not be completed efficiently or effectively include administering contracts; managing program and project budgets; reporting finances (surplus/shortage, obligations, etc.); and supporting program managers.  This position could not be effectively filled at an alternate duty location because this position supports the Dam Safety Officer and Program Manager for DEC Oversight and the Value Program, who are located in Denver, CO.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1685	BOR	8/15/2017	Program Analyst	GS-13	Above 12	Denver, CO	Other	New		DO/WO IRO: The position is responsible for developing and providing oversight of internal controls; developing and reviewing policies, directives and standards, SLAs, standard operating procedures, and other governance material; leading auditing and compliance activities for internal controls; and coordinating activities to ensuring the accountability of information management and technology (IMT) needed for the effective implementation of the Federal Information Technology Acquisition Reform Act (FITARA).	The position is non-supervisory and funded through Policy and Administration. The Information Resources Office is required to develop policy, procedures, and internal controls to manage the delegated IMT authority. This position provides visibility and accountability for IMT across Reclamation in support of the responsibilities of the Associate Chief Information Officer (ACIO) as defined by FITARA. Under the FITARA legislation, each agency Chief Information Officer (CIO) and bureau ACIO is responsible for FITARA compliance. Without this position, key objectives in the legislation including aligning IMT resources with mission and requirements; strengthening the CIO/ACIO's accountability for IMT costs, performance, and security; planning, programming, budgeting, and executing IT resources; and providing transparency into IMT resources across the bureau and programs, will be unattainable. The Bureau has developed a FITARA IMT Alignment Plan which lays out the activities to comply with the requirements of FITARA and achieve compliance with the law, in accordance with the milestones established by the Department and approved by OMB. This position is critical in the development and implementation of the delegations, policy, and associated internal controls in order to comply with the requirements of FITARA.	Yes		9/26/2017
1941	BOR	9/15/2017	Program Analyst (Critical Infrastructure Protection)	GS-14	Above 12	Denver, CO	Denver	1 Year	No	DO/WO1: Position is the lead technical expert for North American Electric Reliability Corporation (NERC) and Federal Energy Regulatory Commission (FERC) compliance for Critical Infrastructure Protection (CIP) standards. This includes compliance standards related to National Critical Infrastructure (NCI) cybersecurity defense, threat protection, and incident response that may lead to operational failures or instability of the Bulk Power System Grid. CIP standards are implemented in accordance with the Energy Policy Act of 2005 requirements and outlined in FERC Order 706.	This is an existing, non-supervisory position. Reclamation's NERC CIP Program primarily utilizes funding sources from Non-Appropriated Direct Funding. This position directly supports Reclamation's responsibilities for NCI and public safety. This unfilled vacancy reduces Reclamation's ability to comply with NERC/FERC standards that address federal cybersecurity regulations and threats. This includes ensuring FERC Orders and standards related to detection/response to cybersecurity threats and protecting NCI from advanced persistent threats are met; and complying with the administration's Executive Order on Strengthening Cybersecurity of Federal Networks and Critical Infrastructure. The NCI sites, such as Hoover Dam, Glen Canyon Dam, Grand Coulee Dam, Folsom Dam, and Shasta Dam, require enhanced cybersecurity defense, threat protection, and incident response that may lead to operational failures or instability of the Bulk Power System Grid. Incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health, or safety. Non-compliance with these standards can result in enforcement actions from FERC. The Reliability Compliance Office is centrally located in Denver to lead NERC/FERC compliance activities for Reclamation facilities located across the 17 western states.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1755	BOR	9/1/2017	Program Analyst (MRR/CPIC)	GS-12	12	Denver	Denver	1 week	No	DO/WO - Policy & Administration: Serves as the POLICY point of contact for Capital Planning and Investment Control (CPIC), Deferred Maintenance (DM), and Major Rehabilitation and Replacements (MRR) issues and coordinates Reclamation's program. This includes the development of program policies, directives and standards, guidance documents, and other required agency-level documents, and updating Reclamation's Asset Management Plan, DM, and MRR Reports.	This is an existing, non-supervisory position that is funded through Policy and Administration and Water and Related Resources. This position is essential to the effective oversight of investments in Reclamation \$105 billion inventory of water and power infrastructure, which represents approximately 70 percent by value of the Department of the Interior's constructed assets. The CPIC program analyst ensures that Reclamation meets several critical reporting requirements for which AMD is responsible: the annual reporting of major rehabilitation and replacement needs to the Federal Real Property Profile, the annual reporting of Reclamation's deferred maintenance activities, the annual update of Reclamation's asset management plan, and oversight of capital planning and investment controls critical to Reclamation's budgeting processes. The CPIC program analyst also provides expert guidance to Reclamation field staff on the evaluation of MRR needs, which includes more than \$6.5 billion in extraordinary maintenance, dam safety modifications, and deferred maintenance activities projected over the next 30 years. The position must be located in Denver due to the frequent interaction with Denver administrative positions in finance, acquisitions, public affairs, and POLICY, as well as interaction with staff from other oversight offices such as Power Resources Office, and Dam Safety Office, and the Economic and Cost Estimating Divisions of the TSC. The guidance and oversight of MRR data provided by this position supports the Commissioner's budget process by ensuring a corporate approach to the prioritization of major maintenance and repair needs. It also ensures that Regional Directors can communicate with non-federal water users and operating entities on mission priorities, while addressing affordability issues through planning. Other important work in support of Reclamation's infrastructure investments, program analysis, and	Yes	
1732	BOR	9/1/2017	Program Analyst (Programmatic Internal Controls)	GS-14	Above 12	Denver	Denver	7 months	No	DO/WO P&A3: Serves as the Bureau of Reclamation's Programmatic Internal Control Program (PICP) Manager and technical authority on the strategic implementation of effective internal controls pursuant to the requirements of Office of Management and Budget (OMB) Circular A-123, Management's Responsibilities for Enterprise Risk Management and Internal Control, and represents Reclamation's PICP to the Department of the Interior's A-123 Working Group. Advises program managers on regulatory requirements, interpretation of data, and importance of programmatic data to program operations and recommended improvements. Develops, updates, and implements Reclamation-wide policy, directives and standards, and guidance on the PICP ensuring compliance with OMB and Department requirements.	This is an existing non-supervisory position that is funded through Working Capital fund. This position serves Reclamation's program lead for programmatic internal controls and is responsible for ensuring compliance with OMB Circular A-123. This position provides training and guidance on internal controls to programmatic staff and managers responsible for Reclamation's assessable units. The PICP has three FTEs; two of which are vacant. Currently the Internal Control Coordinator for Denver and Washington, a GS-12, is ensuring these requirements are being met. Beginning in late August, the Internal Control Coordinator, GS-12, for Denver and Washington, will become a remote employee, duty stationed in California.	Conditional Yes	Advertise Denver and other Reclamation regional locations and select best qualified candidate.

Date

9/26/2017

9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1733	BOR	9/1/2017	Program Analyst (Reclamation Manual)	GS-14	12	Denver	Denver	1 month	No	DO/WO P&A4: Manages activities and functions for the Reclamation Manual (RM) which establishes Bureau of Reclamation requirements for carrying out its mission and is comprised of the following four components: delegations of authority; policy; directives and standards; and temporary Reclamation Manual releases. Provides assurance to Senior Executives that the RM releases they issue meet all requirements. Serves as liaison with the Department of the Interior in the development and issuance of Departmental Manual chapters on Reclamation's organizational structure and delegations of authority.	This is an existing non-supervisory position; funded 100 percent Policy and Administration. The RM Program Analyst position ensures Reclamation compliance with the requirements for directives systems imposed by both the Code of Federal Regulations (41 CFR 201-45.105) and the Department (381 DM 1). In addition, this position is highly relied upon by management and senior executives for advice related to the development and implementation of requirements, which have significant political and stakeholder involvement. Currently, there are 357 RM releases issued and another 140 under development. With this vacancy, management of this important and highly visible program is being carried out by a Management Analyst (GS-11) who has been with Reclamation less than 1 year.	Conditional Yes	Advertise Denver and other Reclamation regional locations and select best qualified candidate.	9/26/2017
1754	BOR	9/1/2017	Program Analyst (Transferred Works)	GS-13	Above 12	Denver	Denver	16 months	No	DO/WO - Policy & Administration: Program manager and principal coordinator for the implementation of Reclamation's Infrastructure Investment Strategy for facilities owned by Reclamation, but operated and maintained by an operating entity (transferred works). Provides oversight of Reclamation's project management practices and documentation.	This is an existing, non-supervisory position that is funded through Policy and Administration. Transferred works are facilities owned by Reclamation but operated and maintained by non-federal entities, such as irrigation districts and water conservancy districts. Transferred works operating entities are responsible for maintaining, rehabilitating, and replacing federal assets comprising nearly two-thirds of Reclamation's \$105 billion inventory of water and power infrastructure. Through these contractual arrangements with transferred works entities, Reclamation leverages about \$100 million in non-federal funding annually against \$50 million in appropriations for extraordinary maintenance needs alone. This analyst position is critical to supporting Reclamation's partnerships with transferred works entities in a manner that ensures federally owned facilities continue to deliver benefits reliably while maintaining public safety. The position is essential to ensure the development of policies, procedures, and practices to be used by transferred works operating entities, which are necessary to achieve uniformity in the documentation of infrastructure investment decision points, prioritization, tracking, project management, and accomplishment of work at transferred works and reserved works (facilities owned, operated, and maintained by Reclamation). The position provides oversight of project management position and represents POLICY in that capacity on Reclamation's Real Property Oversight Council (RPOC). The position must be located in Denver due to the RPOC role and frequent interaction with Denver administrative positions in finance, acquisitions, public affairs, and POLICY, as well as interaction with staff from other oversight offices such as Power Resources Office, and Dam Safety Office, and the Economic and Cost Estimating Divisions of the TSC. The position regularly interfaces with the offices of the Commissioner and the Regional Directors.	Yes		9/26/2017

Consolidated Hiring Waiver Requests 2017-09-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1743	BOR	9/1/2017	Program Manager	GS-14	Above 12	Denver	Denver	Incumbent Expected to Retire	Yes	DO/WO - Mission Support Office: Supervisory position; Provides leadership, direction, and oversight with overall responsibilities associated with the Reclamation FAIR Act Inventory, Compliance with provisions outlined in OMB Circular A-76, MSO Strategic Plan, Reclamation-wide conference reporting, MSO budget formulation and execution to include Policy and Administration (P&A) and Working Capital Fund (WCF) and direct charged activities. Rate setting for Departmental assessments, Bureau-wide indirect costs, Reclamation leave account, Denver Regional indirect costs, and office indirect costs.	This is an existing supervisory position, does not create an additional layer. The position is funded through the Working Capital Fund. Supervises staff for the following Reclamation- wide responsible program areas: Federal Activities Inventory Reform Act (FAIR Act) PL 105-270; Performance of Commercial Activities, (OMB Circular A-76); Bureau-wide Working Capital Fund activities to include Departmental Assessments, Reclamation Leave Fund, Bureau-wide Indirect Cost Activities (BIC), Position needs to be located in the Denver Office to manage staff involved with administering these programs. Responsible for final review of Business Decision Documents, budget justifications and submittals, rate setting proposals, and extensive review of budget formulation and execution for the MSO directorate. This position is critical to meeting legal and regulation requirements associated with spending federal dollars and meeting mission requirements. If not filled in a timely manner, the subordinate staff will not have direction, and will not have the ability to provide internal controls to support antideficiency spending.	Yes		9/26/2017
1945	BOR	9/15/2017	Program Manager	GS-15	Above 12	Sacramento, CA	Other	Will become vacant Sep 16, 2017	Yes	MP1: Position has responsibility for line supervision of assigned offices and programs within the Mid Pacific Region. Plans, directs, reviews, and coordinates, through subordinate supervisory personnel, the work of assigned Divisions and Offices. Exercises knowledge of advanced management and organizational principles and practices along with a comprehensive knowledge of planning, programming, and budgeting regulations, guidelines, and processes, and a thorough knowledge of Reclamation's laws, program policies, and objectives. Possesses authority to commit the Region to a course of action. Accountable for the success of specific line and staff programs within the assigned Regional subdivisions. Oversees the day to day operations, monitors the progress of these organizations toward established goals, and periodically evaluates and makes appropriate adjustments.	Position is fund by appropriated funds and is an existing supervisory position and does not add another managerial/supervisory level. As as full deputy to the Mid-Pacific Region's Regional Director, failure to fill this position will have significant operational, mission related, and political consequences. More specifically, it will have a significant impact on day-to-day operations and the efficient and timely deliver of water and power in California. The incumbent interacts with high level officials from the State of California, water and power users, and other Federal agencies, such as the Fish and Wildlife Services, National Marine Fisheries Services, Western Area Power Administration, and the U.S. Army Corps of Engineers, to manage this complicated system in compliance with Reclamation law, biological opinions, and other Federal and State requirements.  There are no like positions in Washington DC or Denver, CO.	Yes		9/26/2017
1955	BOR	9/15/2017	Project Manager (Natural Resources)	GS-12	12	Boise, ID	Other	1 year	No	PN8: PN Region's Environmental Management System (EMS) provides a systematic approach for managing environmental issues. It is a continuous cycle of planning, implementing, and reviewing processes to meet an organization's environmental goals. In developing and following our EMS, our goal is to take a proactive approach to environmental stewardship with an emphasis on continual improvement. The ultimate goal of our EMS is to ensure personnel consider environmental impacts during their day-to-day activities.	This is an existing position that is funded through appropriated and nonappropriated funds. The Regional EMS Project Manager will provide updates on EMS and training opportunities for staff (i.e. presentations, learning materials, basic EMS information). The Project Manager will prepare for an internal audit (review) intended to position the region for the external audit that will be conducted next fiscal year. The audit will identify areas for improvement, as well as identify what is going well. Without a project manager, the EMS program activities will continue to lag, thereby reducing the benefit to our region. A project manager is needed who will take the lead in updating the EMS manual, making EMS requirements throughout the region more achievable and streamlined when possible, in an effort to reduce the EMS burden on staff, while still keeping in compliance with Departmental requirements.	Yes		9/26/2017

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1961	BOR	9/15/2017	Public Affairs Specialist	GS-12	12	Billings, MT	Other	4 months	No	GP Regional Office - Requesting approval to announce and fill position immediately. Position prepares written materials to clarify the organization's position on a variety of sensitive, emergency, controversial, complex issues with varying degrees of controversy; conveys complex scientific and technical information concerning engineering structures, water conservation and power related issues to key stakeholders across multi-media formats.	This existing position is funded through bureau-wide appropriations and project specific funding. If unfilled, public affairs communications in emergency and non-emergency situations may be delayed, including communications associated with flooding, Safety of Dams projects and more general issues that may be controversial and may result in the loss of trust by the public. This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.  Per the June 15 and July 1, 2017 approval listing, item No. 876, page 53, these positions were not approved. We are resubmitting this request. Director of Communications approved the request to recruit.	Yes	
1962	BOR	9/15/2017	Public Affairs Specialist (WEB)	GS-12	12	Salt Lake City, UT	Other	1 year 6 months	No	UC2: Mission Support Office Position is responsible for managing, maintaining, updating and reviewing all UC Internet sites and pages--including coordinating website development for the region; maintaining accuracy and clarity of webpage content; ensuring compliance with Section 508 Accessibility, Privacy Act, Electronic Freedom of Information Act, National Environmental Policy Act and other relevant statutes, regulations, rules, and guidelines. Position also coordinates development and publication of the region's internal newsletter (UC Today) and manages social media efforts in support of Reclamation guidelines.	Primary funding source for this position lies with the Regional Public Affairs Office. However, work on special projects are directly charged to the specific office. Not filling this position will have ongoing significant negative impacts on the region's ability to effectively communicate with the public and other stakeholders. As the principal tool for communicating mission-related information, maintaining a current and relevant website is crucial to building and maintaining positive relationships with Reclamation customers. Without this position, the region is unable to efficiently maintain current information and necessary updates to its website and associated Internet pages. Those impacts are already being felt as the region continues to field stakeholder complaints about inaccessible information. That impact would be particularly acute in terms of continued availability of time-sensitive online engagement for public comment on a variety of program and environmental requirements (e.g., EIS, EAs, etc.). It would mean worsening delays and gaps in the currency of online information, website compliance, and updates. Current staff are doing everything they can to keep the website operating amid ongoing agency upgrades and system updates, but those efforts are simply stop-gaps without this dedicated web manager. Increasing website errors, delays in time-sensitive public information, instances of non-compliance, and broken pages can be expected.  Per the July 15 and August 1, 2017 approval listing, item No. 1157, page 18, these positions were not approved. We are resubmitting this request. Director of Communications approved the request to recruit.	Yes	

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1473	BOR	8/1/2017	Regional Liaison (2 year Temporary) 5 positions	GS-13	Above 12	Washington, DC	DC	4 months		DO/WO1: The positions serve as the primary conduit between the Commissioner, the Assistant Secretary and the Department of the Interior to the regional, area and specific project offices in the 17 Western States. Provide expert counsel and technical information immediately to the Commissioner, Assistant Secretary and the Secretary on the operational implications of legislation and policy decisions. Provide immediate information on hydrologic conditions in the West and on stakeholder and customer concerns. Primary source of information and analysis to the Commissioner and DOI leadership on all operational aspects of delivering water and generating power. Provide updates and warnings about operational issues, such as flooding, drought, generation failures and potential conflicts with or between customers.	If these positions are not filled, there will be severe delays in the receipt of technical, operational and other key information to the Commissioner, Assistant Secretary and DOI leadership. It is the Regional Liaisons who facilitate the prompt responses to technical questions from Congress and other Executive Branch entities such as the White House and OMB. It is the Regional Liaisons who ensure that the Commissioner, Assistant Secretary and DOI leadership have current and timely information and analysis about Reclamation's programs, operations and activities for meetings with customers, stakeholders and Congress. Similarly, Reclamation's regional and field offices will lose the timely flow of information about Secretarial priorities and policy directions that guide project operations and water and power deliveries. In short, if these positions are not filled, Reclamation and DOI's leadership will not be able to respond in a timely and informed manner to queries or conflicts that arise related to Reclamation's projects, operations and issues. Further, there will be a significant long term impact of losing this leadership developmental opportunity. The value of this position is their proximity and immediate access to the Commissioner and Assistant Secretary and their unique knowledge of the projects and hydrologic features that are located in the regions that they represent. Therefore, these positions cannot be located anywhere but in the Commissioner's Washington office. These 5 regional liaisons, are NOT the same position as No. 1116 (Liaison/Special Assistant to ASWS (2 year temporary), GS-14, which was already approved.	Yes	
1936	BOR	9/15/2017	Regional Liaison (2 year Temporary) - 5 positions	GS-13	Above 12	Washington, DC	DC	5 months	No	DO/WO: The positions serve as the primary conduit between the Commissioner, the Assistant Secretary of the Department of the Interior to the regional, area, and specific project offices in the 17 Western States. Provide expert counsel and technical information immediately to the Commissioner, Assistant Secretary, and the Secretary on the operational implications of legislation and policy decisions. Provide immediate information on hydrologic conditions in the West and on stakeholder and customer concerns. Primary source of information and analysis to the Commissioner and DOI leadership on all operational aspects of delivering water and generating power. Provide updates and warnings about operational issues, such as flooding, drought, generation failures and potential conflicts between customers.	If these positions are not filled, there will be severe delays in the receipt of technical, operational, and other key information to the Commissioner, Assistant Secretary, and DOI leadership. It is the Regional Liaisons who facilitates the prompt responses to technical questions from Congress and other Executive Branch entities such as the White House and OMB. It is the Regional Liaisons who ensure that the Commissioner, Assistant Secretary, and DOI leadership have current and timely information and analysis about Reclamation's programs, operations, and activities for meetings with customers, stakeholders, and Congress. Similarly, Reclamation's regional and field offices will lose timely flow of information about Secretarial priorities and policy directions that guide project operations and water and power deliveries. In short, if these positions are not filled, Reclamation and DOI's leadership will not be able to respond in a timely manner to queries or conflicts that arise related to Reclamation's projects, operations, and issues. Further, there will be a significant long term impact of losing this leadership developmental opportunity. The value of this position is their proximity and immediate access to the Commissioner and Assistant Secretary and their unique knowledge of the projects and hydrologic features that are located in the regions they represent. Therefore, these positions cannot be located anywhere but in the Commissioner's Washington Office.  These 5 regional liaisons are NOT the same position as No. 1116 (Liaison/Special Assistant to ASWS) (2 year temporary), GS-14, which was approved on the June 15 and July 1 approval list. The positions were placed on hold per the July 15 and August 1, 2017 approval list, page 19, item No. 1470 and 1473.	No	Duplicate of 1473

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1734	BOR	9/1/2017	Safety & Occupational Health Specialist	GS-12	12	Loveland, CO (Denver Area)	Denver	New - Position does not increase current FTE	No	GP1: Eastern Colorado Area Office (ECAO) - The Safety and Occupational Health Specialist provides technical assistance and safety oversight of all operations and maintenance (O&M) activities. Duties include planning, implementing, and coordinating all safety aspects of ECAO's highly-complex project work and contractor activities. Plans, schedules, and conducts safety and occupational health (S&OH) inspections on a routine basis for the purpose of preventing accidents and injuries. This position provides technical guidance and recommendations to resolve issues concerning high risk hazards.	This new, non-supervisory position is funded through appropriated funds and does not add a managerial layer. If position is not filled, O&M activities and projects will have less safety oversight and may result in negative impacts to hydropower generation. Also, mandatory safety inspections may not be able to be completed in a timely manner. This position supports on-the-ground mission by helping to ensure S&OH requirements and recommendations are executed through regular communication with staff and stakeholders to address needs, ensuring they are not put at unreasonable risk.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.	Yes		9/26/2017
1949	BOR	9/15/2017	Safety and Occupational Health Specialist	GS-12	12	Willows, CA	Other	2 weeks	No	MP5: Plans and manages an effective health and safety program for the protection and safety of Reclamation employees, contractor forces, official visitors, and the public coming onto Reclamation construction sites, and to insure that construction contractors comply with and carry out the requirements of the various specifications and Reclamation Safety and Health Standards. The purpose of the work is to plan, administer, and evaluate a safety and occupational health program impacting various construction sites and facilities. Develops courses of actions to minimize or eliminate hazardous operations and conditions and devise alternative measures to meet unconventional circumstances, which increase the risk of an accident. Without corrective measures, serious unpredictable consequences to personnel and property could result.	Position is funded by appropriated funds and is an existing nonsupervisory position. This position directly supports Reclamation's employee safety, public safety, and life safety programs. Additionally, the position provides direct safety services to the Regional Construction Office for all Regional safety of dams and infrastructure improvement projects. Employee and public safety are key components in achieving Reclamation's mission. Not filling this position will result in reductions in Reclamation construction site safety inspections, occupational safety program audits, and a reduction in overall technical safety and public safety resources to operations, maintenance, and regional construction activities.	Yes		9/26/2017
1766	BOR	9/1/2017	Safety, Security & Occupational Health Manager	GS-12	12	Shasta Dam, CA	Other	1 month	Yes	MP3: As the program manager for the safety, occupational health and security programs at the Northern California Area Office, (NCAO), provides guidance and direction on Reclamation and Regional program goals and objectives. Develops and oversees implementation of local procedures, conducts inspections, and recommends corrective actions to ensure safe, healthy, and secure operating environments. Analyzes program parameters and resources, identify deficiencies, and recommend plans for improvement. Uses risk assessment techniques to investigate and eliminate or mitigate vulnerabilities, threats, hazards, and/or exposures that could potentially affect a wide variety of physical security, health, and safety program operations. Acts as agency liaison during security/law enforcement incidents on Reclamation owned lands. Acts as Contracting Officer's Representative.	This position is funded by Water and Related Resources and is an existing supervisory position and does not add another supervisory layer. If not filled, safety and security at the NCAO, which includes Shasta Dam, a National Critical Infrastructure (NCI), along with 13 other dams and six power plants, will be affected. NCAO is a key component of the Central Valley Project as this position interacts with several key external stakeholders, including Bureau of Land Management, Forest Service, National Parks Service, along with all local and state law enforcement agencies. This position also oversees the Security and Safety Program for 175+ NCAO Reclamation employees. The Security, Safety and Occupational Health Manager is responsible for the safety and security of all personnel and physical structures at NCAO. Critical work such as emergency planning programs, continuity of operations, and Contracting Officer's Representative on all safety and security related contracts, cannot be accomplished effectively and efficiently. This position is essential to ensuring the safety and security of this NCI.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO	Yes		9/26/2017

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1728	BOR	9/1/2017	Secretary	GS-09	Below 12	DC	DC	1 year	No	DO/WO1: Serves as the Executive Assistant for both the Deputy Commissioner (political appointee) and the Deputy Commissioner for Policy, Administration and Budget, who is also the Chief Financial Officer for Reclamation. Serves as principal correspondence expert; manages the Deputy Commissioners' calendar and travel; and drafts correspondence for the Deputy Commissioners. Schedules meetings for the Deputy Commissioners with members of Congress, stakeholders, state officials, etc. Reviews, controls, and monitors incoming and outgoing correspondence. Responsible for ensuring outgoing correspondence reflects the policies and views of the Deputy Commissioner, as well as the appropriate style, tone, and format.	This position is an existing non-supervisory position and funded through Policy and Administration. This position is essential for providing administrative support to two key level executives, the Deputy Commissioner and the Deputy Commissioner - Program, Administration and Budget. This position ensures that the two Deputy Commissioners can keep track of requirements, deadlines, and commitments of key Reclamation programs. This position performs travel and schedule management that is extensive and complicated for each Deputy Commissioner. The alternative to filling this position would be to bring in detailees from the field. This comes at a cost of \$30,000 per month, including travel and per diem costs.	Yes		9/26/2017
1487	BOR	8/1/2017	Secretary (OA)	GS-06/07/08	Below 12	Denver, CO	Denver	6 months		DO/WO P&A3: Serves as the office manager and Executive Assistant for the immediate office of the Director, Policy and Administration (POLICY) (Senior Executive) who is also the Bureau's Human Capital Officer. Serves as principal correspondence expert in POLICY, provides guidance and training to subordinate secretaries, as well as authors office policies and correspondence guidelines. Reviews, controls, and monitors incoming and outgoing correspondence. Responsible for ensuring outgoing correspondence reflects the policies and views of the Director, as well as the appropriate style, tone, and format.	This is an existing non-supervisory position funded through Policy and Administration. This position ensures that the Director can track the requirements, deadlines, and commitments of several key Reclamation programs (e.g. WaterSMART, Aging Infrastructure, Title XVI, Denver and Washington DC Human Resources Operations, Human Resources Policy, Civil Rights and Equal Employment Opportunity). Currently, the duties are being shared amongst other lower graded administrative staff that already have a full workload. At times, work is being accomplished by program managers. Not filling this position continues to overwork other employees and increases the risk of missing deadlines and/or requirements of key Reclamation or Departmental programs.  Please note that this position was previously advertised two times (December and January) with limited applicants referred.	Yes		9/26/2017
1750	BOR	9/1/2017	Secretary (OA)	GS-08	Below 12	Denver, CO	Denver	7 months	No	DO/WO - Policy & Administration: Serves as the office manager and Executive Assistant for the immediate office of the Director, Policy and Administration (POLICY) (Senior Executive) who is also the Bureau's Human Capital Officer. Serves as principal correspondence expert in POLICY, provides guidance and training to subordinate secretaries, as well as, authors office policies and correspondence guidelines. Reviews, controls, and monitors incoming and outgoing correspondence. Responsible for ensuring outgoing correspondence reflects the policies and views of the Director, as well as, the appropriate style, tone, and format.	This is an existing non-supervisory position funded through Policy and Administration. This position ensures that the Director can track the requirements, deadlines, and commitments of several key Reclamation programs (e.g. WaterSMART, Aging Infrastructure, Title XVI, Denver and Washington DC Human Resources Operations, Human Resources Policy, Civil Rights and Equal Employment Opportunity). Currently, the duties are being shared amongst other lower graded administrative staff that already have a full workload. At times, work is being accomplished by program managers. Not filling this position continues to overwork other employees and increases the risk of missing deadlines and/or requirements of key Reclamation or Departmental programs.  Per July 15 and August 1, 2017 approval list, Page 21, #1487, this position was placed on hold. Requesting approval to advertise outside of the Department due to lack of interest. This position was previously advertised two times (December and January) with limited applicants referred.	No	Duplicate of 1487	9/26/2017

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1484	BOR	8/1/2017	Student Trainee (Accountant) - 3 positions	GS-4 target 12	12	Denver, CO	Denver	New		DO/WO MSO1: Pathways Intern-Indefinite. Receives, analyzes, classifies, and codes a variety of accounting documents in support of Reclamation's accounting staff. Reconciles specialized ledgers and automated system of accounting data. Researches cause of discrepancy and initiates necessary adjustment actions. Researches current accounts, historical data, and source documents to develop detailed information on the status of various transactions, account balances, changes during a period, or other specified information. Develops comparative data reflecting relationships between accounts, time periods, and cost of operations.	These positions are funded through working capital funds. The Mission Support Organization, Finance and Accounting Division (FAD) utilizes the Pathways Program for succession planning to convert upon completion of higher education requirements and the hourly requirements for the program. FAD has seven accountant positions eligible for retirement in the next five years. The following six enterprise accounting areas are critical functions that support every office in Reclamation to include accounts receivable debt management, intragovernmental accounting, bi-weekly labor processing, cost allocation (monthly, soft close for Bonneville Power Administration and MP Region distribution), real property transfer of assets, travel policy, and transactional research assistance to the regional offices. By filling these positions, FAD is able to pass on corporate knowledge that will be lost as employees retire within the next five years. This will ensure a smooth transition of work without adverse impacts to the quality of the work.	Yes		9/26/2017
1942	BOR	9/15/2017	Supervisory Civil Engineer	GS-13	Above 12	Albuquerque, NM	Other	8 months	Yes	UC1: Serves as Manager, Technical Services Division for the Albuquerque Area Office (AAO). Represents the Area Manager in matters involving design, construction, contracting, and other engineering concerns, with the Upper Colorado Region, State water districts, Native American tribal governments, and other Federal agencies. Manages engineering work related to operation and maintenance, repair or replacement of facilities, and construction of new features to deliver, conserve, and salvage water, and plan and implement measures to provide for river and low flow conveyance channel maintenance for efficient Reviews/signs documents that affect the design or its implementation for major facilities or critical components, and has responsibility for engineering determinations concerning contract awards of other major aspects of design and construction work.	This position is funded by appropriated funds and is an existing supervisory position that does not add another managerial/supervisory level. This position has seven direct reports and is critical in leading all engineering and technical support, including geographical information services (GIS), covering Reclamation projects in Colorado, New Mexico, and Texas, including design of small structures, construction by force account, and river maintenance work on the Rio Grande and Pecos River. The position oversees services to help ensure program goals are achieved and projects are delivered that increase reliability of water delivery infrastructure, water availability, water delivery, and ecosystem function. Not filling the position puts Reclamation water distribution facilities at risk of failure and jeopardizes operations that are required to meet contractual demands. If unfilled, river maintenance projects protecting riverside irrigation facilities and allowing for the efficient transport of water sediment will be adversely affected. The livelihood and safety of hundreds of thousands of people living along the Rio Grande in New Mexico, rely upon the engineering and technical support managed by this position.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017

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1771	BOR	9/1/2017	Supervisory Civil Engineer/Hydrologist	GS-13	Above 12	Boise, ID	Other	Incumbent retiring next month	Yes	PN1: The Reservoir Operations Team Supervisor has oversight and responsibility for coordinating reservoir operations for over 50 dams and reservoirs in the Pacific Northwest Region. This includes real-time coordination with Reclamation's area offices including Snake River, Columbia-Cascades, and Grand Coulee Power Office. The Team Supervisor works with engineers, planners, biologists, and hydrologists from Reclamation, Bonneville Power Administration, the Army Corp of Engineers, and other agencies in doing short and long term planning of reservoir operations, flood control operations, and runoff forecasting. The Team Supervisor also performs and supervises others in hydrologic studies related to water supply, flood control, power, irrigation, water quality, fisheries and compliance with the Pacific Northwest Coordination Act.	The position is funded 70% through appropriated funds and 30% non-appropriated funds. It is an existing, supervisory position that does not add a new supervisory layer. The position has an impact on the efficiency, economy, and safety of Reclamation facilities throughout the Pacific Northwest Region. Creative, effective, and timely results are essential to enable Reclamation to carry out its responsibilities in accomplishing its programs, responding to current public interest, avoiding or withstanding legal challenges, and meeting multiple water needs in the Pacific Northwest river basins. There will be significant risks to mission-critical work and to public safety if this position is not filled.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1777	BOR	9/1/2017	Supervisory Environmental Specialist	GS-13	Above 12	Billings, MT	Other	To be vacated October 2017	Yes	GP1 Regional Office - This position provides for Regional oversight, management, and technical assistance for environmental programs and activities, including NEPA, ESA, NHPA, FWCA, and other related environmental compliance requirements. This position functions as the regional representative handling the most difficult environmental and cultural resource compliance issues and works in conjunction with the Solicitor's Office on litigation to protect the interests of the United States; as an expert advisor to Area Offices and field specialists; and in coordination with and support of Reclamation senior leadership to promote the efficient and effective execution of mission critical activities, including water contracting, rural water, and tribal construction projects, and endangered species compliance activities.	This existing, supervisory position is funded through Bureau-wide appropriations and project specific funding. It has nine direct reports and does not add an additional supervisory layer. If this position is not filled, NEPA/ESA, and other associated environmental compliance actions supporting the construction, operation, and maintenance of Reclamation projects would be delayed or unexecuted, placing in jeopardy efficient execution of projects associated with Safety of Dams and rural water, which provides potable water to indigenous and disadvantaged communities, potentially impacting legislatively mandated Indian Water Rights Settlements. Our ability to respond to protect the United States interests in environmental litigation would be negatively impacted.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.  RESUBMITTAL- Per "Consolidated Hiring Waiver Requests 2017-07-01" approval list, Page 63, #883, this position was disapproved with the note "No, can DC or Denver resource be reassigned". Contact was made with the supervisor of individuals in Denver who would be qualified to fill this position (there are no qualified individuals in DC). Subsequently, those (5) individuals were contacted by the selecting official to gauge their interest in relocating to Billings to fill this position, each person indicated that they had no interest in moving to Billings. We request reconsideration for filling this critical position.	Yes		9/26/2017

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1784	BOR	9/1/2017	Supervisory Facility Operations Specialist (Centralized Planning)	GS-13	Above 12	Grand Coulee, WA	Other	New	Yes	PN2: Responsible for the initial development, planning, coordination, and implementation of future short and long term planning and maintenance management of power producing equipment, water delivery equipment, station service equipment, buildings and structure, tour facilities and relates equipment in the four powerplants and three switchyards at Grand Coulee Power office. The Planning Manager is overall responsible for the direction and supervision of the projects apprenticeship programs.	This is an existing supervisory position that is funded through nonappropriated funds and has 17 direct reports. This position is responsible for the proper development of the Capital Asset Resource Management Application (CARMA) and the Financial Business Management System (FBMS) to properly execute the business of Grand Coulee. Further responsibilities include the proper maintenance of generation, transmission, and water conveyance facilities and equipment to allow for the appropriate management of the Columbia River (fish, environment, downstream navigation, flood control, and dissolved gas cap protection for downstream projects) and power production (generation, automatic generation control, load following, system reserves, Mid-Columbia hourly coordination, and Pacific-Northwest voltage and frequency support). If the position is not filled, such programmatic activities as electrical regulatory compliance (NERC/WECC), proper budget control and execution, appropriate staffing, correct development of the computerized maintenance management program (CMMP) used to maintain projects, the accurate and timely conversion to appropriately employ FBMS at for projects, are all in jeopardy of falling short of expectations or failing completely. By timely staffing this position, CMMP will be properly developed resulting in adherence to Reclamation policies, highly accurate budgetary and staffing data, collaborated equipment outages, reduced forced outages, full NERC/WECC compliance, and increased availability and reliability for the generation, transmission and water conveyance missions. Apprenticeship programs will function as intended meeting future specialty staffing needs of the facility. Finally, proper allocation of maintenance and assets between CARMA and FBMS will be accomplished.	Yes		9/26/2017
1943	BOR	9/15/2017	Supervisory Facility Operations Specialist (Powerplant Supervisor)	GS-12	12	Elephant Butte, NM	Other	3 years, 1 month	Yes	UC2: The position is responsible for the operations and maintenance of the powerplant and related facilities. Serves as the field division's subject matter expert and central point of contact for compliance with North American Electrical Reliability Corporation (NERC) electric reliability standards and Reclamation's Power Review of Operation and Maintenance Program. Supervises a crew consisting of operators, electricians, plant mechanics, electronic equipment mechanics, utilitymen, and engineers. Supervises the operations of the generators, gates, valves, and related electrical and mechanical equipment and ensures that maintenance operational checks and functions are performed. Plans work to ensure availability of required resources and coordination with other groups. Works to ensure O&M recommendations are scheduled and completed.	This position is an existing supervisory position with oversight for Elephant Butte Powerplant and the personnel (8 direct reports) that work there. The position is funded upfront by appropriations that are reimbursed through power rates. The position makes and implements decisions for operation, maintenance, and infrastructure investment at the powerplant in support of the project's purposes of water storage, conveyance, and power generation. If the position is not filled it would continue to disrupt the powerplant's ability to complete required maintenance and testing/calibration of relays to maintain compliance with electric reliability standards, long term O&M work, and replacements are not identified and planned, potentially leading to unavailability of generating units and loss of revenue.	Yes		9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1786	BOR	9/1/2017	Supervisory Interdisciplinary Civil Engineer/Hydrologist	GS-13	Above 12	Yuma Area Office, Yuma, AZ	Other	8/13/2017	Yes	LC2: This position is critical to the execution of mission-critical work at the Yuma Area Office. This position is responsible for supervision of the water systems engineering group which has overall responsibility to plan, direct, coordinate, and supervise the groundwater and geology team, water systems development team, and the desalting team. The functions of the group, include but is not limited to, Colorado River engineering related projects including tribal backwaters, monthly groundwater monitoring and reporting, and well drilling design activities. Oversees the major replacement & rehabilitation program for the LC Region, and has management responsibility for the operations and maintenance of the Yuma Desalting Plant.	This is an existing, supervisory position that is funded through both appropriated and nonappropriated funds. If the position is not filled, there is no group manager in charge of project coordination and personnel actions for 12 staff members and over 50 ongoing projects and activities related to Colorado River water deliveries and infrastructure projects. Projects can be delayed, and deadlines and commitments to Tribal Nations and Water District Stakeholders can go unmet. Many of these projects and programs are critical to meeting the requirements of the 1944 Water Treaty with Mexico, as well as meeting the terms of our agreements with Tribal Nations and water districts. If this position is not filled, some duties will have to be assumed by lower graded personnel whom will continue to be overtaxed, and this large and critical group will remain leaderless and at risk of not completing mission-critical work. The workload of the position is extremely high for a temporary or acting staff to perform in addition to their normal duties, resulting in two staff members doing team lead coordination on projects and the personnel actions being performed by the office chief.	Yes		9/26/2017
1959	BOR	9/15/2017	Supervisory Interdisciplinary Civil Engineer/Hydrologist	GS-13	Above 12	Yuma Area Office, Yuma, AZ	Other	1 month	Yes	LC4: This position is critical to the execution of mission-critical work at the Yuma Area Office. Supervises the water systems engineering group, which has overall responsibility to plan, direct, and coordinate the groundwater and geology team, water systems development team, and the desalting team. The functions of the group, include Colorado River engineering related projects, monthly groundwater monitoring and reporting, and ongoing well drilling design activities. Oversees the Major Replacement & Rehabilitation program, and has management responsibility for the operations and maintenance of the Yuma Desalting Plant. Many of these projects and programs are critical to meeting the requirements of the 1944 Water Treaty with Mexico, as well as meeting the terms of our agreements with Tribal Nations and water districts.	This is an existing supervisory position that is funded through appropriated funds. If the position is not filled, there will not be a group manager in charge of project coordination and personnel actions for 12 staff members and over 50 ongoing projects and activities related to Colorado River water deliveries and infrastructure projects. Projects can be delayed, and deadlines and commitments to Tribal Nations and Water District stakeholders can go unmet. If this position is not filled, some duties will have to be assumed by lower graded personnel, who will continue to be overtaxed, and this large and critical group will remain leaderless and at risk of not completing mission-critical work. The workload of the position is extremely high for temporary or acting personnel to perform in addition to their normal duties, resulting in two staff members doing team lead coordination on projects and the personnel actions being performed by the office chief.	Yes		9/26/2017

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1791	BOR	9/1/2017	Supervisory IT Program Manager	GS-14	Above 12	Boulder City, NV	Other	7 months	Yes	LC2: The Information Management Technology Office (IMTO) Chief is responsible for leading organizational change to implement the Federal Information Technology Acquisition Reform Act (FITARA) including planning, organizing, directing, and evaluating a broad range of Information Management Technology (IMT) services in support of Region programs and activities. Services include information technology (IT) management (voice and data networks, data, operating systems, software, databases and IT security), information management (records management, print services, Privacy Act compliance and Freedom of Information Act compliance), asset acquisition and portfolio management, project management, IMT governance, and customer technology support.	This is an existing supervisory position that does not add a new supervisory layer. The position is a multi-funded activity with three primary funding sources: Water and Related Resources, non-appropriated/customer based funds and working capital funds. The Supervisory IT Program Manager is responsible for developing, implementing, and maintaining sound and integrated IMT practices to meet the requirements of the FITARA, including enterprise architecture, IMT investment management (budget formulation/execution), cybersecurity, records management, and privacy management for the LC Region. Provides support and influence related to Reclamation-wide IMT activities and Departmental policies. The position provides technical expertise to the Regional Director on all IMT matters and provides IMT guidance and direction to all other offices throughout the region. The position develops long-range plans for the maintenance of IMT facilities and programs, and reviews, and recommends for approval IMT resources needed to accomplish the work of the region.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Page 65, #934, this position was disapproved with a comment "No - can DC or Denver resource be reassigned?" LC is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.	Hold	OCIO - Review.
1770	BOR	9/1/2017	Supervisory Land Management Specialist	GS-13	Above 12	Fresno, CA	Other	Will become vacant Oct 1, 2017	Yes	MP8: South Central California Area Office (SCCAO). This position has responsibility for the direction, coordination, and quality of review of all water conveyed or discharged in to Federal facilities, including irrigation, draignage, and land resource management activities under SCCAO jurisdiction. The area of responsibility covers Reclamation public lands and facilities within 18 counties originating from the Sacramento-San Joaquin Delta of the Central Valley Project to the South Coast, Cachuma, Ventura, and Santa Maria Projects. This position interprets policies and regulations; resolves technical issues; and works with local, state, and Federal agencies, and public groups on significant land and water-related issues.	This position is funded through Water and Related Resources and is an existing supervisory position, which does not add another supervisory layer. If this position is not filled, Reclamation will not be able to ensure proper land use and that land values are collected for real estate transactions, leases, licenses, and permits. In addition, regulatory compliance for meeting irrigation and municipal and industrial water quality standards on Reclamation public lands and facilities within 18 California counties will not be effectively and efficiently managed.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.  Per June 15 and July 1, 2017 approval list, Page 65, #903, this position was disapproved with a note "No - can DC or Denver resource be reassigned?" MP is requesting approval to advertise DOI-wide to ascertain interest within the Department, to include DC or Denver resource availability.	Yes	

Date

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1783	BOR	9/1/2017	Supervisory Project Manager	GS-13	Above 12	Grand Coulee, WA	Other	7 months	Yes	PN1: Position supervises the Project Management group at the Grand Coulee Dam Power Office and supports capital, non-routine, and other projects across the portfolio of dams and related civil structures under the control of the office. Project planning and execution for Grand Coulee Dam, Hungry Horse Dam, and North Dam for near-term and long-range planning horizons are developed and managed by this group. The annual project budget exceeds \$75m and the successful execution of projects and the application of both "Appropriated" and "Power" dollars is directly impacted by this position.	This is an existing supervisory position that is funded through nonappropriated funds. It has 10 direct reports. GCPO performs river management and water passage operations in compliance with "Biological Opinions" enforced by legal actions. Multiple projects under the control of the Project Management group are in support of facility modifications or capability enhancements necessary to comply with these requirements. GCPO's ability to meet contractual obligations associated with project timelines and similar commitments (i.e. government furnished items) will be negatively impacted if this position is not filled in a timely manner. The Keys Pumping Plant and various power houses at GCPO rely on mission capable assets for normal operations. Major projects under the control of the Project Manager Supervisor's staff are tasked with developing and managing projects in all of the power houses. The execution of projects and project plans stretching out 20 years and more are facilitated by the Project Management Group Supervisor. The proper application of the project management resources at GCPO and available through the Regional Office establish the necessary structure for timely and efficient execution of the programmed projects at GCPO.	Yes		9/26/2017
1779	BOR	9/1/2017	Supervisory Public Affairs Specialist	GS-13	Above 12	Sacramento, CA	Other	Will become vacant September 1, 2017	Yes	MP1: This position develops and implements strategies for conveying information about the Region's programs and obtaining public input on a wide variety of program development and implementation efforts. Assures individuals and groups impacted by programs have the opportunity to provide input on policies developed. This position serves as the regional news media coordinator, serves on interdisciplinary project teams, prepares public involvement plans, conducts public meetings, manages public information and media contacts, develops public comment/team response systems, and works with interest groups to create an open, visible process for project understanding and implementation. Develops general communications products to inform the public and coordinates responses to California's Congressional delegations about Reclamation's programs and activities.	This position is funded by appropriated funds and is an existing supervisory position that does not add another managerial/supervisory level. This position is vital to the Region's ability to provide critical public outreach and public involvement support to the Region's five Area Offices and three specialized field-level offices. This position provides public information support for two of Reclamation's five dams that are considered National Critical Infrastructure. The Mid-Pacific Region is responsible for the largest and most complex water project in the world – the Central Valley Project – in one of the largest media markets in the nation, in the state with the largest and most dynamic Congressional delegation. Also, responsible for the highly complex and controversial Klamath Project in southern Oregon and northern California, as well as the Newlands Project in Nevada.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.	Yes		9/26/2017

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1772	BOR	9/1/2017	Supervisory Realty Specialist	GS-12	12	Ephrata, WA	Other	1 Month	Yes	PN2: This position plans, completes, and supervises work necessary to accomplish the land management and realty program goals for the Ephrata Field Office. Program activities include the management, acquisition, exchange, and disposal of land, interests in land, including the exchange of land for the relocation of utilities and roadways, the disposition of land, and rights of use agreements for the administration of Reclamation land. Also acquire certain properties when the opportunity for an exchange of reciprocal land rights exist, or in dealing with other governmental agencies. Ensure that any covenants and/or conditions on acquired property are compatible with project goals and mission.	The position is funded 75% through appropriated funds and 25% non-appropriated funds. It is an existing, supervisory position with seven direct reports and does not add a new supervisory layer. Permanent leadership of the Realty Group is critical. If this position is not filled, realty actions supporting the construction, operation, and maintenance of Reclamation projects would be delayed or unexecuted, including realty actions associated with Safety of Dams projects and rural water projects providing potable water to indigenous and disadvantaged communities. Failure to efficiently and effectively carryout program responsibilities through maintaining technically competent staff could result in the loss of trust by the public that Reclamation serves.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver.	Yes		9/26/2017
1778	BOR	9/1/2017	Supervisory Resources Management Specialist	GS-12	12	Provo, UT	Other	15 months	Yes	UC1: Provides support and direction in supervising, organizing, coordinating, and directing the development and execution of programs involving contracts and repayment, water conservation, Reclamation Reform Act (RRA), water rights, and recreational issues. Meets and interacts with public and private sector water districts and associations and other interest groups to obtain input, discuss and disseminate information, and collaborate in the development of solutions and courses of action regarding the associated disciplines. Ensures that decisions on accomplishing goals and objectives are made in accordance with Reclamation law, environmental and project plan commitments, and customer service recommendations or requirements.	This is an existing, supervisory position with seven direct reports. Funding for the position will come from multiple appropriated fund sources—A10 Water and Energy Management (sub-activity Water Resources Management, Conservation, and Administration and Compliance); A20 Land Management and Development (sub-activity Recreation and Administration and Compliance); A40 Facility Operations (sub-activity Land and Recreation Facilities). Reclamation has an obligation to establish requirements to strengthen communication and collaboration with Reclamation customers and stakeholders. Water rights and contracts are key components of each of our dealings with our partners. In addition, recreation and the positive or negative effects associated therewith, are found at most of our projects. Because this position oversees and facilitates all the collaborative work in the aforementioned disciplines, this person plays a crucial part in developing solutions that assist Reclamation in meeting these requirements. Additionally, this person oversees the water resources group that insures compliance with laws and policies.  The position will provide the needed day-to-day oversight and supervision of some of Upper Colorado Region's most important water rights, contracts and repayment issues, and grants. Currently, there is a lack of immediate supervisory oversight, insuring compliance with all Reclamation policy and law. This position will also provide guidance and support to the WaterSMART personnel, allowing them to place more focus on assisting potential awardees. Finally, as the area served by the Provo Area Office continues to grow in demand for water, supervision of this group will be one way in which the staff within this group will be able to meet those demands.	Yes		9/26/2017
1748	BOR	9/1/2017	Technical Writer/Editor	GS-11/12	12	Denver, CO	Denver	New	No	DO/WO - Safety Security Law Enforcement - Dam Safety Office: This position provides technical writing and editing support to the risk management functions of dam safety, security, safety, emergency management, and law enforcement. This position is responsible for the development of internal reports including annual reports, dam safety modification reports, and technical editing and publishing of dam safety documents prepared by others for distribution. This position will also provide support to the Safety Action Planning teams seeking to make significant improvements to Reclamation's safety culture.	This is a new, non-supervisory position that is funded through Water and Related Resources. If this position is not filled, delays in annual reports for the dam safety and security offices are likely. Additionally, support to the safety action planning teams will not be provided. Finally, there would be a delay in issuing decision documents on dam safety decisions, which could impact scheduled corrective action and safety of dams modifications, causing increased risk to the public for those projects where delays to infrastructure modifications are incurred.	Yes		9/26/2017

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1948	BOR	9/15/2017	Water and Lands Specialist	GS-12	12	Carson City, NV	Other	Will become vacant Sep 16, 2017	No	MP4: Lahontan Basin Area Office (LBAO) - This position is responsible for implementation and maintenance of grazing programs; managing recreation and fish and wildlife usage on Reclamation lands; implementation and maintenance of resource management plans; and ensuring water rights are identified, transfers monitored, and contracts executed and monitored for the LBAO.	Position is funded by appropriated funds and is an existing nonsupervisory position. Proper execution of resource management responsibilities is required to assure orderly and proper administration of project resources necessary to safeguard the government investment. Proper administration of project resources serves to reduce or eliminate costly procedures involved in termination of unauthorized uses. In-depth research and analysis are essential to evaluate project management and assure continued economic viability of projects. Results of work may affect the economic well-being of the agency or other entities such as irrigation districts, water projects, wildlife refuges, special interest groups, and state or local governments. The services performed facilitate the work of the Area Office in that it assures uses made of government resources are compatible with the project purposes. The work ultimately impacts public relations and project acceptance.  There is no like position in Washington DC or Denver, CO.	Yes		9/26/2017
1691	BSEE	9/1/2017	Geophysicist/Geologist	GS-12	12	Jefferson, LA	Other	5 Months	No	Works as a Geophysicist or Geologist to the Development Unit Supervisor in subsurface petroleum geophysics or geology as applicable to all functions in reservoir management and conservation of resources including structural and stratigraphic seismic interpretations, seismic attribute analyses, synthetic seismograms, and well log interpretations, as relating to premature abandonment reviews, zone bypassing reviews, paying quantities assessments, compensatory payment analyses, future utility reviews of idle iron wellbores, and evaluations of operator requests for suspensions of production (SOPs) and suspensions of operations (SOOs).	Failure to fill this position may result in delays to various permit applications; without a geophysicist or geologist, the Unit must wait for the availability of assistance from other sections to perform certain evaluations. There are a limited number of geophysicists/geologists in other sections to assist with these permit applications, and some are eligible to retire or approaching eligibility. Also, the Geophysicist that will serve as mentor for this position is a temporary hire with less than 12 months remaining before his term is completed.	Yes		9/26/2017
1697	BSEE	9/1/2017	Petroleum Engineer	GS-13	Above 12	Jefferson	Other	9 months	No	This position is a highly-specialized, advanced Petroleum Engineer position in which the incumbent serves as the principal advisor, advanced specialist, and consultant to the Development Unit Supervisor in matters concerning drilling, production and reservoir engineering principles and methods including new, highly-technical, drilling, completion, and production practices. Incumbent also analyzes highly-complex, and sometimes highly-controversial, suspension of production and/or operations applications with very significant financial impacts to the oil and gas industry and the federal government. Incumbent also conducts comprehensive investigations of highly-complex oil and gas reservoirs to assess the remaining economically-recoverable reserves and ensure the conservation of resources and prevention of waste.	This position is essential to BSEE's mission. Nearly half of the positions in this Unit are vacant, including this position which was vacated when one of the agency's most knowledgeable and experienced (particularly with regard to well completions) petroleum engineers retired. Numerous Authorizations for Permit to Modify (APMs) are referred to this Unit to ensure that the proposed downhole procedures would not result in the premature abandonment or bypassing of economic reservoirs. If this position is not filled, decisions regarding the approval/denial of such permits may be delayed and/or incorrect. In addition, numerous lease suspension requests are submitted to this Unit, and failure to fill this position could result in delayed and/or incorrect suspension decisions. In addition, this position is critical to help ensure that our most talented employees are not lost to industry.	Yes		9/26/2017

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1698	BSEE	9/1/2017	Petroleum Engineer	GS-13	Above 12	Jefferson	Other	3 months	No	This position is a highly specialized, advanced Petroleum Engineer position in which the incumbent will oversee and/or conduct management system audits of oil, gas, and sulphur Operators on Federal leases in the Gulf of Mexico. This position is directly related to safety of operations, protection of equipment, conservation of natural resources, and preservation of the environment as required by congressional laws, and Federal regulations.	Not filling the positions will have a direct impact on BSEE-RFO's ability to oversee Operators' safety management systems due to a lack of offshore technical experience and a mastery of advanced concepts, principles, and practices of petroleum engineering. This has fiscal impacts by not achieving the desired number of performance measures; increases the workload for other advanced Petroleum Engineers; and additional staff impacts by not developing entry level engineers with specialized, advanced Petroleum Engineers. Therefore, in order to accomplish the responsibilities of this office, management needs a higher level employee to work the complex assignments and to help mentor lower level employees which would also leave more time for the supervisor to manage the remaining employees and their work product. In addition, such a position would help ensure our most talented employees are not lost to industry.	Yes		9/26/2017
1696	BSEE	9/1/2017	Student Trainee (Petroleum Engineer)	GS-12	12	Jefferson	Other	N/A	Yes	Serves as an engineering student trainee and performs a variety of duties of limited difficulty and complexity. Assignments are designed to provide training and experience in the practical application of the theories and basic concepts and principles of petroleum engineering. The positions are directly related to safety of operations, protection of equipment, conservation of natural resources and preservation of the environment as required by congressional laws, federal regulations, and lease stipulations.	The BSEE student trainee program has produced a large quantity of full time employees over the last several years. If these positions are not filled, it will prevent BSEE from acheiving our goals regarding succession planning.	Yes		9/26/2017
1693	BSEE	9/1/2017	Supervisory Inspector	GS-13	Above 12	New Orleans, LA	Other	3 months	Yes	Plans, directs, organizes, and reviews the work of inspectors to assure adherence to the inspection schedule, the accomplishment of overall program objectives and the conduct of offshore operations in a manner consistent with OCS regulations and directives to lessees. Assigned responsibility for the conduct of inspections, including the selection of team leaders on the basis of inspector qualifications and facility complexity. Responsible for the coordination of field inspections, manpower and helicopter transportation to utilize inspection resources at maximum efficiency to meet regulatory inspection requirements and monitor facilities with chronic deficiencies and/or complex state-of-the art production and measurement equipment and safety devices and systems. Responsible for rapid adjustment, rescheduling and redirecting inspection activities in response to changes in workload, inspection requirements, weather conditions, helicopter availability, and available manpower.	Delays in decisions and possible uninformed decisions may affect the District Offices ability to conduct inspections of production facilities in an efficient and effective manner.	Yes		9/26/2017

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1694	BSEE	9/1/2017	Supervisory Petroleum Engineer	GS-15	Above 12	Jefferson	Other	2 years	Yes	The Regional Supervisor of the Office for Regional Field Operations (RFO) is a critical position for the GOMR and reports directly to the Regional Director/Deputy Regional Director. The Regional Supervisor is responsible for overseeing a staff of approximately 67 employees consisting of petroleum engineers, structural/civil engineers, technicians, and administrative. The RFO office consists of five sections: Office of Structural and Technical Support, Pipeline Section, Technical Assessment Section, Office of Safety Management, and Decommissioning Support Section. The Regional Supervisor also oversees the work of a Deputy Regional Supervisor, two staff engineers, and a secretary. The Regional Supervisor has many regulatory responsibilities including those related to permitting of platform installation, modification, and abandonment; permitting of pipeline installation, modification, and abandonment; the Safety and Environmental Management System (SEMS) program; new and unique technology as evaluated in Deepwater Operations Plan (DWOP) applications; the idle iron program; and the decommissioning cost assessment program. In this position, meetings occur daily with the oil and gas industry and also requires the approval of permits consistent with regulations. The Regional Supervisor ensures consistency between applications and timely regulatory based actions.	The ability for RFO to continue meeting its responsibility in effectively approving permits under its jurisdiction would be impacted/delayed if the position is not filled. Such delayed approvals will also negatively impact oil and gas operators as the associated work cannot commence prior to the required BSEE approvals. The ability for the GOMR to continue meeting its long term responsibilities in RFO would be impacted.	Yes		9/26/2017
1692	BSEE	9/1/2017	Supervisory Petroleum Engineer	GS-14	Above 12	New Orleans, LA	Other	2 months	Yes	Within the Office of Field Operations at the District level, the incumbent directly supervises the following program activities: approval of all production operations; conduct of a field inspection program for production operations, platform pipeline operations, and meter proving and site security; investigations of accidents, fires, blowouts, and pollution incidents; analysis of violations related to applicable rules and lease terms, assistance (via comment processes) in the preparation of Notices to Lessees and Operators and Safety Alerts and governing laws and regulations; conduct of internal review and oversight of the inspection program to ensure that all inspection activities are conducted in accordance with regulatory requirements, Inspection Program Handbook, Field Supplements and applicable guidelines and policy.	Delays in decisions and possible uninformed decisions may be issued to inspection staff and permitting staff if position is not filled.	Yes		9/26/2017
1695	BSEE	9/1/2017	Supv. Petroleum Engineer, Geologist, Geophysicist	GS-13	Above 12	Jefferson, LA	Other	1 month	Yes	Supervises, leads, and coordinates the activities of an interdisciplinary group of senior staff (5) and provides technical oversight for related contracted work. Oversees the planning, budgeting, implementing, and managing of data and records management initiatives, processes, contracts, and projects. Defines unit, program, and project objectives and aligns them with TDM, GOMR, and BSEE objectives and strategies, developing the methodologies, establishing priorities and preparing schedules for the performance of assigned work.	Supervisor of a multi discipline senior group of employees ranging from geologists, petroleum engineers, and IT specialists providing data to internal users in BSEE and BOEM as well as release of data to the public. This data collection and release may be interrupted.	Yes		9/26/2017
1913	FWS	9/15/2017	Biologist (FWS Air Force Fire Liaison)	GS-12/13	Above 12	Lackland Air Force Base, San Antonio, Texas	Other	new position approved Jan 2017	No	Advise the Air Force Civil Engineer Center on wildland fire and prescribed fire planning and associated operational procedures, and provide a direct conduit to the related expertise at the NIFC and NWCG.	Uncontrolled wildland fire cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. If this position is not filled the likelihood of uncontrolled wildland fire on the Air Force land impacting the critically important national security mission of the Air Force will increase. Also, reduces sustainability for multipurpose use of natural resources (e.g. hunting, fishing, and trapping) and public access for such uses.	Yes		9/26/2017

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1918	FWS	9/15/2017	Fire Management Officer	GS-11/12	12	Jamul, CA	Other	October, 2016	Yes	This position supervises and manages fire management activities including prevention for the San Diego, Hooper Mountain and Sonny Bono Salton Sea NWR Complexes.	Uncontrolled wildland fire cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. If this position is not filled the likelihood of uncontrolled wildland fire in California will greatly impact the largest area of wildland-urban interface, the greatest number of homes, facilities and infrastructure could be lost to fire.	Yes		9/26/2017
1969	FWS	9/15/2017	Fire Management Officer	GS-11/12	12	Klamath Basin	Other	7/13/2017	Yes			Yes		9/26/2017
1919	FWS	9/15/2017	Fire Management Officer	GS-11/12	12	Las Vegas, NV	Other	Current incumbent is retiring on Sept 30, 2017	Yes	This position supervises and manages fire management activities including prevention for the Nevada Zone. It is the only FMO position in the state of Nevada.	Uncontrolled wildland fire cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. If this position is not filled the likelihood of uncontrolled wildland fire in Nevada will significantly impact natural resources (e.g. hunting, fishing, and trapping) and public access for such uses.	Yes		9/26/2017
1916	FWS	9/15/2017	Fire Management Specialist	GS-12/13	Above 12	Anchorage, AK	Other	January, 2017	No	This position provide critical support to fire management activities by assisting the FMO in managing the Alaska Fire program. It supports a safe and effective regional fire program in Alaska to protect its infrastructure.	Sufficient support staff will not exist to manage uncontrolled wildland fire which cause catastrophic damage and destruction and greatly impact safety and welfare of people, economics and natural resources. If this position is not filled the likelihood of uncontrolled wildland fire in Alaska will significantly impact natural resources (e.g. hunting, fishing, and trapping) and public access for such uses.	Yes		9/26/2017
1920	FWS	9/15/2017	Refuge Manager	GS-13	Above 12	Ventura, CA	Other	March, 2017	Yes	This position supervises and manages multifaceted functions which include endangered species (condor), conservation, oil and gas (16 wells on Complex) production and public safety due to the location of the Complex in a mountainous terrain prone to wildlife occurrence. The Refuge Manager will be responsible for improving infrastructure for public access and recreation.	Lack of leadership and technical expertise to deal with the considerable number of intricate management issues and challenges managing multifaceted functions. Leadership is needed to build partnerships with over 15 organizations including California Dept. of Fish and Wildlife and the California Zoos. Intensive management is required to restore the condor to its native range.	Yes		9/26/2017
1915	FWS	9/15/2017	Supervisory Criminal Investigator	GS-14	Above 12	Portland, Oregon	Other	April, 2017	Yes	This position supervises, leads and directs a cadre of criminal investigators and wildlife inspectors in carrying out the law enforcement investigations and operations in Idaho, Washington, Oregon, Hawaii and the Territorial Pacific Islands in accordance with governing laws, regulations and DOI and FWS policies and procedures.	It impacts the strategic alignment of resources, functions and supervisory personnel established to effectively and efficiently carryout investigations and enforcement operations in the specific geographic locations for which this position is responsible. Additionally, there will be a lack of coordinated support for natural and manmade disasters.	Yes		9/26/2017
1914	FWS	9/15/2017	Supervisory Land Management LE Officer	GS-13/14	Above 12	Hadley, Massachusetts	Other	July, 2017	Yes	The position serves as the program manager for the natural resource protection and public safety function for the FWS Northeast Region. The position provides leadership to 30 Federal Wildlife Officers and supervises 7 mid-management LE Officers responsible for ensuring compliance of laws, regulations and policies on public land, and serving as a first responder to natural and manmade disasters. Also, this position will be instrumental in implementing the SO 3347 FWS wide.	It impacts the strategic alignment of resources, functions and supervisory personnel established to effectively and efficiently manage and handle incidents and ensure visitor safety on national wildlie refuges in the Northeast Region for which the postion is responsible. Additionally, there will a lack of coordinated support for natual and manmade disasters.	Yes		9/26/2017
1968	FWS	9/15/2017	Texas Transportation Liasion, Senior Fish and Wildliife Biologist	GS-12	12	Austin, TX	Other	11/1/2016	No			Yes		9/26/2017
1917	FWS	9/15/2017	Wildlife Refuge Manager	GS-12/13	Above 12	Okmulgee, OK	Other	January, 2017	Yes	This position supervises and provides critical oversight in the Refuge's public use program including hunting, fishing and environmental, education programs, infrastructure maintenance and replacement, and resource protection and public safety through Refuge law enforcement	Lack of leadership and supervision to successfully implement habitat management project, implement and oversee programs that provide recreational opportunities for the visiting public will continue to be impacted.	Yes		9/26/2017

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1883	NPS	9/15/2017	Administrative Officer	12/13	Above 12	Oneida, Tennessee	Other	1 month	No	This position manages the administrative and business operations for BISO, OBRI, and MAPR-Oak Ridge. The position is the principal advisor and management consultant to the superintendent and park management team for administrative matters and is responsible for advising the park management team and staff on all administrative matters in the park and guiding management and staff toward effective management of the park's business. This position also serves as the Concession Specialist for the three park units.	Without this position, the parks' administrative operations would suffer greatly. The superintendent and park management team would be adversely affected without the advice and consultation this position provides. The workload of numerous administrative staff would be unduly hampered with the need to take on additional responsibilities related to this position.	Yes		9/26/2017
1911	NPS	9/15/2017	Administrative Support Clerk	7	Below 12	Washington DC	DC	New position		This is an administrative support position to support the trade workers providing travel administration, budget, credit card allocation, record keeping and other duties.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017
1894	NPS	9/15/2017	Budget Analyst	GS-12	12	Lakewood, CO	Denver	Not yet vacant	No	This budget analyst position is primarily responsible for tracking recreation fees. There are several programs within the Federal Lands Recreation Enhancement Act fund, i.e. park retained funds, servicewide funds, transportation fees, and more recently the Centennial Act endowment for the Senior pass. Each program has very specific criteria and tracking procedures. As visitation continues to increase, and revenues continue to increase, analysis of these programs is important. Intermountain Region collects approximately half of the service-wide total.	If not filled execution of the programs within FLREA are at risk for non-compliance, lack of project execution for deferred maintenance, and at risk for waste, fraud, and abuse.	Yes		9/26/2017
1895	NPS	9/15/2017	Budget Analyst	GS-12	12	Lakewood, CO	Denver	New position	No	This position is the primary analyst for the Service-wide Comprehensive call and the Intermountain Region point of contact for the Project Management Information System (PMIS).	Lack of compliance for the many programs initiated through the Service-wide Comprehensive call (SCC). SCC guidance is the one place where NPS can obtain guidance for project execution and authority for spending project funds. The incumbent of this position disseminates guidance and support for all SCC programs.	Yes		9/26/2017
1910	NPS	9/15/2017	Budget Analyst	11	Below 12	Washington DC	DC	Position will be vacated September 30th, 2017.		This position serves as the key administrative support related to all HPTC reimbursable project accounts. The position provided budget support over 60 park project accounts, 10-12 million dollars in funding and over 66 employees. The position requires proficient use of AFS4, FBMS, and other financial programs to execute the reallocation and administration of park accounts. The position requires understanding of Reimbursable Support Agreements, Interagency Agreements and other financial support agreements.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1406	NPS	7/15/2017	Chief of Communication and External Affairs	GS-14	Above 12	San Francisco	Other	7 months	Yes	Primary Public Information Officer for park. Position is critical for communicating all messages including during emergencies to park staff, visitors, and surrounding communities. Oversees communication with local, state, and federal elected officials. Liaison with Dept. of Interior and multiple partner organizations. Lead in responding to FOIA requests.	Substantially diminished ability to communicate effectively with public, elected officials, media, and park partners. Severely impairs park's ability to communicate during emergencies. Reduces ability of park to respond to ongoing and future FOIA litigation, putting park at serious risk of failing to meet legal FOIA responsibilities.	Yes		9/26/2017
1829	NPS	9/1/2017	Chief of Facilities Management	GS-14	Above 12	Homestead, FL	Other	< 1 month	Yes	The incumbent directly supervises the Division's Branch Chief of Maintenance and Operations, the Branch Chief of Planning and Project Management, a Supervisory Facility Management Systems Specialist, a Housing Management Specialist, and an Administrative Support Assistant. Under management of the Division Chief, the Division of Facility Management includes approximately a half dozen subordinate supervisors, three dozen permanent employees (in a mix of both general schedule and wage grade positions), and a dozen temporary, project-based, and/or seasonal employees.	Management responsibility will be dispersed between the Deputy Superintendent and the park's Deputy Chief of Maintenance. Consequently, lack of adequate oversight will be provided to the Facilities Management operations of a park with a significant capital investment program.	Yes		9/26/2017
1837	NPS	9/1/2017	Chief, Recreation Grant Programs	GS13	Above 12	Omaha, NE	Other	16 months	Yes	The Chief of Recreation Grant Programs provides leadership at the regional level in administering the Land and Water Conservation Fund (LWCF) State and Local Assistance Program. This program provides matching grants and technical assistance services to 21 Midwest and Western State and local governments to create or enhance close-to-home park and recreation opportunities. The Regional Chief is responsible for supervising 7 staff involved in negotiating and processing the grant awards; monitoring project implementation and use of the federal grant funds; assisting the States in planning efforts that set priorities for needed recreation improvements; as well as ensuring compliance with statutory requirements that assisted State and local parks remain open to the public for recreation purposes. The program's activities and responsibilities makes the Regional Chief accountable to elected officials including members of Congress, State legislatures, and mayors as well as the media.	The FY2018 President's budget continues the support of the LWCF State and Local Assistance Program through mandatory funding that will allocate more than \$30 million in new grant funding to Midwest and Western States for the indefinite future. Forgoing the re-appointment of this position, which has been vacant for more than a year, will continue to constrain the ability of the Regional office to provide crucial services to State partners such timely processing of grants for much needed state and local park projects. NPS assistance to support the States in addressing issues related to ensuring assisted park sites remain in a recreation use as mandated by the LWCF Act could also be impacted by slower response times and/or insufficient review, attracting negative Congressional attention and increasing the litigation risk to the NPS. Finally, this position provides leadership in the program's accountability efforts to prevent fraud, waste, and abuse of federal funds.	Yes		9/26/2017
1224	NPS	7/15/2017	Contract Specialist	GS12	12	Denver, CO	Denver	3 months		This position is a senior level contract specialist who will be responsible for direct support of complex requirements to include A&E, construction and complex supplies and services. The Contracting function is centralized within the regional offices and headquarters for efficiency. The work is not done in parks.	The mission impact of not filling the position is a substantial reduction in direct interaction with park and program staff resulting in a higher level of risk for the contracting program and a possible impact on obligation rates as well as protests and ratifications. The loss of this position will add additional workload on the existing staff impacting quality and the ability to continue to absorb funded mandates within the Region resulting in lost opportunities for parks and programs continued success.	Yes		9/26/2017
1844	NPS	9/1/2017	Data Manager (Inventory & Monitoring Network)	GS-12	12	Washington, DC	DC	6 months	No	The data manager serves as the primary data steward for natural resource information and provides data management support to regional programs as well as to parks. The role of the data manager is to ensure that high quality data are collected, managed, secured and available to park managers and external audiences. Park and program managers need high quality, defensible data on which to base management decisions. The data manager works closely with park resource managers to assure that relevant and useful data are readily available to inform resource stewardship decisions.	The National Park Service and its cooperators partners devote a great deal of time and effort towards collecting data and information on the status of park natural resources. These data are an asset that need to be maintained and managed. Failing to do so reduces the utility of the information and data products to park managers who need defensible data to support park decision making. Therefore, this position fills a vital data management need for all NCR parks by providing access to high quality standards and expertise to assure parks have the data necessary to make informed resource stewardship decisions.	Yes		9/26/2017

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1827	NPS	9/1/2017	Deputy Chief of Visitor Resource Protection	GS-13	Above 12	San Francisco, CA	Other	New position	Yes	This position directly supervises four field supervisors and an administrative support assistant. The position indirectly supervises a team of 26 field rangers who provide essential law enforcement (LE), emergency medical services (EMS), and search and rescue (SAR) throughout the dispersed park. Together, the team provides essential emergency response at one of the busiest parks in the country with over 17 million visitors annually. The Chief of Visitor Resources Protection (VRP) relies on this commissioned officer to effectively lead, train and mentor the field staff, to be directly involved in incident response, while also being an outstanding role model in all aspects of law enforcement. The position takes on a high number of special problem solving assignments that requires a high degree of sensitivity and urgency to meet the public demand for safety in the park.	Upgrading this position will increase the park's ability to create and maintain a safe experience for visitors from around the world in one of the busiest and most demanding parks in the country. The high demand and intense workload combined with the high cost of living of the San Francisco Bay Area presents a challenge to both attracting and retaining the most qualified individuals. Upgrading the position will enable the park to recruit the best and most qualified individual to provide direct leadership to the field staff and serve the needs of visitors.	Yes		9/26/2017
1821	NPS	9/1/2017	Deputy Superintendent	GS13	Above 12	New Bedford, MA	Other	New position	Yes	In 2014, New Bedford Whaling NHP and Roger Williams NM were combined under one superintendent. In December of that year, the new Blackstone River Valley NHP was also added to the Superintendent's oversight. Since that time, the park has been working on restructuring the staff to fit the new, more efficient org chart that combines the staff of the three parks under one management structure. This is the last piece that changes the site manager position from Roger Williams NM to a Deputy Superintendent position over all three parks. While it is a new position for the three park structure, it is not an additional person on staff, but rather meets the need is to realign current staff with the org chart that now reflects the needs of the three parks. This job supports the Superintendent across two states – over 90 miles, eight municipalities, over 80 partners.	This position is critical in allowing the Superintendent to meet external relationship needs, including state and local government partners, non-profits, Congressional and other federal entities. Both New Bedford Whaling NHP and Blackstone River Valley NHP are partnership parks, where the federal government has little physical ownership and therefore relies on strong partnerships with other land owners for the stewardship of resources within the boundary of the parks. Without the support of a deputy superintendent is near impossible for the superintendent to oversee three parks, engage with critical partners and preserve and protect the resources that are within the boundary of the parks and especially those that are owned by partners. In addition, at this critical juncture, Blackstone River Valley NHP is still being formed, the careful negotiations over the boundary require intense Superintendent scrutiny and will for quite some time. This Deputy position ensures the park will be set up in the most effective and efficient way.	Yes		9/26/2017
1905	NPS	9/15/2017	Deputy Superintendent - Supervisory Exhibits Specialist	14	Above 12	Washington DC	DC	9 months		This is a key leadership position that oversees the Reimbursable Fee for Service program and operations at the Historic Preservation Training Center (HPTC). This position serves as the key line of supervision for the preservation services and the majority of the HPTC staffing. They also serve as a Technical Expert in support of the NPS.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017

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1842	NPS	9/1/2017	Digital Learning Communities Manager	12	12	Washington DC	DC	New position		The Digital Learning Communities Manager (DLCM) will oversee “The Commons”, which provides Communities of Learning, Inquiry and Practice (CLIP) across the entire NPS via “The Common Learning Portal” (CLP). The CLP has been funded and under development by the Workforce and Inclusion Directorate Office of Learning and Development since FY2014 and is scheduled for public launch in FY2017. The project was announced as a Service-wide pilot by the Director on Founder’s Day, August 25, 2016. The upcoming launch will not only be for all NPS and DOI, but will include access for Partnerships, volunteers and public organizations that support the NPS. The DLCM position will promote CLIPs and train and mentor group moderators and others in order to provide an environment that inspires learning and peer collaboration; will monitor group discussions and take immediate action, when necessary (such as when questionable language or content is involved) while also balancing freedom of speech with NPS values.	Social learning is one of the most powerful and currently untapped media for learning engagement at the field levels for employees in the NPS. It is also a critical component of the L&D strategic plan’s Learning and Performance Ecosystem that includes Social Networking and Collaboration and Access to Experts as key components via the CLP. A decision not to fill this position would create an extreme risk in the use of social media in the public domain due to the fact that there would be no dedicated staff that would train moderators and monitor and guide the intended use of CLIP groups for the purpose of learning and connecting with peers and experts. Even if the site were to not allow public participation, there will still be a moderate risk in the use of unmonitored social media in the NPS Learning & Performance Ecosystem environment. The WI Directorate has made a significant investments in The Common Learning Portal with the understanding of its great potential to support the employees in the field. As previously mentioned, this outreach includes members of the public—our NPS partners, volunteers and others that will both benefit and contribute to our collective learning resources. Should this position not be funded, the investments made would not be fully realized and the future benefits of this investment – which includes saving money through reduced need for formal instruction & travel, would be highly impacted. The risk of allowing public access would also be too great and participation would likely not be allowed.	Yes		9/26/2017
1841	NPS	9/1/2017	Environmental Protection Specialist	13	Above 12	Denver, CO	Denver	5 months		The incumbent is a Damage Assessment Case Officer for projects performed under the authority of the Oil Pollution Act of 1990 (OPA) and the Comprehensive Environmental Restoration, Compensation and Liability Act (CERCLA). The incumbent manages case-related assessment activities of NPS employees on damage assessment teams in designing and conducting assessment studies/surveys, provides liaison between the NPS and other agencies involved in case-specific damage assessment, and coordinates with response agencies to minimize injury and/or loss to NPS resources/services. The incumbent also supports the DOI Office of Restoration and Damage Assessment in developing policy and advising on case funding decisions.	The Resource Protection Branch (RPB) currently manages approximately \$60 million worth of restoration projects at parks across the country. Our ability to obtain restoration money through damage assessment for injured park resources is crucial to completing restoration activities and making the American people whole for resource injuries. RPB is small organization. To compensate for the absence of a CERCLA/OPA Case Officer, the incumbent’s duties have been assigned to a more junior Environmental Protection Specialist whose primary duties include facilitating restoration projects at the park level. While this has worked as an interim solution, in the longer term this arrangement could result in the gradual attrition of both damage assessment recoveries and on-the-ground restoration, which would affect the continuity and value of the damage assessment and restoration program to NPS and the public.	Yes		9/26/2017
1825	NPS	9/1/2017	Environmental Protection Specialist	GS-14	Above 12	Spokane WA	Other	New position	No	Provide necessary support for ongoing clean-up decisions and settlement negotiations to resolve natural resource damage assessment claims associated with the Upper Columbia River and Lake Roosevelt NRA	Will delay Interior and NPS opportunities to settle natural resource damage assessment claims and expedite clean-up decisions in the Upper Columbia River and Lake Roosevelt NRA.	Yes		9/26/2017

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1882	NPS	9/15/2017	Environmental Protection Specialist	GS-13	Above 12	Washington, DC	DC	New position	No	This position is a project manager for 5 Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) sites located within national parks - East along the Anacostia River. The CERCLA sites are located in under-served neighborhoods and represent a potential hazard to the community. While we have been making steady progress, these sites are the focus of the community, ward council-members, and Advisory Neighborhood Commission commissioners for many years. Each site is in a different phase of the process. The sites served as dumping grounds or industrial sites in an area of the city where the community was less able to defend themselves from these types of activities. Efforts to-date have been to rectify this situation and make these spaces clean and a part of the community that they can be proud of.	If not filled, work will slow or cease on these sites. This has been an additional responsibility of the Region's Chief of Planning for the last year and the additional work load is not sustainable. Without continual work, the sites will not be re-mediated and will remain a potential hazard for the community and the environment. Any slow down or delay in progress will be noticed by the local leaders and the community and will prompt inquiry into why.	Yes		9/26/2017
1906	NPS	9/15/2017	Exhibits Specialist	11	Below 12	Washington DC	DC			These are Trainee positions working in HPTC Preservation Services under the HPTC Exhibits Specialist Training Program.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017
1907	NPS	9/15/2017	Exhibits Specialist	11	Below 12	Washington DC	DC			These are Trainee positions working in HPTC Preservation Services under the HPTC Exhibits Specialist Training Program.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Historic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017

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1908	NPS	9/15/2017	Exhibits Specialist (Woodcrafter)	11	Below 12	Washington DC	DC	New position		This is a trade position working in HPTC Preservation Services.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Histroic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017
1891	NPS	9/15/2017	Facility Management Specialist	GS-12	12	Hagerstown, MD	Other	New position	No	Facility Management Program Manager responsible for the Facility Management Plan, Asset Management Plan, FMSS, Facility Condition assessments, Compliance, Work order and project development to include cost estimates. Deferred maintenance management.	Needed improvements to the FMSS database will not be completed for the park data. Work orders and deferred maintenance reporting will not be accurate or complete.	Yes		9/26/2017
1259	NPS	7/15/2017	Facility Management Specialist (Asset Manager)	GS-13	Above 12	Omaha, NE	Other	Not yet vacant		"In keeping with the Secretary of Interior's focus on reducing the NPS deferred maintenance backlog and providing direct support to parks and field units, the Facilities Asset Manager is responsible for leading the MWRs Asset Management Branch which includes overseeing the following program areas: Infrastructure Repair and Maintenance Funding; Fleet and Equipment Management; Housing Management; Capital Investment Strategy; Cyclic Maintenance Fund Source; Condition Assessment Teams; Repair & Rehabilitation Fund Source; and Constructed Asset Data Management. The position directly supports field units by leading design, specifications, rehabilitation estimates, scopes of work for rehabilitation projects for infrastructure assets including historic structures, visitor facilities, water utility systems, roads, disability access, health and safety, and recreation. The position develops deferred maintenance contract packages for open competition by private sector construction firms. Additionally, the position provides direct support services to all 61 park units within the Midwest Region where deferred maintenance mitigation design and engineering expertise/capacity does not exist at the park level.	Leaving this position unfilled would significantly hinder the agency's ability to provide safe and well-maintained facilities to visitors as well as meet legal requirements and national priorities. The position serves a critical DM project development role for all parks in the MWR where this specialized expertise is not feasible to be located in individual park units. If the position remains vacant, parks will be unable to have their critical system(s) DM projects designed and contracted for construction and, in turn, the MWR will be unable to obligate millions of dollars on annual DM mitigation funding. Both resulting in accelerated deterioration of infrastructure and associated critical systems. This position is responsible for ensuring NEPA, NHPA, Accessibility and other code requirements are addressed in contract document development; leading the effective administration of life cycle of constructed assets; managing 7,280 assets, including 580 miles of road, 690 parking areas, 2,850 buildings (includes 2,630 historic structures), 240 water systems, 210 wastewater systems, 130 miles of trails, and 310 housing units. The current replacement value of the MWR Asset Portfolio exceeds \$7.8B...current DM exceeds \$480M.	Yes		9/26/2017
1901	NPS	9/15/2017	Facility Management Systems Program Coordinator	GS-12	12	Lakewood, CO	Denver	New position	No	Provides coordination, technical, and professional support for the FLREA program in the area of asset management, compliance reviews and revenue collection for 55 parks collecting over \$121 million dollars across the Region. Provides recommendations and support to management to increase revenue across the Intermountain Region. A minimum of 55% of recreation fee dollars must be spent on facility deferred maintenance projects. Participates in formulation and execution of long range strategies for deferred maintenance facility projects, completes compliance reviews on the execution of recreation fee dollar projects, both on-site and back office, to ensure they meet Capital Investment Strategy and Federal Lands Recreation Enhancement Act expenditure polices, and assist parks with revenue strategies.	The ability for parks to plan, formulate, and execute projects with recreation fee dollars on deffered maintenance assets that have a direct visitor benefit.	Yes		9/26/2017

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1822	NPS	9/1/2017	Facility Manager or Architect/Engineer/Landscape Architect (Regional Cyclic Maintenance Program Manager)	GS-12	12	San Francisco, CA or Seattle, WA	Other	> 24 months	Yes	Since the start of fiscal year (FY) 2013, Pacific West Region (PWR) used one position to manage both the Cyclic Maintenance (CM) and Repair-Rehabilitation (RR) programs for PWR. With the 90% increase in appropriated funding that these two programs have received over these past four fiscal years, the workload for one person to manage both the RR & CM Programs has grown humanly impossible for one person to accomplish. Therefore PWR has approved a second staff position be restored to just manage the CM program. Even with the proposed reduction in 2018 funding, the PWR annual CM program will be over \$24 million, which make the CM program the third largest project fund source. Major responsibilities of the new CM position would include: 1) conducting outreach with PWR Park managers to develop sound CM program of projects for each Park, 2) funding and assuring completion and fund management for 200- to 250-projects each year, 3) coordinating annual review of all CM proposed project submissions & Park 5-year CM plans using members of the PWR Maintenance Advisory Committee, and 4) working with PWR & NPS Washington Program Management to periodically adjust Regional program allocations and Servicewide CM policies.	An unhealthy & unsustainable workload will continue for the one position managing both the Cyclic Maintenance & Repair-Rehabilitation Programs in Pacific West Region (PWR). All other existing Facility Management staff in PWR are already stretched thin and managing multiple large & complex programs. There is no potential for existing staff to continue to absorb this large workload. This humanly impossible workload greatly increases the likelihood of inefficient and reactive program management, up to \$24 million each year not being obligated, personnel grievances, and greater risks of mistakes.	Yes	
1820	NPS	9/1/2017	Facility Operations Specialist	GS-12	12	Hampton, VA	Other	8 months - This position was established and approved in October 2016 for the developing new park organization at Fort Monroe N.M. and an active veterans hiring authority recruitment effort to fill the position remained incomplete at the time of the hiring freeze implemented in January 2017.	Yes	Position is directly responsible for the oversight of maintenance, repair and rehabilitation of the complex asset management portfolio of more than 2 Roads & 15 Parking Areas of 342,033 SF, 12 Maintained Landscapes of 595 acres, 10 Buildings totaling 74,700 SF, 4 Fortifications totaling 96,500 SF, 3 Utility distribution systems, 1 Airfield and runway system, 5 leased commercial properties, and +2 miles of recreational beach and shoreline. The current underfunded deferred maintenance requirements are \$2.28 million dollars. The current annual maintenance operating program is approximately \$739,000.  The Facility Operations Specialist develops and oversees complex asset portfolio management strategies, condition & life cycle utilization analysis, and initiate programmatic funding strategies to establish fiscal sustainability, decrease deferred maintenance and optimize effectiveness of maintenance operations and evaluate alternative funding solutions. Incumbent serves as a Chief of Maintenance & Federal Property Manager, having prime direction and authority over the Division's work elements, and provides supervision to facility services contracts and NPS property leases. The monument utilizes the Fort Monroe Authority Public Works Services, Utility and Maintenance contract \$653,700 dollars annually in lieu of hiring and managing a traditional unified multi-discipline maintenance workforce.  Fort Monroe National Monument (FOMR) was established Nov 11th, 2011 establishing the approximately 325 acre park unit within a National Historic Landmark District. FOMR currently hosts more than 100,000 visitors annually. The park operates in a collaborative cooperative management agreement with the Fort Monroe Authority	FOMR, is one of the newer National Park Units, with a documented deferred maintenance backlogs (\$2.8 million). Without this position of Facility Operations Specialist the park will not have the capability to effectively lead core required operations and maintenance programs identified in the park asset management plan, PL 98-540, Executive Order 13327 (Federal Real Property) and NPS Directors Order 80 (Real Property Asset Management) and 35B (Cost Recover for NPS Provided Utilities). Currently adhoc technical assistance may be provided by other Northeast Region park units on a non-priority limited basis to support the new park's operational requirements. Facility condition assessments and work reporting which drive the annual and five year DOI facility funding requirements will lack the organizational expertise and programmatic oversight to be strategic and efficient. The park will be unable to identify and optimize complex program requirements and create the necessary budget requests for facility operations, maintenance, cyclic repair, rehabilitation, and replacement of park facilities & infrastructure, and those of concessions, cooperators, business and partner agency lease holders of properties owned by the agency.  The visitor services and recreation / educational opportunities of approximately 100,000 annual visitors (2016) will be impacted. Historic facilities, fortifications and infrastructure will deteriorate at an accelerated rate. Several partner agencies, communities, cooperators and partners will be impacted. Public health and safety conditions will diminish.	Yes	

Date

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1885	NPS	9/15/2017	Fire Analyst	GS-13	Above 12	Portland OR	Other	Not yet vacant	Yes	<p>The Fire Analyst provides detailed intelligence on established and emerging incidents in the Pacific Northwest. Individuals that have served in this position have a unique combination of Operational Skills and a deep understanding of fire behavior. Outputs from this position are used to develop daily prioritization decision on all wildfires in Oregon and Washington. The prioritization list drives the allocation of critical resources.</p> <p>The importance of this has been demonstrated everyday during this current fire season, with an incredible amount of fire on the landscape, shortages of all firefighting resources and tremendous numbers of communities and commercial timber being threatened. The input of this analyst position is absolutely vital to strategic allocation of resources and the ultimate success of containing fires.</p>	Without this position we would lose the ability to strategically engage and control wildfires in the Pacific Northwest. Firefighter safety would be compromised and social values will be negatively impacted. There is no other position in the Coordination Center that can fill this function. The impact of not having this position during this current fire season are hard to imagine. We would struggle everyday with decision on IMT placement, complexing, and resource distribution.	Yes		9/26/2017
1817	NPS	9/1/2017	Fire Management Officer	GS-12	12	Dinosaur, CO	Other	Not yet vacant	Yes	<p>Serves as the Fire Management Officer for Dinosaur NM, Black Canyon of the Gunnison NP, Curecanti NRA, and Colorado NM. This position is a key Fire Management position within a highly complex fire management program. It has the responsibility for Program Management, Planning, Operations Supervision and Safety. As such this position provides program direction, coordination and evaluation. The position requires a vast broad back ground in regards to wildland fire management which must have numerous years of field experience, as well as abilities to interface with a broad variety of audiences such as line officers, political figure heads, interagency partners, local and state government officials, media outlets, as well as the public.</p>	<p>Dinosaur National Monument is historically one of the most active programs within the Intermountain Region. Failure to fill this position would leave a void and lack of leadership in one of the more active programs in an area which annually sees more initial attack starts than most of the country.</p> <p>This position is a critical management level position responsible for over seeing field level safety operations, operational, administrative, planning and logistical supervision for one of the agencies wildland fire management programs. This position is the subject matter expert for the the Northwest Colorado park group in regards to fire management and fuels management. This position serves as the conduit with interagency partners in regards to how wildland fire management operations are handled and coordinated between all of the federal, state, county, rural and private entities.</p>	Yes		9/26/2017
1824	NPS	9/1/2017	Forester	GS-12	12	Yosemite, CA	Other	Not yet vacant	Yes	<p>Manages and provides expertise in forestry operations, particularly hazardous tree management to forestry crews working to mitigate hazard trees in public use areas. Administers timber sales, COR duties, monitors forest health and assists Fire with forest management.</p>	Forestry program oversight would be compromised particularly hazard tree management of public use areas including campgrounds, day use areas, housing, road ways and concessionaire land assignments. This will increase visitor exposure to tree hazards particularly in campgrounds and other overnight occupancy areas. Timber sale contracts and various other forest health measures would not take place.	Yes		9/26/2017

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1314	NPS	7/15/2017	Government Information Specialist	GS-12	12	Lakewood, CO	Denver	<1 month		<p>The incumbent manages the collection, review and distribution of relevant agency information and records as requested by the public as part of the Freedom of Information Act process. Also, reviews extremely complex Freedom of Information Act (FOIA) requests based on specialized training; performs extensive information searches and legal reviews and develops comprehensive FOIA responses; and provides information to the Department's FOIA Officer, and the Solicitor's Office, including the Department's FOIA Appeals Officer, upon request.</p> <p>Prepares final response letters and related correspondence, e.g. acknowledgement letters, time extension letters and requests for clarification; adapts standard language to fit particular responses; briefs management on controversial/sensitive requests; and coordinates with other bureaus and offices where appropriate to ensure consistency in document releasability and responses, including consistency in fee waiver determinations.</p>	<p>The Intermountain Region has a statutory responsibility (43 CFR 2.3) to process Freedom of Information (FOIA) Requests within twenty (20) days of receipt of those requests. The region processes more than 200 FOIA requests every year and the number of FOIA requests has increased substantially over the past several years. Filling this position is necessary in order to meet this legal responsibility and to respond to requests from the public and the media.</p> <p>Filling this full-time position provides direct technical help to parks, provides substantial help to parks in processing FOIA requests, and ensures compliance with federal FOIA and Privacy Act laws.</p>	Yes		9/26/2017
1899	NPS	9/15/2017	Historian	GS-12	12	Denver, CO	Denver	1 month	No	<p>The principal focus of this historian is to fulfill the regional office's statutory duties and responsibilities under the Historic Sites Act of 1935 and the National Historic Preservation Act of 1966 related to the National Historic Landmarks (NHL) Program. Under the Acts, the NPS is responsible for managing the National Historic Landmarks program by designating new NHLs, reviewing projects for Section 106 compliance related to existing NHLs, and providing technical assistance to NHL stewards on the preservation of these nationally significant sites. The historian's principal duties will be to formally manage the National Historic Landmarks Program in the Intermountain Region by addressing letters of inquiries from the public on the NHL nomination process; reviewing and editing NHL nominations, including history, photographs, and maps for professional content and appropriate NHL formats; facilitating and guiding the preparation of potential nominations towards NHL designation; coordinating review of nominations by State Review Boards, the Landmarks Committee of the National Park System Advisory Board, and the Secretary of Interior; providing expertise and completing Section 106 compliance review for NHLs related to federal undertakings by other agencies.</p>	<p>If not fulfilled, the NPS will be unable to meet the legislative mandates specified within Historic Sites Act of 1935 and National Historic Preservation Act of 1966, which requires NPS management of the National Historic Landmarks program. This will ultimately create a significant backlog in public inquiries for the designation of NHLs and will have political ramifications as public concerns are relayed to Congress. It will also lead to the delay or halting of NHL designations within the Intermountain Region as there is no other staff available to take on the workload for the NHL program. It will also lead to delays in the official NPS review and comment on federal undertakings that have potential impacts NHLs, which in turn, will delay other federal agencies' ability to complete their projects and missions. In addition, this may lead to the loss of integrity and deterioration of NHLs across the region, as NHL site stewards/property owners often seek guidance, technical assistance, and federal funding from the NPS in to the preservation of these nationally significant sites.</p>	Yes		9/26/2017

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1900	NPS	9/15/2017	Historian	GS-7/9/11/12	12	Denver, CO	Denver	12 months	No	The principal focus of this historian is to fulfill the regional office's statutory duties and responsibilities assigned to the NPS in the Historic Sites Act of 1935 for the management of the Historic American Building Survey (HABS), Historic American Engineering Record (HAER), and Historic American Landscapes Survey (HALS) program. The historian's principal focus will be to manage the HABS/HAER/HALS program, which serves as a vital program and resource for Section 106 compliance projects across the country by formally documenting historic properties to the Secretary of Interior's Standards. The historian will review and respond to state and federal agencies' requests on the proper HABS/HAER/HALS documentation standards for federal undertakings and projects; process documentation and ensure all materials meet the Secretary's Standards; ensure Section 106 compliance for the materials is addressed; review submitted HABS/HAER/HALS documentation and resolve any inconsistencies or missing documentation; scientifically test photographic materials for archival longevity; gather all photographic and narrative materials and transmit complete HABS/HAER/HALS documentation projects to the Library of Congress for long-term archiving.	If not filled, the NPS will be unable to fulfill its legislative mandates to manage the HABS/HAER/HALS program, as required by the Historic Sites Act of 1935. Moreover, it will also hamper the NPS' ability to respond to public, state, and agency requests for HABS/HAER/HALS documentation review, causing delays on federal projects as there are no other available and qualified regional staff to be assigned to the work. This will ultimately delay multiple state and federal agencies' ability to finalize consultation and compliance for Section 106 of the National Historic Preservation Act of 1966, which will ultimately delay federal projects such as infrastructure improvements, oil and gas development and energy transmission. The HABS/HAER/HALS program is a key component to resolving adverse effects found through the Section 106 compliance process and it is widely used as an essential mitigation effort to ensure federal projects are moved forward. If not filled, federal agencies will be unable to efficiently complete projects and missions.	Yes		9/26/2017
1902	NPS	9/15/2017	HR Specialist	12	12	Denver, CO	Denver	5 months		This position provides retirement support for the Mid-west Region and Northern Rockies Intermountain Region which has over 3,000 permanent employees. The inability to backfill this position would put the NPS Employee Benefits Program and the employees of the National Park Service in a difficult position. The Retirement Specialists are already overworked with the current Round 2 of VERA/VSIP. This effort adds over 200 retirement calculations to our current workload. Additionally, the possibility of a DOI blanket VERA/VSIP request for 2018 will again impact our workload. The Employee Benefits and Retirement regulations are complex and have a significant impact on all NPS employees. We must maintain current FTE levels for the branch to continue the high level of customer service the NPS employees deserve. Typical staffing levels are 10 Retirement Specialists; we are now working with 7.	The mission impact if this position is not filled is that the Employee Benefits Branch will be unable to effectively carry out the duties related to departing employees under the Voluntary Early Retirement Authority (VERA)/Voluntary Incentive Separation Payments (VSIP). If VERA/VSIP is approved by the Office of Personnel Management (OPM), the Benefits Branch will receive a high volume of separation requests that must be acted on and finalized within 3 months of receipt. We will be unable to meet the requests with our current staff.	Yes		9/26/2017
1831	NPS	9/1/2017	Hydrologist	GS-13	Above 12	Homestead, FL	Other	1 month	No	The incumbent serves as a technical advisor in hydrology for one or more parks. The hydrologist is responsible for program development and implementation related to hydrology and water resources.	Park management ability to develop and prepare major portions of the resources management plan dealing with water resources and hydrology will take longer than desired. The inability to fill this position might result in staff limitation in preparing specific action plans needed to manage and protect water resources.	Yes		9/26/2017

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1826	NPS	9/1/2017	Integrated Resources Program Manager (Chief of Cultural & Natural Resources)	GS-12	12	Honolulu, HI	Other	New position	Yes	The Resource Manager plans, implements, manages, and coordinates a comprehensive natural and cultural resource program for two parks; manages the complex budgets; serves as a member of the park's Management Team establishing policies, goals and objectives, operating procedures, guidelines, and internal controls; develops and maintains effective working relations with the State Historic Preservation Division, Historic Hawaii Foundation, the US Navy, community stakeholders that represent the diversity of populations held at Honouliuli Internment Camp Native Hawaiians, other agencies, and the public; ensures legal compliance with all NAGPRA, NEPA, Section 106 and ARPA issues; conducts and coordinates the review of park projects to assure protection of natural and cultural resources and compliance with applicable federal laws. Position is responsible for submitting funding requests and providing oversight on projects addressing deferred maintenance on the park's historic structures. Project completion insures preservation of culturally significant assets and corrects safety deficiencies that put employees and park visitors at risk.	This is a new position, needed to address deficiencies at two park units. The USS Arizona Memorial was redesignated as WWII Valor in the Pacific NM (VALR) and expanded to include a number of additional cultural resources in Pearl Harbor in 2008; subsequently Honouliuli NM was established in 2015 and placed under VALR's administrative oversight. It has become apparent that the existing cultural resources staff did not have the capacity or expertise to manage this expanded set of responsibilities, an issue perhaps most clearly illustrated by the illegal demolition and reconstruction of a historic Chief Petty Office bungalow that witnessed the bombing of Pearl Harbor. As a result of this adverse effect to a critical cultural resource, these two park units now conduct all compliance with substantial assistance and increased oversight from PWR, and the Superintendent is serving as the Compliance Specialist. Without this position: the two park units will continue to require this increased oversight; timelines for compliance, consultation, and project implementation (to include repair and rehabilitation) will continue to be delayed; and the ability of the Superintendent to appropriately manage the full suite of programs at these two park units will continue to be negatively impacted due to the necessity of also serving as the Compliance Specialist.	Yes		9/26/2017
1840	NPS	9/1/2017	Integrated Resources Program Manager (Chief, Cultural Resources and Museum Management)	GS-12	12	San Francisco, CA	Other	1 month	Yes	Supervises, guides and directs 18 employees, and oversees the largest collection of historic artifacts and museum/library items in the NPS. Serves as a member of the park's senior leadership team involved in overall park strategic planning and management. Coordinates the preservation of historic resources visited by over 4 million people per year. Works closely with other park managers and experts from outside the park to ensure that resources retain their historic character and significance, and are available for public enjoyment.	Lack of planning, coordination, and supervisory oversight/direction in a division that is critical to sustaining the park's primary purpose: historic preservation and management of significant cultural resources. Elimination of a Resource Management professional on the park's Senior Leadership team. There would be an increased workload for other cultural resources staff and there would be no one on staff guiding natural resource management. Diminished and compromised National Historic Preservation Act (Section 106) compliance for National Historic Landmark structures and other significant cultural resources; and a diminished ability to conduct required NEPA compliance. Compromised oversight of the largest artifact collection in the NPS. Small, stream-lined staff at the park would not be able to effectively absorb the responsibilities of Chief of Cultural Resources. The park will not be able to adequately plan for and adapt to rising seas and increased storm intensities affecting the park's National Historic Landscape ships, piers, and shoreline structures. The park will have a compromised ability to interact with the State Historic Preservation Office (SHPO) and mitigate adverse effects to historic resources.	Yes		9/26/2017
1260	NPS	7/15/2017	Interdisciplinary (Energy Specialist)	GS-12	12	Omaha, NE	Other	7 months		The position is in support of energy priorities, allowing the NPS to actively participate early and often energy proposal review and work with local industry to ensure activities associated with the development, construction and operation of energy project and programs are protective of NPS lands.	The position coordinates and fosters collaboration across parks, regions and NPS programs to ensure that units of the National Park System are addressed and accounted for in the various stages of energy development with emphasis on the Great Plains region. The position identifies and encourages implementation of programmatic and innovative solutions to meet our nations energy needs while also protecting our national natural and cultural heritage. The position helps park managers in working with energy industries to influence land use planning, site design, and analyses at the earliest stages of project development. The impact of the position not being filled is that energy projects may proceed without information on NPS resource needs and thus not build those concerns into improved design and operational practices early in the development of the project. This could result in energy development delays.	Yes		9/26/2017

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1884	NPS	9/15/2017	IT Specialist	GS-12	12	Haleakala National Park, Maui, HI	Other	< 1 month	No	Pacific Island Parks Network IT position that supports 11 parks across the Pacific Islands.	Pacific Island parks will not receive timely IT support. Parks will be subject to the lack of IT Security and Helpdesk. Overall productivity of Pacific Islands park employees will be degraded.	HOLD	OCIO - Review.	9/26/2017
1816	NPS	9/1/2017	IT Specialist	GS-12	12	Lakewood, CO	Denver	Not yet vacant	No	Incumbent has responsibility as the technical expert for Intermountain regional parks for installation, monitoring and upgrading Symantec Endpoint Protection on all computers and servers in the region. They remediate all IT security incidents related to virus infections and installations. Additionally, as a member of the IT security team for the region, the incumbent will ensure the application of security/information assurance policies, principles, applications and practices to protect National Park Service's (NPS) and Information Technology (IT) systems from threats to confidentiality, integrity, availability, accountability, and authenticity in the delivery of all IT services. The incumbent will ensure adequate protection for all information and IT systems that collect, process, transmit, store, and/or disseminate information. They also represent Intermountain region on the national Messaging council, and are the subject matter expert for BisonConnect for the region.	Failure to fill this position will create a compromise in DOI IT Security. Symantec Endpoint Protection is a critical application to assure the cyber security posture is robust. Other cyber security mandates and requirements, as delivered by NPS, DOI, DHS, OMB, etc. may be delayed. Assistance to park operations as it relates to Symantec Endpoint Protection, BisonConnect, and IT Security will not be serviced and the lack of the subject matter expertise across the region will have a very negative impact.	HOLD	OCIO - Review.	9/26/2017
1836	NPS	9/1/2017	Lead Financial Specialist	11	Below 12	Herndon, VA	DC	2 months	No	Manages daily distribution of workload among lower graded staff; assists lower graded staff with resolving complex financial and accounting issues; processes financial transactions; schedules, monitors, and reconciles financial systems interfaces; analysis and reconciliation of vendor payments and financial reports; responds to NPS customers/ vendors regarding payments and employees regarding travel reimbursements.	The vacancies of the Lead Financial Specialist has impacted processing of financial transactions related to vendor payments and travel payments in FBMS, and financial transaction reconciliation. Continuing these vacancies will subsequently cause delay in financial reconciliations and reporting throughout NPS, as well as reporting to the Department and to the Treasury. Additionally, customer service delivery will be delayed and quality will decrease.	Yes		9/26/2017
1896	NPS	9/15/2017	Management Analyst	GS-12	12	Eads, CO	Other	New position	Yes	At the full performance level, this position will oversee the administrative functions of the High Plains Group (Sand Creek Massacre NHS, Bent's Old Fort NHS, Capulin Volcano NM) and will also function as the site manager for Sand Creek Massacre NHS under the supervision of the High Plains Group Superintendent.	The High Plains Group of parks will be experiencing a high number of retirements in the next two years. The group is therefore planning staffing and budgeting for the next five years, including shared positions. If this position is not filled, it will require each of the three parks to fill additional higher graded administrative positions which will end up costing the government more than the one requested supervisory position.	Yes		9/26/2017
1888	NPS	9/15/2017	Management and Program Analyst	GS-13	Above 12	San Francisco, CA, Seattle, WA, or Vancouver, WA	Other	Not yet vacant	Yes	Provides leadership, coordination and consultation for the implementation of OMB Circular A-123 "Management's Responsibility for Internal Controls" and Government Performance and Results Act (GPRA). Leads park/office staff in identifying and correcting risks and weaknesses in financial processes, safety practices, and property management to help leverage limited park resources, including revenues from donations and recreation fees.	Employees and managers in parks would lose the opportunity to have on-site assistance to critically evaluate and improve the internal controls over their daily park operations. Additionally, Regional Director will have reduced confidence in annual review and assurance of A-123 internal controls due to limited ability to review and validate data.	Yes		9/26/2017
1315	NPS	7/15/2017	Management and Program Analyst	GS-11/12	12	San Francisco, CA, Seattle, WA	Other	2 months	No	Assists field staff to improve accountability and safety in their daily operations. Works with park/office staff to identify and correct risks and weaknesses in financial processes, safety practices, and property management to help leverage limited park resources, including revenues from donations and recreation fees.	Employees and managers in parks would lose the opportunity to have on-site assistance to critically evaluate and improve the internal controls over their daily park operations.	Yes		9/26/2017

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1892	NPS	9/15/2017	Management and Program Analyst (Facilities Management)	GS-12	Above 12	Washington, DC	DC	12 months	No	The position serves as the expert and manager for the Facility Management Software System (FMSS), Project Management Information System (PMIS), and the Financial Business Management System (FBMS) for the division of Facility Management at the National Mall. This position manages the software systems that are used to create and track work orders, labor, material and equipment costs, request project funding, create purchase requisitions and pay vendor invoices. The position is vital to tracking deferred maintenance and developing project funding and purchase requests to reduce deferred maintenance at the National Mall and Memorial Parks.	If this position is not filled the park will not be able to maintain records on asset condition and create work orders for recurring and corrective maintenance repairs. the park will not be able to accurately track deferred maintenance costs and will lose the ability to quickly create project funding requests and purchase requests to initiated contracted work. Filling this position directly supports park operations. Failing to fill this position will lead to shortages of supplies and delays in accomplishing maintenance activities -- ultimately impacting visitor satisfaction and safety.	Yes		9/26/2017
1828	NPS	9/1/2017	Planning and Project Management Branch Chief	GS-13	Above 12	Homestead, FL	Other	1 month	Yes	The Branch Chief of Planning and Project Management is responsible for, and has authority to, initiate, establish, guide, and control a broad range of planning, design and construction projects from inception through completion. The incumbent supervises an interdisciplinary staff of planners, designers and project managers to accomplish this work within the park unit(s).	Major construction projects will be delayed in absence of coordinated review of project submittals with subordinate staff. There will also be considerable reduction in park staff's ability to write, develop and submit Facility Management division PMIS proposals each year.	Yes		9/26/2017
1898	NPS	9/15/2017	Program Analyst (Portfolio Manager)	GS-13	Above 12	Lakewood, CO	Denver	New position	No	This position works directly with the IMR parks and fund source managers to assess park needs related to general, strategic and implementation-level planning; help parks find appropriate fund sources; and help parks find the necessary expertise to support those needs. This position will help parks refine their planning needs to ensure efforts are at the appropriate scope and scale; promoting concise, focused and timely planning and compliance processes and documentation in accordance with current NPS and DOI policies related to streamlining NEPA reviews. This position will also lead targeted planning efforts to support specific park priorities related to, for example, deferred maintenance, visitor services, resource management and park operations.	One management analyst position per region was approved by the National Leadership Council in late 2016, to enable a more nimble and effective response to park-specific planning needs, while ensuring that we meet the requirements of the National Parks and Recreation Act of 1978. This position is also integral to completing high priority planning and compliance needs that were identified by Parks through the foundation process; this is required before the implementation of many facility and infrastructure improvements, in order to serve visitors and protect resources. If this position is not filled, the planning process will be less responsive to park needs; key park projects will be delayed until required planning and compliance can be completed, and funds and staff will be less effectively aligned with current priorities.	Yes		9/26/2017
1912	NPS	9/15/2017	Program Coordination Specialist (Youth)	9	Below 12	Washington DC	DC	12 months		This is a trade position working in HPTC Preservation Services.	The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Histroic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.	Yes		9/26/2017

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1258	NPS	7/15/2017	Program Management Assistant (Deferred Maintenance Program Specialist)	GS-12	12	Omaha, NE	Other	3 months		"In keeping with the Secretary of Interior's focus on reducing the NPS deferred maintenance backlog and providing direct support to parks and field units, the Deferred Maintenance Program Specialist is responsible for developing design, specifications, rehabilitation estimates, scopes of work for rehabilitation projects for infrastructure assets including historic structures, visitor facilities, water utility systems, roads, disability access, health and safety, and recreation. The position develops deferred maintenance contract packages for open competition by private sector construction firms. Additionally, the Program Specialist provides direct support services to all 62 park units within the Midwest Region where deferred maintenance mitigation design and engineering expertise/capacity does not exist.	"Leaving this position unfilled would significantly hinder the agency's ability to provide safe and well-maintained facilities to visitors as well as meet legal requirements and national priorities. The position serves a critical DM project development role for all parks in the MWR where this specialized expertise is not feasible to be located in individual park units. If the position remains vacant, parks will be unable to have their critical system(s) DM projects designed and contracted for construction and, in turn, the MWR will be unable to obligate millions of dollars on annual DM mitigation funding. Both resulting in accelerated deterioration of infrastructure and associated critical systems. This position is responsible for ensuring NEPA, NHPA, Accessibility and other code requirements are addressed in contract document development; developing and managing projects that address the Region's \$480M deferred maintenance backlog derived from its 7,800 individual constructed assets.; and maintaining specialized certification and licensing not held by other positions.	Yes		9/26/2017
1838	NPS	9/1/2017	Program Manager	13	Above 12	Boston, MA	Other	5 months	No	The NER Region's Federal Lands to Parks Program Manager position is responsible for collaborating with the General Services Administration (GSA) and Department of Defense (DOD) to facilitate the transfer and conversion of surplus federal real estate to state and local governments for approved park and recreation purposes. Nationally, the program is administered by 4 FTE (5 staff). This position is one of the three regional program managers for the entire US and oversees the largest portfolio of 21 states in the Northeastern and Midwestern U.S. The position provides programmatic and policy compliance oversight on 430 transferred properties to ensure they remain open to the public for recreation purposes and compliant with all other deed and program requirements	The mission impact of vacancy, affecting state, county and local agencies in 21 states results in a significant reduction in capability to execute and manage the number of surplus federal properties transferred to communities for public open space and recreation facilities. Fewer deeds will be issued to local and state governments for the final transfer of federal properties to support recreation, quality of life and economic opportunities. Without this position, the region will not carry out its required function to monitor deed requirements and assist communities with post-transfer stewardship mandates in accordance with regulatory and programmatic requirements.	Yes		9/26/2017
1839	NPS	9/1/2017	Program Manager	13	Above 12	Philadelphia, PA	Other	5 months	Yes	The position is responsible for the coordination, policy implementation and management of the Northeast Region's nationally designated Partnership Wild and Scenic Rivers and Congressionally authorized wild and scenic river studies in cooperation with local councils and state organizations in 10 states. The position also supervises the hydropower recreation assistance programs within the region and provides technical assistance to national park units and local communities.	Without this position, NPS will lack capacity to meet its policy and management obligations to 12 national partnership wild & scenic rivers including; Congressionally authorized rivers special resource studies (SRS), development of comprehensive river management strategies, and the review of projects under Section 7 of the Wild and Scenic Rivers Act. Capabilities and expertise to continue to provided to individual Rivers with established partnership councils comprised of private, local and state interests who are managing the rivers systems which will be impacted by reduced financial management, technical assistance and policy guidance to protect resources, implement river management plans and support Congressionally-authorized Speical Resource Studies.	Yes		9/26/2017
1889	NPS	9/15/2017	Program Manager (Chief of Resources)	GS-13	Above 12	Glen Jean, WV	Other	12-18 months	Yes	Chief for the natural and cultural resources of New River Gorge, Gauley River National Recreation Area, and the Bluestone National Scenic River. It supervises 7 permanent employees ranging GS-7 to GS-12 positions.	The division needs a leader and someone in charge to ensure that our resources and planning efforts are on track and that the park continues to follow Preservation and Environmental laws, policy and procedures. The New River Gorge has one of the highest diversity of plants in all national park sites and has a large and unique cultural collection, four historic districts, and many historical structures. The other two parks preserve over 30 miles of whitewater and have one of the largest recreational users base in the country. This position is essential to resource protection and serves as an adviser to all other park disciplines in compliance, resources management, cultural management and advise the Superintendent and management team on all resources issues and concerns.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1843	NPS	9/1/2017	Program Manager (Natural Resources)	GS-12	12	Hagerstown, MD	Other	Not yet vacant	Yes	The Natural Resources Program Manager serves as the lead on all natural resource activities conducted within the C & O Canal National Historical Park (park). Within the park's borders reside over 300 utility rights of way both in place and those in negotiation. These include electric and gas rights of way. The Natural Resources Program Manager duties include lead environmental compliance officer and principle advisor for utility right of way agreements providing oversight in right of way negotiations and compliance. Additionally this position manages the agricultural lease program, scientific research, and serves as the coordinator with state, local, and other federal agencies on natural resource management projects and issues. As the environmental compliance lead the Natural Resources Program Manager is responsible for ensuring that appropriate National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and other federal requirements are met and addressed prior to project implementation.	The mission impact of the Natural Resources Program Manager position remaining unfilled, regarding energy prioritization, would be the loss of direct oversight of over 300 current utility rights of way agreements, compliance activities regarding these utility rights of way agreements, loss of senior management direction, and advice regarding current utility right of way negotiations. Additional mission impact would be the loss of program management over scientific research which affects utility agreements and private development, and coordination with municipal, county, state, and federal public agencies and entities as well as private organizations and enterprises regarding energy issues, projects, and agreements. The length and breadth of the park's interest, oversight, and compliance activities regarding energy priorities, both current and future, parallels the Potomac River and bridges the states of Maryland, Virginia, and West Virginia, and the capital: Washington D.C. The Natural Resources Program Manager's position is imperative to maintain the high functioning ability of the park to respond to energy priorities and resource protection.	Yes	
1890	NPS	9/15/2017	Project Manager	GS-12	12	Bar Harbor, ME	Other	< 1 month	Yes	<p>This Project Manager position is directly responsible for the oversight of the short and long term construction and planning for maintenance, repair and rehabilitation of the complex asset management portfolio of more 53 miles of paved historic motor roads, 45 miles of historic Carriage Roads, 4 park campgrounds with 620 sites, 135 buildings, 7 historic buildings, 19 waste water systems and 16 public water systems. The current underfunded deferred maintenance requirements are \$71 million dollars. The current annual maintenance operating program is approximately \$3.0 million dollars.</p> <p>The Project Manager develops and oversees complex asset portfolio management strategies, condition &amp; life cycle utilization analysis, and initiates programmatic funding strategies to establish fiscal sustainability, decrease deferred maintenance and optimize effectiveness of maintenance operations and evaluate alternative funding solutions. The position develops facility projects from their inception and sees them through to implementation, including ensuring the compliance process is followed. Incumbent serves as a deputy to the Chief of Maintenance having prime direction and authority over the Division's construction and project development elements, and provides supervision to project inspectors and data managers. The position manages and works with the parks' contracted 5 year Architecture and Engineering contracted services ensuring that facility design and construction projects are in alignment with NPS standards and contract specification.</p> <p>Acadia National Park was established in 1916 and now has a visitation exceeding 3.3 million visitors annually. This visitation occurs largely during the six month spring/summer/fall season. This position</p>	<p>Acadia National Park manages between \$2.5 and \$9 million dollars of construction work annually. If this position is not filled the park will not be able to effectively manage design and construction projects on critical infrastructure. The park also will not be able to effectively meet the obligation threshold of expending 55% of its fee revenue, an average of \$2.4 million dollars annually. This will have a deleterious effect not only on preservation of park resources, but force the park from an 80% retention down to 60% retention of fee revenue under the current policy guidelines.</p> <p>The park has had this position in place for 20 years and has successfully met all fiscal obligations and committed millions of federal dollars to contracted awards to the private sector. Without this position the park will become significantly less effective at reducing the deferred maintenance backlog and the park will not be able to continue performing sustainable maintenance practices on multiple assets.</p>	Yes	

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1266	NPS	7/15/2017	Project Manager	GS-13	Above 12	Denver, CO	Denver	7 months		Electrical Engineer/Security Engineer - Technical Specialist	<p>This position is located in a field support office designed to improve NPS organizational effectiveness by providing direct project execution to parks. This position executes projects directly related to national security projects for White House work; this position requires the top secret security clearance needed to work on the projects to execute the program, including over \$100M in projects at White House, including \$50M in FY17 funding to modify security immediately; \$18M for Project E; and \$35M for WH grounds bollards and gates. Work also includes project execution for Washington Monument Security Screening Facility. DSC directly executes projects in parks in deferred maintenance, security, and other infrastructure investments. DSC is managing more than 300 design and construction projects in parks servicewide with a value over \$1.4 billion. This office works with private sector partners to complete park projects including the National Park Foundation, Trust for the National Mall, and CityArchRiver Foundation.</p> <p>This position supports work on Deferred Maintenance (DM) projects.</p>	Yes		9/26/2017
1833	NPS	9/1/2017	Project Manager/ Landscape Architect	13	Above 12	North Carolina	Other	7 months	No	Resident Landscape Architect to execute \$67M transportation program, deferred maintenance, and public safety projects at Blue Ridge Parkway and other locations in the Southeast region.	<ul style="list-style-type: none"> <li>This position directly executes the transportation work at the Blue Ridge Parkway, in addition to supporting road rehabilitation and reconstruction projects in parks, including Natchez Trace Parkway. This position is supporting 26 projects worth approximately \$67M in construction at both Blue Ridge and Natchez Trace Parkways.</li> <li>DSC has had a landscape architect working at Blue Ridge Parkway for almost 40 years, since 1978 to directly manage transportation projects at the parkway.</li> <li>With the FAST ACT funding increases from FHWA for NPS, project work for the Transportation program will increase to \$284M in FY18.</li> <li>The NPS Transportation program directly executes projects in parks in deferred maintenance, security, and other infrastructure investments.</li> </ul>	Yes		9/26/2017

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1904	NPS	9/15/2017	Realty Chief	14	Above 12	Denver, CO	Denver	>24 months		<p>Heads expert technical staff providing core mission support to WASO Land Resources Division (LRD), 7 Regional Lands Program 400+ offices, and all parks nationwide. Incumbent is a high-level Program Manager responsible for maintaining realty data on all park units, overseeing NPS's national Rights-of-Way Program, and developing a new Realty Management Program to assist park units with previously unaddressed realty needs related to park unit management (e.g., boundary locations, trespasses, encroachments, jurisdictional issues, etc.)</p> <p>This position has been informally filled in an acting capacity by a GS-13 staff member since her supervisor left. HR has informed the Land Resources Division that the position must be competed through a hiring waiver.</p>	Staffing this GS-14 position with a GS-13 employee potentially violates Merit Protection principles. Properly filling this position is critical to oversight and direction of 3 essential LRD components: (1) collection and management of digital information on 84+ million acres managed by NPS, (2) development and implementation of realty management support to address the backlog of pressing park realty management needs (e.g., 1000+ known trespasses in one park unit alone), and (3) continued development of NPS's national Rights-of-Way Program - which was shifted to the LRD in 2012 in response to audit findings by the DOI Inspector General. The services affected directly support NPS's 400+ parks, including every land acquisition action and every request for a right-of-way (which are ever-increasing as a result of the Administration's push for infrastructure development, energy independence, and expansion of broadband and related services in NPS areas). In addition, this position is aimed at developing expert assistance for on-the-ground park unit staff dealing with realty management issues such as trespasses, encroachments, boundary disputes, etc. These issues affect law enforcement jurisdiction, visitor services, infrastructure permitting, issuance of utility rights-of-way (including oil and gas pipelines and electric transmission lines) and road easements, resource protection, and other critical components of the NPS mission.	Yes		9/26/2017
1903	NPS	9/15/2017	Realty Specialist	13	Above 12	Denver, CO	Denver	7 months		<p>Responsible for providing high-level expert advice on realty acquisition and realty management issues, including land exchanges, donations, transfers, jurisdictional questions, trespasses, and encroachments. Assists the Realty Chief with the development of a new Realty Management Program for NPS, and responds to technical real estate-related inquiries from the Director's Office, Secretary's Office, Land Resources Division Chief, and other high-level NPS and DOI officials.</p>	<p>If unable to fill this position, LRD will be severely hampered in its ability to assist parks with the complex realty transactions, high-level land management issues, critical legislative history research, and statutory analysis handled by the past incumbent in this position. This position exists solely to assist on-the-ground staff at park units with land acquisition and land management issues that the already short-staffed Regional Realty Programs are not able to handle. NPS's mission to preserve and protect critical resources will be directly impacted if insufficient expert technical staff is available to assist park staff - who generally lack the realty knowledge, experience and skills of the highly-specialized Land Resources Division staff, who have years of real estate training and expertise.</p>	Yes		9/26/2017
1830	NPS	9/1/2017	Safety and Occupational Health Manager	GS-13	Above 12	Homestead, FL	Other	1 month	No	<p>This position serves as a Safety and Occupational Health Manager for three south Florida Parks (Biscayne, Dry Tortugas, and Everglades National Parks). Performing analytical and operational work, the incumbent serves as the subject matter expert and principle advisor responsible for planning, developing, directing, and coordinating the safety and occupational health program for the three parks. Responsibilities cover vast lands and waters, privately operated food and hospitality concessions, water treatment plants, maintenance shops, and a wide variety of visitor attractions and governmental facilities.</p>	No subject matter expert oversight will be available in area of safety and occupational health for the three national parks of southern Florida, which together are visited by roughly 2 million people annually.	Yes		9/26/2017
1832	NPS	9/1/2017	Southeast Region Land Resources Program Center Chief	GS-14	Above 12	Atlanta, GA	Other	< 1 month	Yes	<p>The position is responsible for the regional oversight of land and property acquisition, boundary adjustments, property survey, and realty administration for parks within the Southeast Region.</p>	Guidance to 70 national park sites on issues with states, local communities, federal entities, and partners regarding land exchanges, purchases, donations; boundary discrepancies and adjustments; encroachment issues; Everglades National Park restoration issues; and provide support for general land issues as requested by parks.	Yes		9/26/2017

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1823	NPS	9/1/2017	Supervisor Park Ranger (Law Enforcement)	GS-13	Above 12	Barstow, CA	Other	< 1 month	Yes	Visitor Resource Protection Chief Ranger, Responsible for Law Enforcement and emergency services in the park. Liaison with local fire and law enforcement agencies. Park lead for visitor safety concerns.	This position is the senior law enforcement officer for the park, overseeing the law enforcement program, emergency services and wildland fire operations. Vacancy in this position critically impairs park's ability to provide visitor safety and protection. Essential for coordination with neighboring fire and law enforcement agencies. Essential to ensure officer safety and maintain positive community relations. Not filling this position would jeopardize public safety for visitors in the park.	Yes		9/26/2017
1835	NPS	9/1/2017	Supervisory Accountant	12	12	Herndon, VA	DC	1 week	Yes	This position performs a wide variety of duties: provides full supervisory duties over a team of Financial Specialists, including planning and assigning work to the team, evaluating staff's work performance, developing performance standards, initiates corrective and coaching activities related to staff's work performance, identifying training and development opportunities for staff, and overseeing staff's daily work assignments; plans and conducts financial management studies involving complex analysis of financial management and budgetary functions; develops innovative recommendations for solving and improving financial operations for NPS; reviews and evaluates financial systems for effectiveness of internal controls and integrity of NPS's financial information, including analyzing process flows and integration of external system interfaces and internal subsystem modules and reviewing financial reports to identify discrepancies and determine corrective actions; prepares financial management reports, statements, supporting schedules and related documents as required by OMB, Treasury, and the Department; and reviews and analyzes effect of new or revised regulatory changes and develops standard operating procedures and guidelines for internal staff and NPS.	Lack of this Supervisory Accountant has impacted a team of Financial Specialists not receiving direct supervision over their work assignments and assistance in completing work assignments on a daily basis, delays in responding to NPS customers/vendors regarding their payments and NPS employees regarding their travel reimbursements, delays in responding to park units regarding payment and travel policies, decrease in quality of customer service delivery, delays in responding to internal and external auditors' requests for financial information, and delays in financial reconciliations and reporting to NPS, OMB, Treasury, and the Department.	Yes		9/26/2017

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1897	NPS	9/15/2017	Supervisory Cultural Resources Specialist	GS-14	Above 12	Lakewood, CO	Denver	7 months	Yes	<p>This position has been previously submitted and approved on 8/28/17 for a Santa Fe duty station. Organizational changes as a result of eliminating a previous management position in the regional office has increased the number of Lakewood based programs this position will oversee and manage. Having the position located in Lakewood instead of Santa Fe would be more efficient and result in more effective program management.</p> <p>Serves as the principal staff for the preservation, protection, and management of cultural resources in the Intermountain Region (IMR). Leads, supervises, and provides direction for Historic Preservation (including Cultural Landscapes and History), Archeology, Museum Services, and Cultural Anthropology programs in the IMR and for the multi-regional Vanishing Treasures Program. Represents the IMR and NPS in government-to-government consultation with Indian Tribes. Supervises the Regional Section 106 Compliance Coordinator and works closely with WASO Park NAGPRA to assist park managers comply with the Native American Graves Protection and Repatriation Act. Ensures Departmental standards in historic preservation and archeological documentation are met. Builds partnerships with stakeholders and develops agreements to increase ability for the IMR to manage its cultural resources. Reports to the Associate RD for Resource Stewardship and Science and collaborates closely with other division chiefs to achieve IMR resource management goals. Coordinates with WASO Cultural Resources, Partnerships, and Science leadership and with other regional cultural resource division chiefs in order to identify and evaluate mission critical needs pertaining to cultural resources. Supports field efforts in parks by prioritizing project funding. Evaluates the efficiency of these activities, programs, and projects and ensures their effectiveness in protecting, preserving,</p>	<p>The ability of the Intermountain Regional Office to effectively assist parks protect, preserve, and better understand cultural resources will be significantly reduced if this position is not filled. This position helps parks maintain or improve the condition of many of the nation's most treasured historic properties, archeological resources, and museum collections. The condition of those resources will be more difficult to maintain if this position is not filled. Supervision of the regional cultural resources programs and coordination of Section 106 compliance will be severely limited if the position is left vacant, leading to inefficiencies in the regional programs and increased difficulty for parks to comply with federal preservation law. There will also be a negative impact to communication and collaboration between front-line field cultural resources specialists and the regional office regarding matters of historic preservation, care of museum collections, protection of archeological resources, consultation with Indian Tribes, and engagement of traditionally associated communities.</p> <p>Filling this position will enable on-the-ground park cultural resource management operations by helping parks: fulfill their mission responsibilities related to cultural resources; comply with federal historic preservation law; increase effectiveness by building partnerships that promote hands-on preservation work; and develop effective and efficient models for protecting and preserving cultural resources and engaging traditionally associated communities.</p>	Yes	
1909	NPS	9/15/2017	Supervisory Exhibits Specialist	13	Above 12	Washington DC	DC	New position		<p>This is a trade position working in HPTC Preservation Services. With the increased demand for project work in regards to monuments restoration and rehabilitation there is a critical need for a separate and Independent workforce to deal with the demand for restoration and repair. There is a great need for the organization to create this type of service within a separate branch/section to deal with this service for the National Park Service. With the creation of a Monuments Section there is a need to create a Supervisory Exhibits Specialist position to head this new section.</p>	<p>The HPTC Preservation Services provides direct support to parks and units Nationwide to provide Day-Labor Histroic Preservation project pexecution while providing on the job training to internal NPS employees, park employees and youth. The hiring of this position directly relates to the HPTC's ability to provide services under a fee-for-service funding model. This position is required to meet annual commitments established to park and clients to complete deferred maintenance project that are difficult to scope, logistically challenging and defy outsourcing. The HPTC preservation services provide assistance directly to park units who lack the internal capabilities to do the work, scope the work or oversee the work. If not filled this could affect the ability of HPTC to meet annual administrative and support costs generated by not having the staff to be able to perform an amount of reimbursable project work needed. With current attrition rates we are reaching a critical need point.</p>	Yes	
1818	NPS	9/1/2017	Supervisory Facilities Manager	GS-12	12	St. Croix Falls, WI	Other	Not yet vacant	Yes	<p>The incumbent will plan, direct, coordinate, implement and evaluate the maintenance program and its projects, including \$3M of identified Deferred Maintenance, at the Park. Incumbent will plan, request and report upon maintenance projects from non-base (Rec Fee, Cyclic) fund sources with subordinate staff. Incumbent participates in the Park's budget process, and oversees and executes a divisional budget within the allocated constraints. Incumbent prepares, implements and evaluates subordinate staff performance for 2 district foreman, and ultimately oversees performance of 31 permanent and seasonal subordinate positions.</p>	<p>The incumbent will retire on August 31, 2017. In the absence of filling the vacancy, the park expects completion of formulated projects and the development of work plans for FY18 and FY19 will go uncompleted or unfulfilled, respectively. Additionally, given the prioritization of the current administration on Deferred Maintenance, the Park would not be able to compete for Deferred Maintenance monies to address the \$3M of necessary Deferred Maintenance work orders.</p>	Yes	

Date

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1819	NPS	9/1/2017	Supervisory Facility Operations Specialist	GS-12	12	Springfield, IL	Other	Other	Yes	The Supervisory Facility Operations Specialist is responsible for overseeing a complex program that includes maintenance and repair of all park facilities and infrastructure, including major cultural resources (historic houses, outbuildings, landscape) and maintenance and repair of the park's primary visitor facilities (the visitor center, parking lots and grounds). Is responsible for the maintenance of over 300 assets; management of critical systems such as wastewater, and sewage; contracting; legally mandated environmental compliance; and deferred maintenance requirements. The position is accountable for lower-graded employees and provides supervision, work planning, training, and safety oversight. This person is a member of the park's management team that establishes the park's strategic plan, long and short term goals, and priorities for accomplishing them.	Leaving this position unfilled would significantly hinder the park's ability to provide safe and well-maintained facilities to visitors as well as meet legal requirements and national priorities. This critical supervisory role facilitates the entire facility management operation by setting work priorities for staff, procuring supplies and equipment, and upholding safety standards. This position is accountable for maintaining the safety of park buildings, trails, and critical systems used by visitors and employees. As the COR for contracts and coordinator of environmental compliance such as NEPA and NHPA, the Supervisory Facility Operations Specialist requires specialized certification not held by other positions. Position leads development and management of projects that address the park's over \$12.7M deferred maintenance backlog.  In keeping with the Secretary of The Interior's expressed focus on reducing the National Park Service's deferred maintenance backlog and providing direct support to parks and field units, respectfully request favorable consideration and approval of the GS-1640-12 Facility Manager position at Lincoln Home National Historic Site.	Yes		9/26/2017
1815	NPS	9/1/2017	Supervisory Facility Operations Specialist (Chief of Maintenance)	GS-12	12	Skagway, AK	Other	7 months	Yes	This position oversees all park maintenance operations at Klondike Gold Rush National Historical Park, including visitor facilities, historic structures, the international Chilkoot Trail, and the Dyea area of the park. The Chief of Maintenance also supervises building restoration and rehabilitation projects, including care of several buildings that the National Park Service leases to retail businesses in Skagway.	Not filling this position would compromise the park's ability to meet its legal mandate to "preserve in public ownership for the benefit and inspiration of the people of the United States, historic structures and trails associated with the Klondike Gold Rush of 1898." The Chief of Maintenance is a critical position that obtains project funding and manages building maintenance and preservation projects. Because Klondike Gold Rush is Alaska's most visited national park site with approximately 1 million visitors each season, oversight of maintenance operations is also critical in ensuring quality facilities and services for visitors such as clean restrooms and a well maintained museum and visitor center.	Yes		9/26/2017
1887	NPS	9/15/2017	Supervisory Park Ranger (Chief of Interpretation)	GS-13	Above 12	Death Valley, CA	Other	Not yet vacant	Yes	Supervises interpretation and education staff, including seven permanent and twelve seasonal employees in operating the visitor center, updating the website and social media, providing educational and interpretive programming, and developing publications and other interpretive media. Serves as a key member of the park's senior management team, addressing park-wide issues including the development of new exhibits for the Scotty's Castle Visitor Center.  The Supervisor enables field operations by managing appropriated funds and completing hiring of field staff. Maintains high standards of excellence for all staff who interact with park visitors from all over the world, school groups, and community organizations. Engages in long-term planning to ensure the best visitor experience possible. The position is also liaison with multiple park partners on complex park operations that affect visitor services. Incumbent ensure highest safety standards are met for both employees in the field and visitors.	The position is essential to hire and retain the best possible field staff, develop effective training for new front line rangers, and managing multiple and complex accounts that support staff and visitor services. An extended vacancy will likely result in slower hiring processes, reduced capacity to train and prepare field staff for visitors, reduced ability to maintain up-to-date information for park visitors, and reduced ability to continue the planning process for exhibits at Scotty's Castle.	Yes		9/26/2017

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1893	NPS	9/15/2017	Supervisory Park Ranger (Chief Ranger, Law Enforcement)	GS-13	Above 12	Harrison, AR	Other	< 1 month	Yes	<p>This position is that of Chief Park Ranger of the Division of Ranger Activities for Buffalo National River in Arkansas. The National River encompasses 95,730 acres and includes 132 miles of free-flowing river. Annual visitation is approximately 1.7 million.</p> <p>The incumbent reports directly to the GS-14 Deputy Superintendent for Buffalo National River. The park is administratively divided into three protection districts spanning the 132 mile river.</p> <p>The incumbent directs activities to ensure maximum effective use of resources, coordinates and executes applicable functions for law enforcement patrol operations at campgrounds, fee collection sites, visitor centers, launch areas, pavilions, search and rescue, canoeing, john boating, horseback riding, public cave exploration, backcountry hiking, camping, emergency medical treatment, right-of-ways, and criminal investigations. Requires a Type 1 Law Enforcement Commission.</p> <p>The incumbent also supervises and provides oversight for the Midwest Region Ozark Communication Center (MROCC). This Dispatch Center supports 4 parks (Buffalo National River, Hot Springs National Park, Pea Ridge National Military Park, and Wilson's Creek National Battlefield) with 24/7 dispatch coverage.</p> <p>The incumbent provides supervision and oversight to the Wildland Fire Office, with one GS-12 Fire Management Officer and ten GS-5 to GS9 Wildland Fire Fighters and Forestry Technicians.</p> <p>Total staff directly supervised by the position is 5, with 27-30 indirect reports, including protection rangers, fire management staff and</p>	<p>The park is spread over 132 acres as it follows the free-flowing Buffalo River. More than 1.7 million visitors per year recreate on the Buffalo, enjoying water activities as well as hiking, horseback riding and camping. The wild and scenic nature of the area lends itself to complex safety issues impacting visitors and the incumbent of this position must be available, skilled and knowledgeable in all areas of visitor protection in order to manage this complexity from the administrative standpoint. Without this position, the park would be severely impacted in its ability to provide a safe recreational experience for the visitors.</p> <p>Furthermore, in order to fulfill its congressional mission and mandate, the NPS must administer the areas under its care in such manner that they are free of criminal activity that threatens or compromises the health and integrity of protected natural and cultural resources and/or disrupts an atmosphere conducive to public safety and enjoyment. Without the Chief Ranger position, the park's ability to carry out this mandate would be severely impaired. Without program leadership, supervision, and management, public health and safety would be compromised, an uptick in resource degradation could ensure. Additionally, relationships with local law enforcement agencies would suffer, and the necessary coordination that relies on these relationships would be diminished. Without a division chief, some budget controls would also be lost, and less effective allocation of divisional resources would likely result. Finally, without its Senior Law Enforcement Officer, the park would not be in compliance with NPS RM-9.</p>	Yes		9/26/2017
1886	NPS	9/15/2017	Supervisory Park Ranger (Deputy Chief)	GS-12	12	Death Valley, CA	Other	> 24 months	Yes	<p>This position oversees the Law Enforcement and Emergency Services operations supervising the Supervisory Park Ranger (Operations) and a Supervisory Park Ranger (Emergency Services). This position is key in developing and prioritizing problem oriented policing and investigative strategies to help identify, reduce, eliminate or deter criminal activity and/or loss of park resources. It is key to providing leadership and guidance to the supervisors as well as the staff of 9 permanent and 5 term/seasonal position that respond to law enforcement, search and rescue, wildland fire, structural fire and emergency medical calls. It is also a key point of contact with field level partners in local, state, tribal, and federal agencies who work for public safety and resource protection operations spread across two states. With this position vacant, continued coordination with these key partners has suffered. The position also oversees the misdemeanor prosecutions for the park as a Special Assistant to the U.S. Attorney's Office in the Eastern District of California.</p>	<p>As this position has been left vacant, field supervisors have been significantly impacted by taking on other administrative duties of the position, which takes them out of the field. The Supervisory staff are both first time supervisors and have limited experience in managing complex law enforcement and emergency services operations and are spread so thin they cannot focus on much more the the daily emergencies and administrative duties. They are often directly involved in incident response in order to meet the public need and protect park resources. Subordinate staff have also been tasked with duties that would normally be done by the supervisors or other administrative staff thus pulling them out of the field as well. The park will continue to see the spread of marijuana grow sites and other illegal activities as the operation struggles to keep staff in the field.</p>	Yes		9/26/2017
1317	NPS	7/15/2017	Supervisory Project Manager	GS-13	Above 12	Philadelphia, PA	Other	8 months		<p>Supervises 4 project managers (two GS-12, two GS-9) who develop and manage capital improvement projects that address deferred maintenance of the park's historic structures. Reviews and approves contract documents, plans, and specifications for all park facilities projects: 12 approved for FY18, valued at \$1.65M; 13 in FY19, valued at \$7.71M. Manages construction funds in coordination with regional program managers.</p>	<p>Lack of experienced direction to guide engineering staff during design reviews, contract surveillance, contractor performance evaluation, and construction contract issue resolution. Lack of a subject matter expert to certify Section 106, National Historic Preservation Act compliance for historic facilities projects.</p>	Yes		9/26/2017

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1834	NPS	9/1/2017	Supervisory Public Affairs Specialist (Chief Spokesperson/Chief of Public Affairs)	14	Above 12	DC	DC	Position will be vacant on September 3rd		The incumbent serves as the NPS spokesperson to the media on all major, national issues and leads the implementation of public communications activities on high priority national issues for the National Park Service.	The National Park Service will not be able to effectively communicate with the media and the public on high profile, national issues with a clear and consistent voice. In addition to responsibilities for engaging with media, the incumbent supports on-the-ground park staff by providing guidance on national issues for use when parks receive media inquiries and facilitates collaboration between parks and the Department of the Interior's communications department on breaking national news issues.	Yes		9/26/2017
1689	OSM	9/1/2017	Chief - Technical Service Branch (TSB)	GS-14	Above 12	Alton, IL	Other	9/18/2016	Yes	The Chief of the TSB reports to the Chief of the Program Support Division (PSD) in the MCR. Provides leadership, direction and supervision of subordinates; conducts technical assistance to OSM Field Offices within the region in performance of oversight and occasionally outside the region; and provides technical assistance and program guidance directly to state programs at the request of State officials. Serves as a technical expert advisor to the Regional Director on SMCRA related issues and on National issues as well.	TSB Staff will be substantially under supervised and lead. Added supervisory burden will detract from other essential management, planning and leadership functions necessary for MCR operations.	Yes		9/26/2017
1688	OSM	9/1/2017	Field Office Director	GS-14/15	Above 12	Birmingham, AL	Other	4/30/2017	Yes	The position reports to the Mid-Continent Regional Director; manages the OSMRE Birmingham Field Office; provides leadership, and supervision of subordinates; conducts oversight; and provides technical and programmatic guidance and assistance to State officials.	The Field Office Staff will be unsupervised and three SMCRA states will not have consistent supervisory level representation to coordinate implementation of SMCRA.	Yes		9/26/2017
1690	OSM	9/1/2017	Program (Budget) Analyst	GS-13	Above 12	Alton, IL	Other	8/5/2016	No	Serves as the Staff Assistant to the Regional Director, responsible for analytical support on matters concerning: administrative duties, budget preparation and implementation, workforce planning, position tracking, conference planning, and other administrative functions that effect the region. Also performs confidential assignments and serves as liaison on personnel issues with headquarters.	The MCR will continue to distribute the various functions of this position to other staff who will not have the time to develop needed expertise to ensure appropriate accountability of the MCR's budget and human resources .	Yes		9/26/2017
1849	OST	9/15/2017	Associate Chief Information Security Officer	15	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	The ACISO position will provide full-time and dedicated support to OST's information management and technology (IMT) leadership and management, cybersecurity, and engaging in DOI's overarching IMT goals and priorities.	OST does not have a dedicated resource to address NIST 800-53 security controls, cyber security, policies, audits and address DOI A&A requirements, POAMs and cloud FEDRAMP initiatives. This places the OST under a continued security risk.	HOLD	OCIO Review	9/26/2017
1850	OST	9/15/2017	Associate Privacy Officer	14	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	The APO positions will provide full-time and dedicated support to OST's information management and technology (IMT) leadership and management and privacy, while also supporting and engaging in DOI's overarching IMT goals and priorities.	OST does not have a dedicated resources to address Privacy Act requirements in accordance with FITARA and pursuant to Departmental policy.	HOLD	OCIO Review	9/26/2017
1847	OST	9/15/2017	Deputy Associate Chief Information Officer	15	Above 12	Albuquerque, NM	Other	8/1/2016	Yes	Deputy ACIO provides management, supervisory and programmatic oversight and support at the Albuquerque location.	Without this position, OST OIR is at risk of not meeting strategic goals and supporting OST Trust Management responsibilities and functions. This further impacts the Department's mandate to support the Federal Information Technology Reform Act (FITARA).	HOLD	OCIO Review	9/26/2017

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1856	OST	9/15/2017	Deputy Ethics Counselor	14	Above 12	Albuquerque, NM	Other	1/16/2016	No	Deputy Ethics Counselors within each bureau oversee the day-to-day implementation of their bureau ethics program by administering the financial disclosure system, conducting ethics training, and providing ethics counseling and advice to bureau employees.	Secretarial Order 3288, dated August 31, 2009, states in part: Bureau Heads will:  (1) In consultation with the DAEO, employ a full-time Deputy Ethics Counselor properly classified at the GS-14 level or higher who shall report to the Bureau Head or other appropriate senior executive.  (2) Provide the Deputy Ethics Counselors with adequate support staff as well as financial and technical resources to implement the ethics program. To ensure adequate support, a bureau, regional, or area personnel officer or other qualified employee may be assigned to serve as an "Associate Ethics Counselor" or "Assistant Ethics Counselor," with delegated responsibility to perform the operational duties of the Ethics Counselor at the field or headquarters level. Bureau Heads also must ensure that all employees have access to ethics resources, guidelines, training, and appropriately trained ethics officials.	Yes		9/26/2017
1848	OST	9/15/2017	Director, Federal Information Resources (FIR)	15	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	Director, FIR will oversee the OIR Policies and Planning responsibilities to ensure directives and processes comply with OMB A-130, FITARA mandates, NIST requirements, as well DOI policies and directives directed by the Chief Information Officer, Office of the Secretary, and Policy, Management and Budget.	Without this position, OST OIR is at risk of failing to meet strategic goals and supporting OST Trust Management responsibilities and functions. This will further impact operational readiness in support of various CIO mission objectives specifically related to A-130, FITARA, NIST, OMB, PRA, CUI, FOIA and Records.	HOLD	OCIO Review	9/26/2017
1852	OST	9/15/2017	Information Technology Specialist (SYS ADM) PD 16-031	13	Above 12	Albuquerque, NM	Other	8/9/2016	No	OST's and DOI focus on cybersecurity, and the requirements of supporting a highly mobile and geographically diverse workforce has significantly increased the workload of OST's System Administration Team. This is impacting the team's ability to implement new security controls and make control changes to requests in a timely manner, putting OST's overall cybersecurity posture at risk.	OST does not have resources to support these initiatives that would provide efficiencies and potential savings in costs associated with existing infrastructure.	HOLD	OCIO Review	9/26/2017
1854	OST	9/15/2017	Liaison Specialist (Acquisition) - 2 positions	12/13	Above 12	Albuquerque, NM	Other	12/12/2016	No	These two positions were created and classified in 12/2016 to streamline and reduce OST's acquisition processing costs. The Liaison Specialist will review all purchase requests (PR) over the micro-purchase limit to ensure all required documentation, UPC/BOC and FBMS coding, and statements of work (SOW) or objective (SOO), are correct and fully detailed for contracting specialists/officers to process the PR/Contract. These two positions were also created to assist OST programs conduct market research, writing SOW/SOO, and developing and putting together their complicated PR packets, which in hopefully two years will enable programs to reduce two to four of their management and/or program analyst positions. Submitting detailed, specific, and complete packets will reduce the work to be completed by the Interior Business Center (IBC) enabling OST to reduce the cost of the RSA between IBC and OST.	Leaving these two Liaison Specialist positions vacant will require the programs' inexperienced management and program analysts to continue learning and performing the duties with limited assistance. They will begin learning from scratch how to research, use FBMS, write SOW/SOO, and develop PR packets with little to no acquisition or contracting experience. We are barely getting by with some help from inexperienced employees detailed into the positions. Once their detail ends, we start all over again, training inexperienced employees detailed into the positions to assist in reviewing and processing PR Packets. To improve our PR packets being entered into FBMS and going to IBC, we need to fill these vital positions which will streamline and reduce OST's acquisition costs.	Yes		9/26/2017
1855	OST	9/15/2017	Management and Program Analyst	15	Above 12	Albuquerque, NM	Other	1/6/2017	No	This position is on Program Management's organizational chart, it was advertised, and an applicant was selected on January 24, 2017. Due to the hiring freeze no job offer was made. This position: (1) develops/leads high impact, national projects that result in process efficiencies and cost reductions; (2) provides authoritative guidance on project management, COR responsibilities, and administrative processes/responsibilities (i.e. HR, budget, procurement, FBMS processes, etc.); and (3) analyzes operations in order to implement on-going improvements to core functions.	If this position is not filled, it will result in adverse impacts to Program Management's operations as there will be no position devoted to: (1) the analysis and improvement of operational processes; (2) provide authoritative detailed guidance and oversight on project management, procurement, HR, budget, and overall administration; (3) provide detail oriented oversight to ensure compliance with regulations, Department policy, and other requirements; and (4) most important, to ensure and lead improvement projects that result in cost reductions and improved program performance.	Yes		9/26/2017

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1853	OST	9/15/2017	Supervisory Information Technology Specialist (CUSTSPT) PD 17-0019	11/12	12	Albuquerque, NM	Other	11/1/2016	Yes	Support IT infrastructure re-alignment activities to meet Departmental and OMB mandates for data center consolidations as well as performing OIR infrastructure duties and responsibilities.	OST does not have resources to support these initiatives that would provide efficiencies and potential savings in costs associated with existing infrastructure.	HOLD	OCIO Review	9/26/2017
1851	OST	9/15/2017	Supervisory Information Technology Specialist (SYSADM) PD 17-0021	14	Above 12	Albuquerque, NM	Other	11/1/2016	Yes	Support IT infrastructure re-alignment activities to meet Departmental and OMB mandates for data center consolidations as well as performing OIR infrastructure duties and responsibilities.	OST does not have resources to support these initiatives that would provide efficiencies and potential savings in costs associated with existing infrastructure.	HOLD	OCIO review	9/26/2017
1846	OST	9/15/2017	Trust Accounts Administrator	9/11/12	12	Rapid City, SD	Other	4/1/2017	No	The Trust Accounts Administrator (TAA) FTE provides technical assistance, training, and oversight to Field Operations (FO) personnel and processes. This is the key position in the Great Plains region for providing technical assistance to FO and is responsible for pre & post quality assurance for all trust fund transactions that impacts the function and objectives covered under Risk Management and the quality services provided for the Great Plains Tribes and Individual Indian beneficiaries.	The Trust Accounts Administrator (TAA) FTE position is one of the primary key positions in the delivery of service to tribes and beneficiaries in the Great Plains Region. The vacancy at this time impacts the timely processing of collections and disbursements for Tribes and Individual Indians regarding Per Capita, Leasing, Probate, Land Sales, and Conveyances. The TAA position provides guidance to the field in Quality Assurance (QA) and Risk Management, which impacts pre and post QA in managing mass processing; and with the current vacancy, it is hindering timely submissions. The TAA is the primary FTE who provides oversight and support of Indian Affairs Initiatives (Cobell, Land Buy Back, Mdewakanton and Wahpookota Lineal Descendant distributions) and the key component in providing technical assistance to field operation in routine and complex trust fund processing for the Region.	Yes		9/26/2017
1867	SOL	9/15/2017	Assistant Regional Solicitor, Rocky Mountain Region	GS-15	Above 12	Denver	Denver	Since January 2016 - The position will be filled through internal recruitment.		The Assistant Regional Solicitor position within the Rocky Mountain Region has supervisory duties over a team of attorneys and support staff handling matters pertaining to Federal and Indian Royalties. The Assistant Regional Solicitor serves as the primary legal advisory to the Office of Natural Resources Revenue (ONRR), which is operationally located in Denver and has nationwide responsibility for collecting and disbursing royalties, penalties, rentals, and other monies due and owing under Federal and Indian oil and gas and coal leases and other Federal renewable and non-renewable energy and mineral leases. This includes coordinating with Justice on a large docket of affirmative, defensive and false claims litigation. It also includes the direct supervision staff attorneys who are first chair attorneys in a wide variety of royalty-related administrative lawsuits. The Assistant Regional Solicitor regularly has direct interaction with the ONRR Director and ONRR senior leadership.	There is a direct and significant mission impact associated with not filling the Assistant Regional Solicitor position. ONRR handles transactions amounting to billions of dollars every year. And the Assistant Regional Solicitor oversees advice and litigation where millions of dollars are at stake. Without a permanent supervisor, the Regional Solicitor must directly supervise a large number of staff attorneys, significantly diminishing his available time to address other Administration priorities.	Yes		9/26/2017

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1866	SOL	9/15/2017	Assistant Solicitor, Division of General Law	GS-15	Above 12	Denver	Denver			New - The position will be filled through the voluntary reassignment of a current SOL GS-15 supervisory attorney.	The Assistant Solicitor for the Torts Practice Branch (TBP) within the Division of General Law has supervisory duties over TBP attorneys located in the Headquarters, regional and field offices of SOL. At present, more than 50 different attorneys located in 10 different SOL divisions and regions work on tort defensive tort litigation brought against the Secretary and the Department and other tort related matters. The realignment of eight FTEs into the new branch allows SOL to take a coordinated approach to managing the Department's tort liability portfolio. The realignment also frees the remaining SOL attorneys to focus their attention on other Administration priorities. This change allows SOL to provide proactive risk-management counsel in a more consistent, informed, and strategic manner. Such counsel is expected to help reduce the number of overall tort claims received by the Department and its bureaus annually, while helping to ensure that the bureaus are best prepared to address newly-filed claims. This change, however, cannot be accomplished without the designation of a supervisory attorney with extensive experience in tort-related matters. The Assistant Solicitor will have responsibility for case and matter management, improving consistency and the sharing of institutional knowledge and practice-based resources.	The appointment of an Assistant Solicitor from within the ranks of the Office of the Solicitor is an essential step in the successful implementation of the recently-created Torts Practice Branch. These cases presently are supervised by various managers located in Headquarters and in offices throughout the United States, resulting in an inconsistent approach and limited coordination and sharing of institutional knowledge. By designating a single dedicated and experienced supervisor for the Department's tort litigation, overall work-product will improve and cases will be more efficiently handled. These efficiencies will allow more time for increased client counseling, which will lead to fewer tort claims being filed against the Secretary and the Department in the future. Over time, this will result in a significant cost savings to the Department.	Yes	
1865	SOL	9/15/2017	Designated Agency Ethics Official (DAEO) & Director, Ethics Office	ES	Above 12	DC	DC			This position will be vacated by Melinda Lofin upon her retirement on September 30, 2017.	The incumbent manages the Department's nationwide ethics program with responsibility for providing legal advice to the Secretary and all other Department leadership on a broad spectrum of ethics issues. The incumbent develops and disseminates departmental policies and guidance on ethics issues, and serves as the DOI liaison with the Office of Government Ethics. The DAEO is the authority responsible for implementation and legal support within DOI of the Ethics in Government Act of 1978 and all other statutes, Executive Orders, and regulations applicable to ethics, conflicts of interest, and financial disclosure matters. As Director of the Ethics Office, the incumbent is responsible for managing a staff of attorneys and ethics specialists, who assist the DAEO in ensuring that the Department's Bureaus are properly administering their ethics programs; performs various duties related to the clearance process of nominees to PAS positions, including reviewing financial documents, consulting with the nominees, and recommending appropriate recusals or authorizations to allow nominees to perform their duties without conflicts of interest; ensuring that the public and confidential financial disclosure reporting requirements are met; providing new employee ethics training and annual training for all filers of financial disclosures; and maintaining a system for counseling employees on all ethics matters.	The DAEO is critical to the operations of the Department by exercising the authority of the Secretary with respect to the management of the ethics program in accordance with the Ethics in Government Act of 1978 and all applicable regulations. The DAEO is part of the Office of the Solicitor's leadership team, which shares in the planning, direction, and management of the Office and leads a staff of lawyers, ethics specialists, and others in the performance and management of the Department's ethics program.	Hold	ERB - Review.

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1932	USGS	9/15/2017	Admin Officer	13	Above 12	Helena, MT	Other	0 Months	Yes	This position is the Administrative Officer of the Wyoming-Montana Water Science Center (WY-MT WSC) and oversees all the business operations of the Center and supervises the 6 or more administrative staff. This position is a key member of the Center's Senior Staff as an administrative expert and advisor on management policy, human resources, employee relations, and financial management. This position plays a key role in development of the Centers annual staffing and financial plans. This position also conducts complex analyses of financial, organizational, and administrative aspects of the Center and recommends solutions to address identified weaknesses in current operations.	The WY-MT WSC is a new, merged Center that has only been one cost Center since 2015. Until the merger, two Administrative Officers oversaw the work now being accomplished by this one position. While there have been efficiencies gained through the merger, and one of these positions has been eliminated, keeping at least one Administrative Officer long-term is critical to ensuring this Center can successfully meet our business obligations to the Bureau and our reimbursable customers. This position is key to ensuring that field staff receive the administrative support needed to conduct their activities such as streamgaging during extreme hydrologic events like floods and drought. Administrative support overseen and organized by this position is critical to field operations includes equipment purchases, travel reimbursement, and payroll processing. This vacancy will be advertised to all sources.	Yes		9/26/2017
1797	USGS	9/1/2017	Administrative Officer	12/13 (FPL 13)	Above 12	Anchorage, AK	Other	8 months	Yes	The incumbent serves as the Administrative Officer for the Alaska Science Center (ASC). This position performs a wide range of administrative functional areas, including human resources and staffing cost data, space and facilities, procurement and contract administration, travel property management, interagency agreements, records management and related administrative support services. Responsibilities include to monitor, track, and reconcile obligations and expenditures throughout budget execution phases; formulating, coordinating, and administering project budgets; and providing guidance, monitoring, and revisions to project accounts. Supervises and guides employees in administrative and development of records, spreadsheets, and products to analyze and report financial budget, and human resources interactions.	Administrative Officers are essential members of Science Center Management and are needed for the USGS to perform its scientific mission and goals. Administrative functions that include budget formulation and execution, financial planning and accounting, human resources management, and use of Federal Budget Management System (FBMS) and the Federal Personnel Payroll System (FPPS) are all critical and essential for Centers to perform the scientific mission of USGS. If this position is not filled, the ASC would not have the required expertise and knowledge to maintain these complex administrative functions.	Yes		9/26/2017
1933	USGS	9/15/2017	Bioinformatics / Geneticist	12/13 (FPL 15)	Above 12	Madison, WI	Other	New position replacing Wildlife Biologist Researcher	Yes	Primary investigator and team lead of the National Wildlife Health Center's (NWHC) interdisciplinary studies of the genetics of wildlife disease-host systems. The specific research assignment merges expertise in the application of genetic and genomic methods on non-model organisms to wildlife disease problems with an operational understanding of the information technology needed to implement these methods. The scientist is responsible for formulating and implementing all aspects of his/her research projects and has primary responsibility for coordinating activities of biologists, diagnosticians, ecologists, and subject matter specialists in developing research questions. In addition, the incumbent is responsible for a wide range of analytical tasks that are both technical (requiring specialized computational methods and software to achieve) and synthetic (providing biological interpretations based on specialized knowledge of genetics).	The NWHC is a mission essential facility and conducts work to investigate, predict, and manage biological threats associated with wildlife. The ability to understand how diseases affect wildlife is crucial to this mission and requires an understanding of the role the host genome plays in disease development as well as the effects of disease on host physiology. These genomic-based assessments are used extensively in human and agricultural health but their application to wildlife diseases is severely limited by limited capability within the USGS. Failure to fill this position will result in significant loss of opportunity to meet these science and partners' needs and limits our ability to understand, predict, and manage biological threats. A thorough review was conducted, resulting in the conclusion that no current staff member with the necessary skills is available.	Yes		9/26/2017

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1799	USGS	9/1/2017	Biologist (Partnership Coordinator)	13	Above 12	Missoula, MT	Other	4 months	No	The position serves as the principal staff member in developing and implementing national and regional partnerships. This position analyzes issues and identifies obstacles to achieving scientific and ecological research goals, promotes strong collaborative linkages between internal and external partners and stakeholders. This position also serves as the Executive Secretary to the Federal Advisory Committee of the USGS National Climate Change Wildlife Science Center (NCCWSC). The position identifies and evaluates opportunities for collaboration based on sound knowledge of each partner's contributions, and develops strategies to take advantage of opportunities for cooperative ventures with programs, partner agencies, and stakeholders.	This position will be filled internally through Merit Promotion procedures. The responsibilities of this position were previously held by a Policy and Partnership Coordinator, GS-15, in Reston, Virginia (DC area). This Coordinator position is now vacant but will not be filled as currently described. Instead the Partnership Coordinator duties will be integrated between this requested Biologist Partnership Coordinator (GS-13) position in Missoula, Montana, and a current headquarters Program Analyst position in Reston, VA. A primary responsibility of this Biologist Partnership Coordinator position is to develop and implement national and regional partnerships, and promote strong collaborative linkages between internal and external partners and stakeholders. The impact if this position is not filled is that we will lose the capacity to assess and meet the needs of resource managers across the Nation, thus impacting our ability to meet the bureau's mission of providing science to inform land and water management. This position has direct coordination duties with Natural Resources Adaptation Science Centers (NRASC) across the Nation with regard to working with partners to conduct science within the national and regional centers. This includes executive secretary functions for the NCCWSC Federal Advisory Committee, and meeting with and developing partnerships between the NRASCs and other Federal, state, and industry partners. There is a critical need to continue the duties of the vacated position to ensure that the science we do will meet the needs of decision-makers.	Yes		9/26/2017
1921	USGS	9/15/2017	Chemist/ Hydrologist	13	Above 12	Denver, CO	Denver	3 years	Yes	The Chief, Laboratory Evaluation Project (LEP), Branch of Quality Systems (BQS) serves as a water-quality expert providing highly specific, technical assistance to Water Science Center and Water Mission Area (WMA) personnel involved in the planning, monitoring, and assessment of water-quality and environmental data arising from analytical laboratories. This individual also is expected to provide critical contributions, at the expert level, to the generation, development, and implementation of WMA policies and guidelines associated with the collection, monitoring, and performance assessment of the quality of chemical, sediment, and environmental data.	Position will be filled internally through Merit Promotion procedures. The position is a central core function within the BQS's LEP. The individual identified will be expected to provide expert-level technical assessments and interface with WMA personnel on the performance assessment of water quality data integral to the successful implementation of USGS programs and projects ranging in scope from international to local. The position is responsible for technical tracking, consulting, and information sharing regarding the external performance assessment of analytical laboratories and facilities. The LEP Project Chief provides a critical quality assurance function as described within USGS Fundamental Science Practices (FSP) and applied to analytical laboratories. A number of employees have served on a detail to cover this leadership position. However, the critical and necessary technical continuity and extensive knowledge base which is built over time has been lacking. A permanent project chief would be able to maintain this technical expertise and knowledge and ensure crucial quality assessment actions are taken to maintain the high quality of service to our user community.	Yes		9/26/2017

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1930	USGS	9/15/2017	Chief, Hydologic Instrumentation Facility	15	Above 12	Stennis Space Center, MS	Other	3 Months	Yes	The Chief, Hydrologic Instrumentation Facility (HIF), is responsible for managing the procurement, quality assurance, evaluation and development of hydrologic instrumentation that is used by the Water Mission Area (WMA) to collect the Nation's water data. Responsibilities include oversight of a warehouse sales and rental operation that provides instrumentation to the USGS and other Federal agencies across the country, verification of in-service instrumentation performance, and the evaluation and development of new hydrologic instrumentation. The HIF budget is largely dependent on reimbursable dollars. The position supervises 45 Government employees and 9 contract employees. The position requires knowledge of WMA water data collection procedures, WMA sensor accuracy requirements and equipment used by WMA field offices, instrumentation testing and quality assurance procedures, ability to manage an operation that largely depends on recovery of costs of conducting the HIF operations from the instrument sales, rental and servicing programs, and an interest in and knowledge of current and new sensors and equipment used to measure and transmit water data.	The HIF helps ensure that USGS Water Science Centers (WSC) obtain and use quality instruments to collect water data that meet the Nation's need for water information. The water data collection programs of the USGS are an essential function and mission of the USGS WMA. The water data collected by the USGS with HIF supplied instruments are used by Federal, state, local, and private entities across the country to inform their decisions concerning water and hydrology. The potentially costly risks associated with these decisions require high quality data to support those decisions. The HIF's mission to provide and support hydrologic instruments for water data collection directly supports this essential function of the USGS. The HIF ensures that WSCs have easy access to hydrologic instrumentation that meets USGS WMA standards for water data collection and identifies new equipment technologies and data telemetry methods that are appropriate to USGS WMA goal to meet the Nation's water data needs. The HIF also provides instrumentation resources during USGS response to national emergencies, facilitating the USGS's ability to replace and install instruments needed during extreme hydrologic events such as flooding and hurricane events that imperil property and lives. Not filling this position would impact the USGS's ability to efficiently meet its WMA mission goals.	Yes	
1806	USGS	9/1/2017	Division Chief	15	Above 12	Reston, VA	DC	5 months	Yes	The USGS National Geospatial Program (NG) serves as the Nation's lead civilian agency for the development, management, and dissemination of critical national geospatial topographic information including elevation, surface water, and topographic maps and services. As the NGP HQ Division Chief, the incumbent for this position provides leadership and contributes significantly to the decisions on program development, strategy, accomplishments, partnerships, business practices, and overall organizational functions of the NGP. The position routinely defines and interprets policies and programmatic guidance across the entire NGP organization. Key activities of the incumbent include facilitating and directing a significant portion of the management, planning, and coordination of these efforts across the program. These coordination activities extend to working with other USGS programs, DOI, OMB, and Congress. The incumbent routinely responds to Bureau and the Department data calls on workforce planning, finance, performance, safety, cyber security training and requirements, and equipment and facilities issues. The incumbent assures that work assignments for the office are logical, complete, on time, and include all necessary coordination. The incumbent ensures operational leadership with the Director, representing the USGS at conferences, committees, meetings, and symposiums on program scope and trends.	The NGP is the Federal domestic national mapping program with OMB-designated leadership in terrestrial elevation and inland hydrography. As one of the largest programs in the USGS with responsibility for the highly visible 3D Elevation Program (3DEP), the Alaska Mapping and Map Modernization Program, the US Topo program, and the National Hydrography Dataset (NHD), the NGP needs consistent leadership and operational management for long-term planning and direction to run the program efficiently to meet bureau and program mission objectives. With close proximity to USGS, DOI, OMB and Congress, this position can engage and respond quickly on issues and information requests. Failure to fill this position would potentially result in operational and business process delays, slower and inconsistent responses, and gaps in required authorizations, approvals, engagement, coordination, and reviews. This position is unique within the NGP in that it supports cross-mission area activities, and also directly supports the NGP Director, thus ensuring the NGP has the best possible policies, procedures, and workforce in place to enable the organization to perform at full capacity for sustained mission delivery.	Yes	

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1803	USGS	9/1/2017	Geologist / Oceanographer	12 (FPL 13)	Above 12	St. Petersburg, FL	Other	5 months	Yes	This position provides oversight of vessel operations, data processing, equipment development and maintenance, machine shop, and warehouse. Serves as an advisor in marine surveying and sampling field activities and in this capacity provides technical advice to the Deputy Center Director on equipment and staff to increase the responsiveness of technical support and maintain cost effectiveness. Plans and manages the budget. Oversees facilities of the St. Petersburg Coastal and Marine Science Center, which includes three separate office and laboratory buildings, and coordinates work with maintenance staff.	This position will be filled internally under Merit Promotion procedures. The St. Petersburg Coastal and Marine Science Center (SPCMSC) has recently lost a senior-level GS-13 Marine Operations and Facilities Chief. The Marine Operations Chief position is critical to the daily and long-range science operations of the Center. Due to the critical need for this position, a series of 120-day Details are being assigned until a permanent selection can be made. The loss of this key position adversely impacts our ability to accomplish necessary field activities and support functions for the Center and beyond. This request is intended to replace the vacated marine operations management position. We anticipate current employees at the center will be strong candidates for the position. Many SPCMSC projects require substantial marine based field efforts. Loss of capability to effectively organize and supervise the conduct of marine field work will impact project funding. Failure to maintain overall coordination and management of our marine operations staff and resources will preclude our ability to conduct these projects.	Yes		9/26/2017
1794	USGS	9/1/2017	Hydrologist	11 (FPL 12)	12	Salt Lake City, UT	Other	3 months	No	Geochemist for Utah Water Science Center. Supports water quality science in the state and region, particularly the Colorado River and Great Basin. Also advises state and regional cooperators and other government agencies	This one position will replace two geochemists who have retired. Work is currently being performed by a Term. There is a permanent need to support long-term science performed in the Utah WSC.	Yes		9/26/2017
1811	USGS	9/1/2017	International Data Coordinator	7/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	No	This position is 1 of 3 International Data Coordinators being requested for the National Minerals Information Center (NMIC), International Data Coordination Unit. International Data Coordinators are associated with global data analysis and quality control of data. Responsibilities include applying and monitoring publication standards and statistical standards and building data tables for the Volume III Mineral Yearbooks.	The International Data Coordination Unit supports the global functions of the NMIC. The NMIC produces timely, reliable, fact-based mineral information that forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Ensuring a conflict-free supply chain of key minerals is essential to national security and our Nation's economy. This position is critical for ensuring the timely and reliable delivery of analyzed and quality controlled data that meets bureau, DOI and stakeholder objectives.	Yes		9/26/2017
1812	USGS	9/1/2017	International Data Coordinator	7/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	No	This position is 2 of 3 International Data Coordinators being requested for the National Minerals Information Center (NMIC), International Data Coordination Unit. International Data Coordinators are associated with global data analysis and quality control of data. Responsibilities include applying and monitoring publication standards and statistical standards and building data tables for the Volume III Mineral Yearbooks.	The International Data Coordination Unit supports the global functions of the NMIC. The NMIC produces timely, reliable, fact-based mineral information that forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Ensuring a conflict-free supply chain of key minerals is essential to national security and our Nation's economy. This position is critical for ensuring the timely and reliable delivery of analyzed and quality controlled data that meets bureau, DOI and stakeholder objectives.	Yes		9/26/2017
1813	USGS	9/1/2017	International Data Coordinator	7/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	No	This position is 3 of 3 International Data Coordinators being requested for the National Minerals Information Center (NMIC), International Data Coordination Unit. International Data Coordinators are associated with global data analysis and quality control of data. Responsibilities include applying and monitoring publication standards and statistical standards and building data tables for the Volume III Mineral Yearbooks.	The International Data Coordination Unit supports the global functions of the NMIC. The NMIC produces timely, reliable, fact-based mineral information that forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Ensuring a conflict-free supply chain of key minerals is essential to national security and our Nation's economy. This position is critical for ensuring the timely and reliable delivery of analyzed and quality controlled data that meets bureau, DOI and stakeholder objectives.	Yes		9/26/2017

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1928	USGS	9/15/2017	IT Spec (Cloud Developer)	13	Above 12	Middleton, WI	Other	0 Months	No	This position will be responsible for applying analytical processes to planning, design, and implementation of new and improved systems for managing Development and Operations. Using sophisticated scripting and templating tools, will design solutions that deliver infrastructure as code in a reliable and repeatable fashion. Optimizes IT workflows that cover the entire Software and System life cycles increasing the ability of fewer operations staff to manage more IT resources.	Position will be filled internally through Merit Promotion procedures. IT has been revolutionized with virtualization, commercial cloud offerings, Infrastructure, Software and Platforms as a service. To effectively apply these changes to achieve mission goals and organizational agility, cross functional experts are required who can design and develop the next generation of IT solutions using modern agile DevOps practices. This expertise also needs to be transferred to other staff through formal and informal mentoring and training as well as evangelism for new practices and procedures. Without this expertise and leadership, the mission will languish in its ability to take advantage of revolutionary IT services. WMA is responsible for managing a wide range of IT resources across on-premise and off-premise data centers. Staff in traditional IT roles such as System Administrator and Database Administrator support these resources. The recognition of a need to manage resources more effectively and efficiently through the application of automation and DevOps cross functional principles aligns well with the ongoing WMA responsibility for IT resources distributed on-premise and in the cloud. A tighter integration with the organization's software development efforts through the use of DevOps increases the agility and speed with which the mission can deliver software value to meet mission needs. WMA has made a commitment to modernizing IT and has deployed the mission critical streamgange time series monitoring system to the cloud. A lead DevOps engineer is needed to keep that system healthy, plan, and implement resources to support further modernization of the National Water Information System.	HOLD	OCIO - Review.
1548	USGS	8/15/2017	IT Specialist	11/12	12	Middleton, WI	Other	0 Months	No	The System Administrator (SA) will assist in a complex and time-intensive hardware refresh of Water Shared Infrastructure (WSI) hardware at EROS data center; assist with the move of WSI operations from Computer Rm 3 to Computer Rm 1 at EROS data center; prepare for and assist with an upcoming software refresh of technologies including Java; assist with day-to-day activities including patching and upgrading, provisioning servers, network troubleshooting, working with software developers and project leads to plan new systems. The position may also help with system administration activities within the Water Mission Area (WMA) portion of the OEI CHS cloud IaaS environment.	The position will be advertised under two separate vacancy announcements (1-Merit Promotion, open to current USGS employees and 2-Delegated Examining, open to all qualified U.S. Citizens). A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to support WSI within the WMA, and possibly cloud-based infrastructure or shared services between the environments (such as a configuration managements server). Current timelines are critical in filling this position, given infrastructure end-of-life, core technology upgrades like CENTOS 7 and Java. This position will help administer the WSI, government data center hardware which supports WMA information delivery systems like the Water Quality Portal (WQP), National Water Census (NWC) data portal, BioData, and National Ground Water Monitoring Network (NGWMN) data portal. The WSI is also starting a substantial hardware refresh, including moving computer rooms in the data center. Without the assistance of this position to research, plan, install, configure, integrate new hardware, sequence, and execute the server room move, it will take more time to complete, running the risk of the older hardware coming out of support/warranty which jeopardizes WMA data delivery applications.	Yes	

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1549	USGS	8/15/2017	IT Specialist	13	Above 12	Middleton/WI, Columbia/SC, Minneapolis/MN, Seattle/WA	Other	0 Months	No	The Cloud Infrastructure Product Owner position will provide critical leadership and management in developing the Water Mission Area (WMA) portion of the CHS IaaS environment, developing robust operations and infrastructure support for WMA enterprise applications and systems. This position is responsible for (1) management, coordination, and oversight of the WMA cloud infrastructure, (2) leading a team of IT professionals who directly support the infrastructure and operational activities, and (3) securing the cloud infrastructure and operations, including defining access control, prioritizing patching and upgrading, and responding to security alerts and events. The incumbent will be a nexus for coordination between Software Development, Security, WMA Science Leads, and Water Science Center (WSC) and other USGS staff regarding use of the WMA portion of Cloud IaaS, as well as for collaboration to meet enterprise needs which may arise in WSCs or in coordination with other Mission Areas (i.e., Core Science Systems or Office of Enterprise Information (OEI)). The incumbent will also partner with WMA government Infrastructure Product Owner and OEI staff experienced in cloud infrastructure to advise WMA efforts on which infrastructure environments are options for their systems.	The position will be advertised internal to USGS employees. This is 1 position to be filled at either Middleton, WI, Columbia, SC, Minneapolis, MN or Seattle, WA. A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to lead the DevOps delivery team to look broadly at the IT requirements over the entire WMA and to develop a strategic IT plan on how best to meet the mission/bureau goals using advances in technology. Current timelines are critical given strong interest in moving more WMA applications into the WMA portion of the Cloud Hosting Solutions (CHS) Infrastructure-as-a-Service (IaaS) environment now that the National Water Information System (NWIS) Time Series (TS) is deployed there. This position will manage the implementation, maturation and evolution of operations and infrastructure with a cloud IaaS environment which supports WMA information delivery systems like the NWIS-TS mission critical application delivering streamflow data to the public and partners. The incumbent will serve in a pivotal role coordinating with multiple teams including Office of Enterprise Information (OEI) CHS which provides the contract vehicle, some managed services, and baseline architecture of the IaaS environment; WMA DevOps Team which performs tactical development and operation activities for WMA systems; WMA stakeholders driving functionality needs of systems in the cloud IaaS. Beyond support of enterprise WMA systems, the incumbent will play a critical role in WMA Enterprise Technology Office (ETO) being an "authorized sponsor" capable of onboarding additional WMA and Water Science Center (WSC) systems into the CHS IaaS environment. The incumbent will define the long-term strategy as well as the tactical goals for a team of development and operations staff to manage both ongoing operational tasks and more complex projects like implementation of an authorized sponsor	Yes		9/26/2017
1800	USGS	9/1/2017	IT Specialist	09 (FPL 12)	12	TBD: Middleton, WI/Sacramento CA	Other	0 months	No	This position is responsible for vulnerability lifecycle management and other security-related responsibilities for the Water Mission Area (WMA) Security System and Subsystems. The incumbent will work closely with the WMA Information System Security Officer (ISSO), WMA Security System Managers and Security Subsystem Managers (SSMs), system administrators and development staff in order to proactively manage system security posture to maintain availability of systems and secure the USGS WMA infrastructure from unauthorized access. The incumbent will also manage vulnerabilities of WMA Systems/Subsystems including pre-emptive scanning for threats to technologies used in WMA IT systems, managing vulnerabilities described by eVMS with technical staff, and providing the WMA ISSO and WMA management with updated vulnerability status across the Systems/Subsystems.	Not filling this position would risk IT vulnerabilities throughout the WMA (e.g., the National Water Information System, Water Quality Portal, National Groundwater Monitoring Network, National Water Census Data Portal and others). Not filling this position would jeopardize these WMA systems, making them prone to security issues and falling out of compliance with required security activities, and risk shutdown. IT systems are required to manage vulnerabilities in specific timeframes in order to maintain secure IT infrastructure and information integrity and reliability. The incumbent will be responsible for management of vulnerabilities of WMA Systems and Subsystems in conjunction with WMA technical staff. Establishing this position will centralize vulnerability mitigation in one position versus having the responsibility distributed across numerous Systems/Subsystems. The incumbent will become an expert in the eVMS vulnerability software and will be able to support technical System/Subsystem staff across the WMA. Existing technical staff are not able to cover the responsibilities of this position given their current responsibilities. A permanent position is the most appropriate choice for this function given constant and timely attention needed for IT vulnerabilities.	HOLD	OCIO - Review.	9/26/2017

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1801	USGS	9/1/2017	IT Specialist	12 (FPL 13)	Above 12	TBD: Middleton, WI/Sacramento CA	Other	8 months	No	This position serves as the Subsystem Security Manager for multiple WMA Subsystems. Partnership with the management, system administration and development staff of those systems is critical to addressing security-related aspects to be able to maintain availability of those systems and securing the USGS WMA infrastructure from unauthorized access. The incumbent will be responsible for managing vulnerabilities, annual contingency testing, annual self assessments, managing POA&Ms, maintaining up-to-date information in Cyber Security Assessment and Management (CSAM), and maintain networks of personnel to elevate security posture of the Subsystems and enable response to Security Issue/Incidents if needed.	This position is responsible for securing the subsystems including managing vulnerabilities, annual contingency testing, annual self assessments, and managing POA&Ms. Absent these duties, the security posture of the NWIS Legacy, NWIS Telemetry, OWI Cloud (NWIS TimeSeries) and WSI Subsystems would become prone to security issues, fall out of compliance with required security activities, and risk shutdown. IT systems are required to be managed through a Security System/Subsystem. Absent a designated Subsystem Manager, the responsibilities will fall to other staff who are already fully tasked or not trained for the position responsibilities. A permanent position is the most appropriate choice for this function.	HOLD	OCIO - Review.	9/26/2017
1804	USGS	9/1/2017	National Water Quality Coordinator	14	Above 12	TBD (outside of DC/Denver)	Other	0 months	No	Manages the operations and collection of data and information as part of the USGS National Water Quality Network (NWQN), which includes long-term water-quality monitoring networks operated by Water Mission Area's (WMA) Hydrologic Networks Branch in the Observing Systems Division (OSD). The NWQN is the principal source of nationally consistent, long-term information used for status and trends assessments and modeling of water-quality and of information used by other State and federal agencies and the Congress to determine the current conditions of water-quality of our Nation's major rivers, streams, and aquifers. The incumbent serves as the coordinator for all NWQN activities of the USGS OSD Hydrologic Networks Branch, including design and management of several national monitoring networks. The network coordinator serves as a nationally recognized authority on the USGS water-quality monitoring and serves as a technical consultant to high level managers and officials within the USGS and to other U.S. government organizations.	This position will be filled internally through Merit Promotion procedures. If the position is not filled, Water Mission Area (WMA) essential functions would not be achieved and there would be a number of adverse impacts, including delaying the ability of managers in critically impacted areas, such as the Gulf of Mexico and Chesapeake Bay, to assess progress toward nutrient reduction goals. This position is responsible for ensuring that NWQN operations support the needs of critical stakeholders such as the U.S. Environmental Protection Agency, Department of Agriculture, and the U.S. Army Corps of Engineers. The NWQN coordinator position is needed to ensure continued, consistent data collection used for reporting on water-quality conditions in U.S. rivers, streams, and aquifers, which is critical to a core function and mission delivery of the WMA National Water Quality Program. Without this position, allocation of approximately \$12M to support data collection by personnel in 32 Water Science Centers (WSCs) and analysis of collected water samples by the National Water Quality Laboratory in Denver, Colorado would be interrupted, causing delays in sampling and analysis and in some cases, loss of data and resulting gaps in long-term water-quality records.	Yes		9/26/2017
1798	USGS	9/1/2017	Physical Scientist	11/12 (FPL 12)		Jackson, MS	Other	0 months	No	This position will provide leadership and technical oversight for all large river National Water Quality Assessment (NAWQA) Program sampling projects within the five states (Alabama, Arkansas, Louisiana, Mississippi, and Tennessee) of the Lower Mississippi-Gulf Water Science Center (LMGWSC). The incumbent will work with supervisors and scientific staff to (1) schedule field work, (2) oversee staff and equipment assignments, (3) provide training, (4) ensure adherence to relevant protocols, and (5) review field forms and data returned from the lab. Center management anticipates a gain in efficiencies with manpower and equipment and a general improvement in safety and quality assurance.	The position is needed to back-fill recent and anticipated attrition and will be filled with existing staff as a merit promotion. In the past 2.5 years, LMGWSC has seen retirement of two GS-12 hydrologists specializing in surface-water quality. A GS-13 hydrologist with the same specialization plans to retire at the end of the calendar year. Filling the position of senior Physical Scientist coordinating the NAWQA large river surface-water sampling programs will provide critical leadership to complex field, lab, and analytical efforts central to USGS mission delivery in the Lower Mississippi River and Gulf of Mexico basins. The incumbent will provide the leadership necessary to ensure data-quality and consistent and uniform safety standards related to surface-water sampling.	Yes		9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1802	USGS	9/1/2017	Program Analyst	11 (FPL 12)	12	Middleton, WI	Other	0 months	No	This position will be responsible for day-to-day budget operations, procurement management (numerous IT procurements), managing service task orders (8-12 per year, 2 different vehicles), and other administrative duties including onboarding/ offboarding staff and contractors and managing property. The Program Analyst position will provide necessary support for administrative functions within the Water Mission Area (WMA) Enterprise Technology Office (ETO) and Project Management Office (PMO) for a current staff of 43 with no other dedicated administrative staff assistance.	This position is critical to supporting the functions and staff of the Water Mission Area (WMA) Enterprise Technology Office (ETO) and Project Management Office (PMO). The Program Analyst responsibilities will provide services and support needed enabling ETO to provide enterprise technology resources for WMA mission critical and other systems and for the PMO to facilitate project management for WMA activities. If the position is not filled, management of budget planning and execution, procurement management, management of Task Orders for services contracts against multiple vehicles, and other administrative duties including property, data calls, would be incomplete, deadlines would be missed, and administrative workflow functions would slow. Responsibilities include assistance with budgets planning and tracking, providing expertise and assistance to complete ETO system administration, software development, etc. These administrative duties were previously provided on a part-time basis from current staff, however, with current planned WMA retirements these responsibilities will no longer be able to be covered.	Yes		9/26/2017
1929	USGS	9/15/2017	Research Geographer	13 (FPL 15)	Above 12	Woods Hole, MA	Other	0 Months	No	The primary function of this position is to conduct research, collect, process, analyze, present, and archive geographic, geological, ecological and oceanographic data for national-and-regional scale coastal environmental assessments and mapping investigations.	Position will be filled under Sch. A authority. Position is necessary for the Woods Hole Coastal and Marine Science Center (WHCMSC) to meet its mission to map and understand coastal change at regional and national scales. This includes assessment of extreme storm impacts to coastal barriers and characterization of coastal conditions and vulnerability. Understanding and predicting coastal hazards is crucial to meeting the needs of society. The is uniquely situated in terms of both mandate and scientific capability to provide this information. The research is carried out under the USGS Natural Hazards Mission Area, with links to other USGS Mission Areas and Programs, as well as cooperative agreements with other Federal agencies, organizations, and institutions. This position fulfills the WHCMSC workforce plan by hiring an experienced research scientist who can provide interdisciplinary expertise and grow into a leadership role. The requested personnel action is critical in meeting USGS mission needs. Without this new position, DOI bureaus and state/local agencies will experience delays in access to reliable information on the extent of coastal change hazards and the implications for coastal management. Absent this information, it will not be possible to quantify vulnerability of resources, or assess the requirements, costs, and effectiveness of proposed actions to manage coastal beaches, dunes, islands, marshes and estuaries to enhance resilience to future storms and to meet resource goals.	Yes		9/26/2017

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1927	USGS	9/15/2017	Research Geophysicist	GS-13/14 (FPL GS-15)	Above 12	Menlo Park or Pasadena, CA	Other	To be vacant on Jan 1, 2018	No	The purpose of this position is to lead, prioritize, and coordinate scientific research and development related to earthquake early warning, including activities underway in the USGS and among our external university partners, in direct support of the principal objectives of the ShakeAlert Earthquake Early Warning (EEW) project. The person hired into this position will also plan, originate, and conduct peer-reviewed scientific research of direct relevance to EEW, including earthquake source characterization, wave propagation modeling, strong ground motion estimation, and earthquake probability forecasting.	This position is critical to the success of the ShakeAlert Earthquake Early Warning (EEW) project. Federal, state, and local government officials, emergency responders, utility providers, private businesses, and the public have rising expectations of the speed with which EEW can be rolled out and fully implemented. The proposed hiring action is to replace a USGS scientist who currently fills this position but who will no longer be serving in this capacity starting January 1, 2018. This position is needed to ensure continuity of operations and meet stakeholder expectations. Existing USGS staff are unable to absorb the full workload of this position while also ensuring that we meet other obligations of the USGS Earthquake Hazards Program. There are no existing personnel able to fill this position. Timetables for development, testing, and certification of the EEW prototype system, its initial limited public rollout, and its full deployment in California, Oregon, and Washington are very aggressive, and it is essential that this position be filled as soon as possible to position the USGS and its partners for success on this highly visible and impactful product. This vacancy will be advertised to all sources.	Yes		9/26/2017
1924	USGS	9/15/2017	Secretary	10	Below 12	Reston, VA	DC	1 Month	No	This is a critical position in the Office of the Associate Director (AD) for Ecosystems. Responsibilities include prioritization and coordination of responses to inquiries; analyzing issues and making decisions regarding scheduling and arranging meetings for the AD; preparing informational packages for the AD; managing all aspects of AD travel and timekeeping; assisting the AD in a variety of confidential matters by gathering, analyzing and disseminating data and information for AD to use to resolve issues within her span of control.	Position will be filled within DOI through Merit Promotion Procedures. Failure to fill this critical staff assistant position for the AD for Ecosystems could adversely affect the AD's ability to effectively and efficiently execute Mission Area program and bureau activities.	Yes		9/26/2017
1805	USGS	9/1/2017	Social Scientist	12	12	Fort Collins, CO	Denver	0 months	No	This Social Scientist position is necessary to ensure the consistency and quality of the data necessary to achieve the mandated mission of the National Land Imaging (NLI) Program. The NLI Program is responsible for implementing the Land Remote Sensing Policy Act of 1992 and ensuring the Nation's need for civil-operational land imaging is met. The NLI Program and the Social and Economic Analysis (SEA) Branch at the USGS Fort Collins Science Center have been collaborating for several years to produce social science and economic data, in the form of Landsat global user surveys and application-specific case studies, to help achieve these mission essential functions in concert with user needs. Social science and economic data continues to provide a key way to better understand who users are, what they need and what changes would result in the biggest benefits to DOI customers, the American public, and our global partners. With planning underway for future Landsat missions and heightened expectations for continuous land change monitoring and data access, the need for current social science and economic data has only increased. This position will all support the ability of the NLI to represent USGS/DOI needs in the technology development activities of NASA, other agencies, and international partners that are of interest to DOI science and land management responsibilities. A permanent GS12 social scientist (series 0101) is necessary to ensure the consistency and quality of the data necessary to achieve the mandated mission of the NLI Program.	The alternatives would be to disrupt current projects, scale back the programs, and/or turn down requests from within USGS and DOI partners; which were not considered as practical alternatives. Specifically, the alternative would be to not fulfill contractual obligations for existing projects and to decline future economic and social science work requests from USGS headquarters in Reston, partner agencies (e.g. Army Corp of Engineers, BLM, NPS, BOEM, etc.) the Department of the Interior Office of Policy Analysis, and the Secretary of the Interior's office.	Yes		9/26/2017

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1925	USGS	9/15/2017	Space & Facilities Management Specialist	12	12	Denver, CO	Denver	11 months	No	This position serves as a consultant and advisor to senior leadership, supervisors, GSA facility management, and other staff. The incumbent will administer and manage all aspects of various construction/alteration projects related to the USGS mission in non-owned USGS facilities including: coordination and control of project planning, preventative maintenance of agency-owned equipment, programming, budgeting, technical evaluations, contractor management and job site inspections.	This position will be filled internally from the USGS. It is critical that this position be located in Denver, Colorado, at the Denver Federal Center (DFC), as it is the sole project management position and is responsible for management of 30 separate GSA Occupancy Agreements on the DFC. Responsibilities include the tracking, distribution, assignment, acquisition and/or release of space across the entire 850,000 SF USGS footprint with over 800 employees. This position supports over 20 science centers, processes and manages their overtime utilities for laboratory and critical infrastructure such as the National Water Quality Laboratory; and is responsible for science center Preventative Maintenance operations for laboratory and computer room agency-owned equipment. This position is especially critical with the increased need to find opportunities to reduce space, as it is key to the planning, development, design, and implementation of the space and cost reduction projects. The USGS has released over 300 thousand square feet of space over the last five years with several more planned projects to reduce space on the DFC. This position is critical to coordinating and working directly with environmental staff in the decommissioning of laboratory space on the DFC, a requirement of GSA prior to accepting the space back into its inventory. The inability to backfill this position in Denver would directly affect existing and ongoing projects and systems support, resulting in project delays and increased costs. Because this is the only remaining USGS facility position at the DFC, not filling this position would have a significant negative impact on the ability of USGS Science Centers to carry out their mission essential activities.	Yes	
1809	USGS	9/1/2017	Statistical Assistant	5 (FPL 7)	Below 12	Reston, VA	DC	8 months	No	This is 1 of 2 Statistical Assistant positions being requested for the National Mineral Information Center (NMIC), Minerals Information Support Systems Section, Data Collection Unit. The Data Collection Unit is a critical component of the NMIC's data collection process. The Unit is responsible for the collection of commodity data on minerals worldwide from industry and a variety of other sources, statistical processing of data, and dissemination of domestic and international commodity information. The Statistical Assistant position provides data processing for the monthly, quarterly, and annual reporting cycles for several mineral commodities. Responsibilities include maintaining a respondent control file and central mailing system; auditing and editing reported data for accuracy and consistency; researching and contacting non-responding companies; managing updates to, and entering data into, a database system. The collecting and compiling of minerals data is critical to the mineral commodity specialists in formulating studies, reports, and publications that are used to meet the Bureau's minerals information mission. Statistical Assistants support the work of mineral commodity specialists who in turn support the mission of the USGS and DOI to research and assess information that will improve the understanding of mineral resource occurrence, distribution, quality, and supply. The USGS has a team of approximately 20 Statistical Assistants who review data from 35,000 survey forms covering 85 commodities from 9,000 respondents on an annual basis.	The timely, reliable, fact-based mineral information collected by the NMIC forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Examples include: 1) U.S. Department of Defense – provide up-to-date mineral commodity data to the Defense Logistics Agency (DLA) to support its mission to manage the U.S. National Defense Stockpile and advise the U.S. Congress of changes in material requirements; 2) Central Intelligence Agency – to adapt the Mineral Criticality Screening methodology to address U.S. net import reliance for mineral commodities; and 3) Department of Homeland Security (DHS) – direct support for the development of 23 Strategic Mineral Profiles to be published jointly by DHS and USGS which highlights the salient features of essential, critical, and strategic materials for the security of the U.S. homeland. These cumulative efforts provide critical information on the production and supply of minerals essential to national security. Insufficient support staff to gather data and perform quality control of that data jeopardizes the timely, reliable delivery of the objectives of all of these important USGS stakeholders.	Yes	

Date

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1810	USGS	9/1/2017	Statistical Assistant	5 (FPL 7)	Below 12	Reston, VA	DC	0 months	No	This is 2 of 2 Statistical Assistant positions being requested for the National Mineral Information Center (NMIC), Minerals Information Support Systems Section, Data Collection Unit. The Data Collection Unit is a critical component of the NMIC's data collection process. The Unit is responsible for the collection of commodity data on minerals worldwide from industry and a variety of other sources, statistical processing of data, and dissemination of domestic and international commodity information. The Statistical Assistant position provides data processing for the monthly, quarterly, and annual reporting cycles for several mineral commodities. Responsibilities include maintaining a respondent control file and central mailing system; auditing and editing reported data for accuracy and consistency; researching and contacting non-responding companies; managing updates to, and entering data into, a database system. The collecting and compiling of minerals data is critical to the mineral commodity specialists in formulating studies, reports, and publications that are used to meet the Bureau's minerals information mission. Statistical Assistants support the work of mineral commodity specialists who in turn support the mission of the USGS and DOI to research and assess information that will improve the understanding of mineral resource occurrence, distribution, quality, and supply. The USGS has a team of approximately 20 Statistical Assistants who review data from 35,000 survey forms covering 85 commodities from 9,000 respondents on an annual basis.	The timely, reliable, fact-based mineral information collected by the NMIC forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Examples include: 1) U.S. Department of Defense – provide up-to-date mineral commodity data to the Defense Logistics Agency (DLA) to support its mission to manage the U.S. National Defense Stockpile and advise the U.S. Congress of changes in material requirements; 2) Central Intelligence Agency – to adapt the Mineral Criticality Screening methodology to address U.S. net import reliance for mineral commodities; and 3) Department of Homeland Security (DHS) – direct support for the development of 23 Strategic Mineral Profiles to be published jointly by DHS and USGS which highlights the salient features of essential, critical, and strategic materials for the security of the U.S. homeland. These cumulative efforts provide critical information on the production and supply of minerals essential to national security. Insufficient support staff to gather data and perform quality control of that data jeopardizes the timely, reliable delivery of the objectives of all of these important USGS stakeholders.	Yes	
1922	USGS	9/15/2017	Supervisory Chemist	13	Above 12	Denver, CO	Denver	0 Months	Yes	1 of 2 positions. This is a supervisory position within the Analytical Services (AS) production analytical unit in the National Water Quality Laboratory (NWQL). This position is responsible for overseeing the quality of reported data and overseeing the work of 10 or more analytical chemists, physical science technicians, and student trainees in the assigned area. The primary duties of this position include supervising Federal employees and overseeing the work of contract support personnel; scheduling and prioritization of resources to process and report trace analytical results in either the Nutrients or Metals sections of the NWQL; providing technical support to internal and external customers; overseeing the quality of assigned analyses and adherence to quality assurance policies; preparing and defending budgets for the assigned units; and maintaining the safety culture at the NWQL. These positions are absolutely critical in maintaining the high quality analyses at the NWQL and analytical support to our stakeholders.	1 of 2 positions. Based on a review of the staffing and functions performed by the Metals and Nutrients Sections within the AS/NWQL, and considering current and projected workloads for the analysis of contaminants in water, tissues, and sediment, the determination was made to fill two vacant GS-1320-13 supervisory chemist positions. The Metals and Nutrients Sections supervisory chemist positions provide analytical expertise, provide oversight of all operations of these sections of the laboratory, manage personnel and budgets, and work with other sections of the laboratory, and other USGS offices, to provide analytical support to advance the mission of the USGS. The Metals and Nutrients Section supervisors provide critical data for the National Water Quality Assessment Program (NAWQA), the Toxics Hydrology Program, and Cooperative Projects in the Water Mission Area of the USGS by overseeing AS production analytical units for the analysis of trace elements, nutrients, and carbon in environmental water samples. The NWQL reduced its AS supervisory staff from 6 FTE to 4 in the last 5 years. These two vacancies are two of the 4 remaining positions. Filling these positions is critical to the successful management of the NWQL and is critical in meeting sample turn times and overseeing the quality of trace element and nutrient data produced for USGS projects. These positions provide supervisory oversight and analytical expertise for the analysis of trace element, metal, nutrient, and carbon contaminants in diverse and challenging environmental sample matrices. This supervisory oversight is essential to maintain quality control, quality assurance, and timely delivery of consistent, high quality data. Failing to fill these positions would create a void in the capabilities of the NWQL's fee-for-service operations, jeopardizing the ability to meet quality objectives, holding times, method development requirements and data turn-around times to internal	Yes	

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9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1923	USGS	9/15/2017	Supervisory Chemist	13	Above 12	Denver, CO	Denver	0 Months	Yes	2 of 2 positions. This is a supervisory position within the Analytical Services (AS) production analytical unit in the National Water Quality Laboratory (NWQL). This position is responsible for overseeing the quality of reported data and overseeing the work of 10 or more analytical chemists, physical science technicians, and student trainees in the assigned area. The primary duties of this position include supervising Federal employees and overseeing the work of contract support personnel; scheduling and prioritization of resources to process and report trace analytical results in either the Nutrients or Metals sections of the NWQL; providing technical support to internal and external customers; overseeing the quality of assigned analyses and adherence to quality assurance policies; preparing and defending budgets for the assigned units; and maintaining the safety culture at the NWQL. These positions are absolutely critical in maintaining the high quality analyses at the NWQL and analytical support to our stakeholders.	2 of 2 positions. Based on a review of the staffing and functions performed by the Metals and Nutrients Sections within the AS/NWQL, and considering current and projected workloads for the analysis of contaminants in water, tissues, and sediment, the determination was made to fill two vacant GS-1320-13 supervisory chemist positions. The Metals and Nutrients Sections supervisory chemist positions provide analytical expertise, provide oversight of all operations of these sections of the laboratory, manage personnel and budgets, and work with other sections of the laboratory, and other USGS offices, to provide analytical support to advance the mission of the USGS. The Metals and Nutrients Section supervisors provide critical data for the National Water Quality Assessment Program (NAWQA), the Toxics Hydrology Program, and Cooperative Projects in the Water Mission Area of the USGS by overseeing AS production analytical units for the analysis of trace elements, nutrients, and carbon in environmental water samples. The NWQL reduced its AS supervisory staff from 6 FTE to 4 in the last 5 years. These two vacancies are two of the 4 remaining positions. Filling these positions is critical to the successful management of the NWQL and is critical in meeting sample turn times and overseeing the quality of trace element and nutrient data produced for USGS projects. These positions provide supervisory oversight and analytical expertise for the analysis of trace element, metal, nutrient, and carbon contaminants in diverse and challenging environmental sample matrices. This supervisory oversight is essential to maintain quality control, quality assurance, and timely delivery of consistent, high quality data. Failing to fill these positions would create a void in the capabilities of the NWQL's fee-for-service operations, jeopardizing the ability to meet quality objectives, holding times, method development requirements and data turn-around times to internal	Yes		9/26/2017
1795	USGS	9/1/2017	Supervisory Hydrologic Technician	11 (FPL 12)	12	Lubbock, TX	Other	4 years	Yes	Supervisory Hydrologic Technician oversees growing field operations and personnel in Lubbock (North Texas Program Office). Serves as local Data Chief ensuring the quality and accuracy of collected hydrologic data.	Growing operations in Lubbock now require a full-time supervisor/Data chief to oversee 60 long-term streamgages, extensive water quality and groundwater modeling. Program expected to grow further in the near future.	Yes		9/26/2017
1796	USGS	9/1/2017	Supervisory Physical Scientist	13	Above 12	Flagstaff, AZ	Other	4 years	Yes	The incumbent provides leadership for and supervises the Production Group of the USGS Astrogeology Science Center. The Production Group uses data collected by interplanetary probes, satellites, and rovers to create high-precision topographic maps of planetary surfaces for NASA. These maps are critical for a variety of multi-billion dollar NASA enterprises, such as determining where to land rovers or target the collection of new data.	The duties of this position have been distributed among lower-graded individuals for the past four years. This has been cumbersome on all involved and several of their assigned duties have been disrupted. In addition, it is increasingly difficult to meet contract timelines. The workload has increased over the years making it imperative that the position be filled. The work of the Astrogeology Production Group requires close coordination and supervision to maintain the continued high quality of extremely detailed work product for NASA. Failure to fill this position will make it extremely difficult to ensure these standards without a significant slowing of workflow. This would seriously degrade Astrogeology's ability to fulfill current contracts with NASA and jeopardize future contracts as well. NASA would likely have to look to foreign contractors to find this expertise and, without NASA's continued support, USGS and the Nation would quickly lose this unique capability.	Yes		9/26/2017

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1934	USGS	9/15/2017	Supv Hydrologist	GS-1315-13	Above 12	Portland, OR	Other	New	Yes	This position is essential and necessary to meet mission-critical functions that the Oregon Water Science Center (WSC) provides for geomorphologic science in Oregon. The position is supervisor to the geomorphology team and provides important leadership for geomorphology studies for USGS stakeholders and partners who are decision-makers at Federal, Tribal, State and local agencies across Oregon. Key duties include a) building and maintaining relationships with other Federal agencies (Reclamation, U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service), State agencies (Oregon Water Resources Department), Tribes (Cow Creek, Siletz), and local governments (City of Lake Oswego, Soil and Water Conservation Districts) to accomplish USGS' water mission in Oregon State, b) development of cooperative projects, c) mentorship of junior staff, and d) supervision of team of 8 employees.	This position will be advertised internally to USGS employees. Should a candidate be found in the Oregon WSC, the incumbent's position will not be backfilled. Without the position filled, the USGS may not meet its hydrology-related mission in Oregon. Geomorphology studies in Oregon focus on understanding sediment transport, stream channel erosion and deposition, flood inundation, and how these process affect instream gravel mining resources and aquatic habitats. The science that this position oversees is necessary for Federal, Tribal, State, and local resource managers to ensure that the best available science is used in resource decisions. Without this position, many resource managers will not have the science to make informed water resource decisions. For example, the geomorphology supervisor oversees studies to understand sediment transport and the gravel budget of coast streams which provide aggregate for construction of important infrastructure, the role of stream channel characteristics on aquatic habitats to support restoration activities required by Federal and State agencies, how to manage sediment in waterways where high sediment deposition affect critical navigation, and the vulnerability of landscapes to landslides and the stability of landslides for recovery and cleanup after events. These studies and the USGS role in these and future studies will be in jeopardy without an experienced geomorphology supervisor.	Yes		9/26/2017
1935	USGS	9/15/2017	Supv Hydrologist	GS-1315-13	Above 12	Portland, OR	Other	New	Yes	This position is essential and necessary to meet mission-critical functions that Oregon Water Science Center (WSC) provides for groundwater science in Oregon. The position is a supervisor of the groundwater team in the Center and provides important leadership for groundwater studies for USGS partners and stakeholders who are decision-makers at Federal, Tribal, State and local agencies across Oregon. Key duties include a) building and maintaining relationships with other Federal agencies (Reclamation, Bureau of Land Management (BLM), U.S. Fish and Wildlife Service), State agencies (Oregon Water Resources Department, Oregon Health Department), Tribes (Umatilla, Klamath), and local governments (City of Portland, Soil and Water Conservation Districts) to accomplish USGS' water mission in Oregon State, b) development of cooperative projects, c) mentorship of junior staff, and d) supervision of team of 7 employees.	This position will be advertised internally to USGS employees. Should a candidate be found at the Oregon WSC, the incumbent's position will not be backfilled. Without the position filled, the USGS may not meet its hydrology-related mission in Oregon. Now more than ever, groundwater plays a critical role in meeting Oregon's water needs. The science that this position oversees is necessary for Federal, Tribal, State, and local resource managers to insure that the best available science is used in resource decisions. Without this position, many resource managers will not have the science to make informed water resource decisions. For example, the groundwater team leader oversees studies to understand vulnerability of springs on BLM land which are critical to sage grouse, the availability of groundwater on the Umatilla Indian Reservation which the Tribes will use to settle their water right claim, and the groundwater conditions in Harney County (home to the Malheur Wildlife Refuge) where the State of Oregon requires science to manage declining groundwater levels. These studies and USGS role in these and future studies will be in jeopardy without an experienced groundwater supervisor.	Yes		9/26/2017
1807	USGS	9/1/2017	Supv. Chemist / Hydrologist	14	Above 12	Lakewood, CO	Denver	6 months	Yes	This position is responsible for setting National Water Quality Lab (NWQL) policy and for oversight of its quality assurance practices. Incumbent ensures that these practices are being followed so that the high quality and consistency of NWQL analytical procedures and results are maintained. Primary responsibilities include working with NWQL personnel and NWQL customers such as USGS Water Science Centers across the country; updating and resolving problems with information required in the NWQL Quality Management System (QMS); and oversight of the NWQL's adherence to the bureau's policies on Scientific Integrity, Ethics, and Fundamental Science Practices. The position also provides the Lab Chief and other management team members technical advice and strategic planning for the NWQL. This position is a management position with responsibilities that also include Contracting Officers Representative oversight.	This position is necessary to meet the ongoing quality assurance needs at the NWQL. Not filling this position will mean that the bureau will lose key leadership in one of the most important, critical, areas in the NWQL. The USGS will utilize acting chiefs on detail until this position is filled. However, because the primary responsibilities of the position are to provide quality assurance oversight of all NWQL activities, provide technical and strategic advice to the Lab Chief, and be a conduit to outside Quality Assurance organizations, not filling this position would create a void in the capabilities of the NWQL's operations, and jeopardize the quality of work provided by the USGS.	Yes		9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1547	USGS	8/15/2017	Supv. IT Spec	14	Above 12	Middleton, WI	Other	0 Months	Yes	The Infrastructure Product Owner position will provide critical leadership and management in modernizing and providing robust operations and infrastructure support for Water Mission Area (WMA) enterprise applications and systems. This position is responsible for the management, coordination, and oversight of the WMA infrastructure, and for leading a team of IT professionals who directly support that infrastructure. The incumbent will also be responsible for securing the infrastructure and operations including defining access control, prioritizing patching and upgrading, and responding to security alerts and events. The incumbent will be a nexus for coordination between Software Development, Security, WMA Science Leads, and Water Science Center (WSC) and other USGS staff regarding use of WMA infrastructure as well as collaboration to meet enterprise needs which may arise in WSCs or in coordination with other USGS Mission Areas (i.e., Core Science Systems or Office of Enterprise Information (OEI)). The incumbent will also partner with WMA and OEI staff experienced in Cloud infrastructure to advise WMA efforts on which infrastructure environments are options for their systems.	The position will be filled internal to the USGS. A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to lead the Operations and Infrastructure team to look broadly at the IT requirements over the entire WMA and to develop a strategic IT plan on how best to meet the mission/bureau goals using advances in technology. Current timelines are critical to filling this position, given infrastructure end-of-life, core technology upgrades like CENTOS 7 and Java. The WMA Strategic Science Plan (USGS Circular 1383-G) includes "Strategy built around observing, understanding, predicting and delivering water science for the next decade by building new capabilities, tools and delivery systems to meet the Nation's water resource needs." Success in meeting these WMA goals means providing robust, modern, secure infrastructure on which to support information delivery systems. The primary responsibility of this position is to provide that infrastructure including an immediate need for modernization. There is a critical need to fill the position to provide immediate planning for hardware, software refreshes and upgrades, move of computer rooms, and ongoing support for WMA enterprise applications.	Yes	
1814	USGS	9/1/2017	Supv. IT Specialist	13	Above 12	Patuxent, MD	DC	8 years	Yes	This position is the supervisory information technology (IT) administrator for the USGS Patuxent Wildlife Research Center (PWRC). Management, sharing, planning, coordination, execution, and evaluation of PWRC IT resources are essential to the success of PWRC science programs. Work directed/coordinated by the incumbent services more than 200 PWRC employees, including its field stations and USGS activities at the national level. The incumbent directs and manages the PWRC IT program and enterprise architecture, including overseeing Center IT reviews and strategic planning; preparation and implementation of the Center's IT budget; identifying and addressing IT workforce planning and management issues, such as recruitment, retention, and training; and daily functioning and implementation of changes. The incumbent ensures that the PWRC enterprise structural framework is current and meets the PWRC scientific needs; serves as the Center's Computer Security Officer and is responsible for the design, acquisition, modification, evaluation, and use of software intended to ensure that automated systems are secure from unauthorized use, viral infection, and other problems that would compromise information, confidentiality or privacy of data, or other aspects of overall system security; develops computer security policy, guidelines, and procedures for systems typically requiring differing and often conflicting security controls; and establishes risk-management procedures and ensures that risk-management techniques are applied to all new or modified computer applications. The incumbent is also a member of the Bureau's IT security team that develops policies that impact programs of a national or international scope. The incumbent also oversees the PWRC Building Security System; coordinates building security system parameters such as building closures; monitors system activity; ensures regular backups; and coordinates technical support for the	This is a resubmission of 1082. This is a management position that has been vacant for 8 years with increasing negative impacts to mission-critical national data programs, as well as IT security and IT workforce planning. The Center's IT planning, including preventative maintenance and keeping up with rapidly changing security technology is lagging. The Acting Center Director and staff are no longer able to effectively triage basic support and security needs (i.e., through attrition, the IT team has been reduced to 2.5 FTEs). Filling this management position will re-establish the IT component and IT security into management and planning at the PWRC.	HOLD	OCIO - Review.

Date

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments	Date
1931	USGS	9/15/2017	Supv. IT Specialist	14	Above 12	TBD (Outside of DC/Denver)	Other	0 Months	Yes	The Branch Chief position will provide critical technical leadership and management in implementing software development lifecycle best practices and techniques using agile methodologies. This position is responsible for the management, coordination, and oversight of software development for Water Mission Area (WMA) applications and systems, and for leading a team of IT professionals who perform software development.	Software development methodologies used within the Water Mission Area (WMA), coordinate the use of development best practices across divisions, collaborates with the field and partners to develop approaches to meeting data storage, analysis, integration, access needs of USGS and collaborators on shared government infrastructure and within a cloud environment, provide senior IT Lead project management services for national-level projects such as National Water Information System (NWIS) Modernization in addition to other Lead responsibilities. The impact on the mission if the position is not filled is that best practices, policy and guidance to WMA software developers, and senior technical leadership would be unavailable to support WMA information system delivery efforts resulting in a portfolio of stove-piped systems with divergent development pedigrees requiring more attention overall to manage and maintain. The position is initially funded through FY17 appropriated Water Program funding prior to onboarding 10/1/17 (as part of the planned FY18 reorganization of WMA) into the newly established Office of Chief Operating Officer (OCOO), Enterprise Technology Branch (ETO), Engineering Branch. There is a critical need to fill the position to provide oversight and guidance to a cohesive and efficient information system development process for WMA. WMA Strategic Goals and Objectives for 2018-2022 include "Goal A. Ensure the Nation has the necessary water science, data and information to support human well-being". The WMA Strategic Science Plan (USGS Circular 1383-G) includes "Strategy built around observing, understanding, predicting and delivering water science for the next decade by building new capabilities, tools and delivery systems to meet the Nation's water resource needs". Success in meeting these goals means development of systems capable of providing	HOLD	OCIO - Review.	9/26/2017
1808	USGS	9/1/2017	Supv. Statistical Assistant	8/9 (FPL 11)	Below 12	Reston, VA	DC	0 months	Yes	The National Mineral Information Center (NMIC), Minerals Information Support Systems Section, Data Collection Unit, is a critical component of the NMIC's data collection process. This Unit is responsible for the collection of commodity data on minerals worldwide from industry and a variety of other sources, statistical processing of data, and dissemination of domestic and international commodity information. The Supervisory Statistical Assistant is responsible for overseeing the collection and statistical processing of metals and minerals data. As a supervisor of 8-10 employees, this position monitors and reviews projects, products, and internal work processes, and maintains quality control. Because of the complexity of the data collection process, the incumbent must maintain databases and metrics on the Unit's products and services for assessment of work quality, quantity, and timeliness.	The timely, reliable, fact-based mineral information collected by the NMIC forms the foundation of all NMIC products and directly supports the mission of other U.S. Government agencies, including those related to national security. Examples include: 1) U.S. Department of Defense – provide up-to-date mineral commodity data to the Defense Logistics Agency (DLA) to support its mission to manage the U.S. National Defense Stockpile and advise the U.S. Congress of changes in material requirements; 2) Central Intelligence Agency – to adapt the Mineral Criticality Screening methodology to address U.S. net import reliance for mineral commodities; and 3) Department of Homeland Security (DHS) – direct support for the development of 23 Strategic Mineral Profiles to be published jointly by DHS and USGS which highlights the salient features of essential, critical, and strategic materials for the security of the U.S. homeland. These cumulative efforts provide critical information on the production and supply of minerals essential to national security. Insufficient supervisory and support staff to gather data and perform quality control of the data jeopardizes the timely, reliable delivery of the objectives of all of these important USGS stakeholders. This supervisory position is critical to ensure the continuity of the workflow. This position will be filled internally through Merit Promotion procedures.	Yes		9/26/2017

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Associate Deputy Secretary Approval	Comments
1926	USGS	9/15/2017	Technical Writer-Editor	11 (FPL 12)	12	Tacoma, WA	Other	0 Months	No	Incumbent edits USGS-series reports and scientific journal articles, reports for partners in Federal, state, and local governments and academia, and selected outreach products aimed at the general public. These information products cover a wide range of natural-science-related topics. Working with the visual information specialist, advises scientists on appropriate publication series and medium for presenting the results of their scientific work; on preparing text electronically; and on format, style, and accepted standards. Explains USGS publication policies. Stays informed on current policy, general trends, and technological advances in order to make appropriate decisions and recommendations for timely and cost-effective publishing. Acts as liaison between authors and other staff on the production of conventionally and electronically prepared layouts and illustrations, on acquiring appropriate material, and on printing. Works with other staff to establish scheduling, production methods, and quality of individual jobs. Performs or directs the marking of manuscripts with style and format instructions for production and layout; reviews design and layout.	This position will be filled internally through Merit Promotion procedures. The USGS Science Publishing Network (SPN) has lost several senior technical editors through retirements and continues to have too few editors with experience in both complex technical editing and publishing project management to meet customer needs. Project management includes overseeing the team (editor, illustrator, layout, web) and performing critical QA/QC tasks at key points in the publication process. This can impact timely delivery of scientific reports to partners and cooperators. Having an additional senior technical editor with project management capabilities will assist in the USGS's continuing effort to uphold excellent customer service and customer satisfaction, to improve the timeliness of publication delivery, and to support its mission "to provide timely, relevant, and usable information." There is not another senior technical editor available to handle project management for the Science Centers.	Yes	

Date

9/26/2017

**From:** Pletcher, Mary  
**To:** [Christopher B Lawson](#)  
**Subject:** hiring waiver Excel files  
**Date:** Sunday, August 27, 2017 10:31:17 AM  
**Attachments:** [Consolidated Hiring Waiver Requests 2017-08-15.xlsx](#)  
[Consolidated PMB Hiring Waiver Requests 2017-08-15.xlsx](#)  
[IT Hiring Requests 071517 and 080117.xlsx](#)

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Here are the three Excel files - all requests, IT requests and PMB. I've sent the decisions out to the bureaus and PMB.

Thanks for all of your help on the hiring waiver process.

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1517	USGS	8/1/2017	IT Specialist	GS-12	12	Menlo Park, CA	Other	0 Months	Serves as the primary System Administrator for an enterprise LAN. Installs and maintains software and hardware, controls current versions and future releases of applications software. Documents the physical configuration of an information system; optimizes the functionality of networks and systems; and diagnoses and recovers failed systems. Optimizes system performance; reallocates resources as they become available and recommends additional components to improve overall system performance. Provides technical guidance in designing, coding, testing, debugging, and maintaining programs.	This is an internal vacancy. This position is essential to the ongoing mission of the USGS as it provides critical system infrastructure support for Active Directory implementation, maintenance, and systems security for the Office of Enterprise Information (OEI) and USGS customers. This position will enable USGS to meet critical Homeland Security and DOI requirements including the requirement for supporting major Investments for the USGS to support over 20,000 endpoints across the bureau. A lack of expertise in this service will result in a decrease in customer support, outage response, cloud migration and systems integration, resulting in poor response time to mission critical systems throughout the U.S., severely degrading the capabilities of the USGS mission. The position serves as a lead Active Directory specialist with responsibility for the planning, implementation and maintenance of authentication, software asset management and secure configuration validation to support customer requirements. The specialist will serve as a technical lead for systems implementation within the USGS enterprise environment. Identifies and mitigates security vulnerabilities and risks; and maintains system integrity and availability. Failure to fill this position will result in not successfully supporting Active Directory, System Center Configuration Manager (SCCM), IBM EndPoint Manager (IEM)/BigFix , Two Factor Authentication (TFA)/Strong Authentication, and other DOI initiatives.	Yes
1139	USGS	7/15/2017	IT Specialist (Internet)	GS-13	Above 12	Tucson, AZ	Other	N/A	Information Technology (IT) Specialist within the Office of Water Information, Water Mission Area (WMA). Position provides web design and development, security updates and remediation for these systems, software development, technical support, database expertise, and technical assessments related to complex computer and information management systems. Responsible for evaluations of various state-of-the-art computer tools and techniques, and implementation of the selected tools and models, while utilizing various information management, computer technologies, and standards within the framework of creating a fully integrated, state-of-the-art WMA World-Wide-Web (WWW) presence.	This position is critical to the WMA and its ability to create and maintain a fully integrated, state-of-the-art WWW presence. If this position is not filled, support and development of data delivery systems, web content management, Water Resources Research Institute grants administration, and internal project and profile tracking for research teams will be adversely affected. This position will be advertised internally throughout the USGS. There may be qualified candidates from DC/Denver locations.	Yes

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS Recommendation	Deputy Secretary Approval	Comments
19	BFPA	PPP	8/1/2017	Program Analyst	GS-15	Washington, DC	Existing FTE allocation	No	Program Analyst responsible for working with multiple bureaus on the Department's strategic planning, performance measurement, select Agency Priority Performance Goals and related activities. Her role has expanded to include advising and coordinating activities among bureaus, representing the Department, advising senior officials, and preparing responses to White House policy offices on the review and approval of infrastructure projects in accordance with the Fixing America's Surface Transportation Act -- Title 41 (FAST-41), the Federal Permitting Improvement Steering Council (FPISC), and the White House's attention on improving infrastructure permitting (see attached details).	As the Department's main coordinator, analyst, and supporting implementation specialist on Fixing America's Surface Transportation Act -- Title 41 (FAST-41), the Federal Permitting Improvement Steering Council (FPISC), and the White House's priority initiative on improving infrastructure permitting, the loss of this individual would cripple the Department's ability to contribute to these high priority initiatives of Congress and the White House. A promotion to GS-15 will provide continuity, help recognize her capabilities and contribution to this initiative, and improve the probability of her retention in performing this function.	No	No	No	Yes	No	Yes	Yes	Will advertise for this position.
20	PRE	OAS	8/1/2017	Aviation Safety Inspector (Operations-Rotor)	GS-1825-12/13	Boise, ID	4 Years - NOTE: this position has been advertised each of the last 4 years, but returned no qualified candidates for this highly specialized safety position. Advertised again in early 2017, we did identify a qualified candidate for this position, but have been unable to hire due to the hiring freeze.	No	Position provides direct mission support to all 10 bureaus and our interagency partners in USFS through inflight performance and safety compliance evaluations of government, commercial and other cooperating agency helicopter pilots to ensure they have the required skills and knowledge to safely and effectively complete wildland fire and natural resource missions. This position is integral to DOI fulfilling its legal requirements as a Public Aircraft Operator as defined in 49 U.S.C. § 40102(a)(41) and § 40125 and regulatory requirements in FAA Advisory Circular 00-1.1A, dated 2/12/14 . Nationwide shortages of qualified pilots and higher pay available for pilots with these unique skills in the private sector have prevented this position from being filled until now. OAS found a qualified candidate, but was unable to complete the hiring process prior to the hiring freeze. Current and projected increases in aviation usage in support of DOI bureau missions makes filling this position now even more critical.	OAS is responsible for conducting inflight performance and safety compliance evaluations of government, commercial, and cooperating agency helicopter pilots in fulfilling DOI's legal requirements as a Public Aircraft Operator as defined in 49 U.S.C. § 40102(a)(41) and § 40125 and regulatory requirements in FAA Advisory Circular 00-1.1A, dated 2/12/14 . Previously, capacity gaps caused by this vacancy were picked up by our U.S. Forest Service partners. However, Forest Service currently has 5 helicopter inspector vacancies that will preclude previous levels of support that were critical to OAS meeting its legal, regulatory, and bureau mission support requirements. With the vacancies, the current inspectors can't keep up with the work. If unfilled, and with current staff, there are pilots who will not be evaluated and approved for use until late in the fire season. This will leave DOI government, contracted, and cooperating agency helicopters without approved pilots and significantly impact the national wildland fire and natural resources field season efforts. This position is also critical to OAS succession planning as we know that two current helicopter inspector pilots are planning to retire within then next 12-15 months.	No	No	Yes	Yes	Yes	Yes	Yes	

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS Recommendation	Deputy Secretary Approval	Comments				
21	PRE	OAS	8/1/2017	OAS Assistant Director for Safety, Training, Program Evaluations, & Technical Services	GS-15	Boise, ID	6 Months - previous incumbent hired by OWF as Deputy Director in Boise	Yes	Position provides direct mission support to all 10 bureaus and our interagency partners in USFS. Assistant OAS Director. Responsible for coordination of OAS Technical and Aviation Safety, Program Evaluation, and Training services which provide direct support to the Bureau field personnel performing DOI missions. Responsible for overall collaboration, coordination and oversight for the development, implementation and maintenance of Departmental level aviation policy governing Department-wide aviation activities through the publication of Departmental Manuals, Operational Procedures, Memorandums, Handbooks and Guides, etc. Serves as the primary representative to numerous DOI/Bureau and interagency aviation committees and boards. Responsible for ensuring delivery of essential safety services that enable all 10 bureaus to deploy annually with safe and mission-ready aircraft for field and fire season.	The position has been vacant for the past six months, the duties for this position are currently spread among several OAS managers as additional duties, which is having a negative impact on these employee's ability to complete work and adequately service our 10 Bureau partners. This position effects day-to-day operations along with Bureau communication and policy coordination. This vacancy is critical due to the connection between this position and the delivery of essential safety services that enable all 10 bureaus to deploy annually with safe and mission-ready aircraft for field and fire season.	No	No	Yes	Yes	Yes	Yes	Yes	Yes				
23	PRE	OEM	8/1/2017	Executive Director (Federal Executive Board of Minnesota)	GS-14	Minneapolis/St. Paul, MN	Incumbent has been on maternity leave since June 5, 2017 and intends to vacate the position on July 21, 2017. Waiver request is to re-promote the Assistant Director to this position.	Yes	Incumbent serves as the Executive Director of the Federal Executive Board of Minnesota (FEB), which is comprised of agency heads to all Federal entities including all civilian agencies, U.S. Postal Service and military departments in Minnesota. The Executive Director works daily with members of the board which includes political appointees, Senior Executives and military commanders. The FEB supports the operation of approximately 220 Federal establishments with over 45,000 employees throughout the State of Minnesota and portions of North Dakota, South Dakota and western Wisconsin. This region includes the Twin Cities metropolitan area of Minneapolis and St. Paul.  The Executive Director leads the FEB functions as the focal point for coordinating and sharing available information and expertise among Federal agencies through the activities of its councils/committees, and serves as a major point of contact between the private sector and government in areas of local and Federal concern. The FEB provides a local "mini cabinet" in response to national initiatives and pressing metropolitan and statewide issues confronting Federal government agencies in the areas of Emergency Preparedness, Security and Employee Safety; Workforce Development and Support; and Intergovernmental Collaboration & Community Outreach. The FEB creates a wide range of partnerships within the Federal community, U.S.	Modeling the OPM Washington, DC, Area Dismissal and Closure Procedures, the FEB provides an All Hazards Emergency Notification and Advisory Plan for local Federal agency leaders. This includes a function similar to that of OPM to provide open and closure information regarding real world events including: blizzards, flooding, heavy rain, power outages, shootings, sleet, snow, water outage, and winter weather. This service provides protocols for emergency actions and a 24/7 emergency contact system for all the federal agencies. The amount of coordination with The National Weather Service, FEMA and the rest of the Board cannot be handled by only one position 365 days a year. The end results would have a negative impact on the safety of federal employees (including DOI) and the public.  FEB MN leads 13 different councils and programs to support the federal community in Minnesota, in addition to organizing 26 different health benefit fairs during opens season, managing a ten month leadership development program, organizing over 24 trainings, and managing congressional briefings both locally and regionally, and overseeing a free alternative dispute resolution program. These initiatives have saved the federal government over \$650,000 each year. In the last 12 months, these programs have saved DOI agencies in MN over \$52,000. The development, planning, coordination and implementation of these programs and trainings	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OPM directed program. Funded by WCF.

Consolidated PMB Hiring Waiver Requests 2017-

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS Recommendation	Deputy Secretary Approval	Comments	
24	PRE	OEM	8/1/2017	Assistant Director (Federal Executive Board of Minnesota)	GS-12	Minneapolis/St. Paul, MN	Incumbent has been acting Executive Director since June 5, 2017 and eligible for re-promotion to GS-14. Waiver request is to backfill the Assistant Director to this position.	No	<p>Incumbent serves as the Assistant Director of the Federal Executive Board of Minnesota (FEB), which is comprised of agency heads to all Federal entities including all civilian agencies, U.S. Postal Service and military departments in Minnesota. The Assistant Director works daily with staff of member agencies of the board which coordinates the activities of board member which includes political appointees, Senior Executives and military commanders. The FEB supports the operation of approximately 220 Federal establishments with over 45,000 employees throughout the State of Minnesota and portions of North Dakota, South Dakota and western Wisconsin. This region includes the Twin Cities metropolitan area of Minneapolis and St. Paul.</p> <p>The Assistant Director coordinates the FEB functions as the focal point for coordinating and sharing available information and expertise among Federal agencies through the activities of its councils/committees, and serves as a major point of contact between the private sector and government in areas of local and Federal concern. The FEB provides a local "mini cabinet" in response to national initiatives and pressing metropolitan and statewide issues confronting Federal government agencies in the areas of Emergency Preparedness, Security and Employee Safety; Workforce Development and Support; and Intergovernmental Collaboration &amp; Community Outreach. The FEB creates a wide range</p>	<p>Modeling the OPM Washington, DC, Area Dismissal and Closure Procedures, the FEB provides an All Hazards Emergency Notification and Advisory Plan for local Federal agency leaders. This includes a function similar to that of OPM to provide open and closure information regarding real world events including: blizzards, flooding, heavy rain, power outages, shootings, sleet, snow, water outage, and winter weather. This service provides protocols for emergency actions and a 24/7 emergency contact system for all the federal agencies. The amount of coordination with The National Weather Service, FEMA and the rest of the Board cannot be handled by only one position 365 days a year. The end results would have a negative impact on the safety of federal employees (including DOI) and the public.</p> <p>FEB MN leads 13 different councils and programs to support the federal community in Minnesota, in addition to organizing 26 different health benefit fairs during opens season, managing a ten month leadership development program, organizing over 24 trainings, and managing congressional briefings both locally and regionally, and overseeing a free alternative dispute resolution program. These initiatives have saved the federal government over \$650,000 each year. In the last 12 months, these programs have saved DOI agencies in MN over \$52,000. The development, planning, coordination and implementation of these programs and trainings</p>	No	No	Yes	Yes	Yes	Yes	Yes	Yes	OPM directed program. Funded by WCF.

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28	TIBS	OHA	8/1/2017	Attorney-Advisor	GS-11-14	Arlington, VA	4 months, since 2/4/17	No	Attorney conducts research, drafts decisions, and supports Board judges. The range of topics before the IBLA is broad.	IBLA receives a steady inflow of cases each month, usually 15 - 25 cases, with a peak this March of 50 cases. The number of pending cases continues to increase. At the end of February, IBLA had 364 pending cases and at the end of May, there were 381. IBLA is working on a number of fronts to improve the quality of decisions, including implementing judicial writing principles taught by the leading expert in the field. The Board has instituted deliberation meetings to streamline its reaching consensus decisions. The previous incumbent took another job and was able to leave just before the original hiring freeze took effect. We were poised to seek replacement authority immediately. IBLA is experiencing a 23% reduction in staffing due to this attorney vacating her position, a judge on a year-long detail, and a veteran legal assistant having also left in February to take another position. IBLA's workforce model is based on having 5-6 judges, 5 attorneys, 1 paralegal and 1 legal assistant. The work of the staff attorneys is critical to having the judges meet annual production quotas. Without hiring for this position, judges are currently having to review cases cold, conduct their own research, etc., which slows the process of deliberation toward reaching consensus decisions. Recently, we have had a number of press and Congressional inquiries about the length of time required to issue decisions and the longer we are without a full complement of attorneys, the more likely our pending caseload will grow more rapidly, leading to longer resolution timeframes.	No	No	No	Yes	No	Yes	Yes	Submit to Deputy Secretary for approval.

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74	BFPA	BIO	8/15/2017	Project Management Division Chief	GS-15	Lakewood, CO or Reston, VA	1-Jan-17	Yes	The Business Integration Office (BIO) Project Management Division Chief is a critical position which manages the BIO's complex, time-sensitive body of work, including all efforts to maintain technical currency, improve reporting and business intelligence for the Financial and Business Management System (FBMS), improve ease of using the system, and implementation of bureau requested upgrades. Proper management of this complex work is critical to the success of the Department's enterprise business system and the ability of DOI to leverage the large investment already made in FBMS.	This leadership position is critical to all aspects of BIO operations and the support it provides to Interior's business community. The BIO maintains a complex, integrated project portfolio. FBMS updates required to meet legislative requirements (e.g., DATA Act and G Invoicing), comply with government-wide management initiatives (e.g., SmartPay3), and ensure integrity of the Department's data, and the security posture to protect that data, require careful planning and resource coordination across multiple functional and technical areas. Project management serves as the nexus of this planning to ensure that all tasks are identified, properly understood, sequenced, and coordinated. Project management is critical in ensuring these tasks are completed on time and with quality. Without this position, the Department is at risk for missing deadlines for required system improvements that would put all DOI operations that are dependent on FBMS at risk. Approximately 12,000 people in DOI use FBMS with an average of over 5,000 using FBMS on a daily basis. Examples of DOI operations dependent upon FBMS include all acquisitions, the financial statement and audit, PILT which distributed over \$465M to local governments in FY17 and the Refuge Revenue Sharing Act (RRSA) payments that distributed over \$22M to counties and local governments.	No	No	No	No	No	Yes	Yes	Will collapse 3 GS-15 positions into one position.
75	BFPA	BIO	8/15/2017	Junior Architecture Analyst	GS-11/12	Reston, VA	10-Jul-16	No	The position ensures quality management of the Financial and Business Management (FBMS) cloud hosting contract valued at \$8-9M annually. This position is critical to the Business Integration Office's ability to ensure high quality performance of the cloud hosting vendor. This position provides objective, high quality analysis of cloud operations to ensure cloud cost control and strong vendor/contract oversight. This position also performs analysis on service agreements for intra-agency hosting service support.	Interior's migration of the Financial and Business Management System (FBMS) to cloud hosting was a significant investment and requires careful monitoring and oversight to ensure cost control. Cloud hosting is a complex service that requires detailed knowledge of several cost variables in order to ensure that billing for the service is accurate. This position is key to ensure vendor accountability and tight cost control; without it the Department is at risk for rising costs to support the hosting of FBMS in the cloud. In the current contract year, this position identified \$248,000 in cost avoidance due to inaccurate billing identified by the Business Integration Office. This position also monitors system availability, which is critical to maintaining system continuity and access for almost 12,000 users who are dependent on FBMS to support the DOI mission.	No	No	No	No	No	Yes	Yes	

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80	TIBS	OHA	8/15/2017	Indian Probate Judge (IPJ)	GS-15	PHD	5 months, since 2/18/2017	No	The IPJ works to manage and reduce the caseload of Indian Probate cases. Presides over hearings to determine heirship and appropriate distribution of trust assets. By law, has the same authority to conduct and decide these cases as the ALJ's do. Exercises all the duties associated with preparing for and conducting probate hearings. A specialized knowledge of Indian laws and regulations governing heirship, will validity, deceased's marital status, determination of paternity of children for inheritance purposes, determination of nationality or citizenship of potential heirs, identification of allottees or the validity of allotments of land, determination of the propriety of creditors' claims, and distribution of trust assets, among others, are necessary to fully perform the functions of an IPJ.	PHD manages a very large nationwide docket of probate cases, striving to render 5500-6000 cases per year. PHD continues to work toward managing its cadre of judges to be as mobile as possible to meet the needs of probate case management anywhere in the country. Filling this position will maintain a balance of judges and support staff that has been the working model for several years. Not filling this position will result in further delayed adjudication of probate cases thus increasing the backlog of cases to be decided.	No	No	No	No	No	Yes	Yes	Not in DC or Denver.
81	ONRR		8/15/2017	Auditor (20 positions)	*FPL GS-12	**Houston, Dallas, Oklahoma City, Tulsa	1/16 - 2/17	No	The incumbent is responsible for the review, analysis, and audit of lessee, operator, and payor records covering mineral production and sales from Federal and Indian mineral leases.	Underpayment of Federal and Indian royalties could potentially go unreported thus resulting in the ultimate recipient (States, Tribes, Individual Indian mineral owners and Federal Treasury) receiving improper payments.	No	No	No	Yes	No	Yes	Yes	
82	ONRR		8/15/2017	Program Manager	GS-15	TBD		Yes	The incumbent assists the Program Director in managing and overseeing the work of ACM. Also provides direct supervision to employees on his immediate staff and facilitates and ensures the collaboration, coordination and communication between various offices to ensure consistent application and interpretation of policies and procedures. Serves as an ONRR representative in dealing with senior officials with ONRR, DOI, other Federal agencies, and high ranking representatives from the oil and gas industry. Oversees the overall planning, direction, and timely execution and measurement of activities performed by the staff through the development and implementation of organizational goals and objectives, and communicates plan to the organization.- Participates in the development of multi-year and longer-range work plans. Responds to Congressional inquiries, and GAO and OIG requests both in written and oral form. Oversees the implementation of new procedures, practices, and strategies. Performs other related duties, as assigned including oversight of all system	Oversight and independent testing of AM internal controls under requirements of A-123 will be lost. Oversight of audit monitoring for compliance with internal policies and GAO standards will be reduced. Continual review and updating of audit policies and procedures will discontinue. Independent validation of courses which qualify for the required 80 hours of continuing education required under the GAO Yellowbook will be lost. Single source of data for reporting of established performance measures will be lost. Single Source contact for GAO/OIG investigations will be lost which could result in delayed and inconsistent responses to data requests. Data requests received from the contractor performing the CFO audit may lose priority and result in inconsistent/late responses. Loss of communication/coordination with BLM and BSEE in the area of production accountability would be compromised. Consolidated approach to identifying and prioritizing AM IT system issues/enhancements would be severely compromised.	No	No	No	Yes	No	Yes	Yes	
84	AS-PMB		8/15/2017	Deputy Director	GS-14	Washington, DC	1 year +/ ( 15 months)	Yes	Formulates, develops and plans policies, guidance, budget formulation and justification. Reallocates funds for SIO, PMB, WS, LMM, OS and other offices the Division supports. Manages and supervises subordinate staff, manages FBMS reallocation and purchase requests, sales orders and provides daily assistance to the SIO and AS-PMB.	The position has been vacant for 2 years and has broad impacts on budget, facilities, supervision and purchases made for the SIO and the Division, Manages the contracts for cellular service and IT equipment for the political appointees and senior level career staff. The position is integral to the management of the Division, and the support for senior level management throughout the Office of the Secretary. If not filled, performance appraisals, complaints, and administrative management will be compromised as there will not be two level management for the	No	No	No	No	No	Yes	Yes	

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85	AS-PMB		8/15/2017	Administrative Officer	GS-12/13	Washington, DC	1 year	No	Fund reallocation, COR for several contracts and grants, acquisition and budget formulation and processes. Charge card reallocations for several OS and PMB Offices.	Contracts, payment, fund reallocation, facilities set up, services to the Division, AS-PMB, AS-WS, AS-LM and SIO contracting work will fail, payments will fall behind and senior management will not receive the support needed to work on the mission of the Department. Reallocation of credit card charges may be compromised.	No	No	No	No	No	Yes	Yes	
86	TIBS	OCIO	8/15/2017	IT Specialist (Infosec) CDM Program Manager	GS-14	Reston/DC  Location Rationale/Justification: This position has a need to be located in the DC area because as the DOI CDM Program Manager, they will be required to attend meetings in person at the DHS headquarters in Arlington VA. The recurring meetings happen at a minimum monthly and sometimes twice a month. They will also be the DOI representative to sit on contract evaluation teams. These evaluations usually take 4-8 weeks to complete and are required to	8 months (Realigned vice Richard Delph position)		The duties of this position are inherently governmental. The primary purpose of this position is to develop plans, budgets and resource estimates, oversee their execution, and act in an information security program lead role for the DOI's implementation of the Department of Homeland Security (DHS) Continuous Diagnostics and Mitigation (CDM) program.	DOI's networks and information systems are under attack daily. Information Assurance personnel are critically needed to help ensure that cybersecurity and privacy controls continue to be properly planned for, selected, designed, implemented, operated, maintained, and continuously monitored for indications of compromise and assessed for ongoing control effectiveness.  DOI has roughly 150 employees who have access to classified computer systems located across the United States. DOI has roughly 500 employees with a TS/SCI Security Clearance and over 8,000 with Secret and Top Secret Security Clearances. Unauthorized access to, or disclosure of, information relating to employees or contractors that possess security clearances could make them espionage targets with adverse implications for national security. In addition to its own employees, DOI also provides financial management and payroll services to a host of other United States Federal government agencies, many of whom also have personnel that possess security clearances. The compromise of those systems could provide additional information about personnel that could be exploited.  DOI also has unclassified information assets that must be protected including satellite technology and capabilities, hydro-electric power/electrical grid architectural and design details, vulnerability and	No	No	Yes	No	No	Yes	Yes	

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87	TIBS	OCIO	8/15/2017	IT Specialist (Infosec) CDM Project Manager	GS-13	Location Negotiable after selection. DC and Denver locations will be excluded from permissible hiring locations when advertised.	10 months (Realigned vice Tim Wight position)		<p>This position is responsible for guiding security projects that support the Department of Homeland Security (DHS) Continuous Diagnostics and Mitigation (CDM) program through the technical engineering aspects of information systems confidentiality, integrity, and availability and ensure agency components fully meet Federal information security requirements.</p> <p>This position will be advertised as a 4-year term appointment.</p>	<p>DOI's networks and information systems are under attack daily. Information Assurance personnel are critically needed to help ensure that cybersecurity and privacy controls continue to be properly planned for, selected, designed, implemented, operated, maintained, and continuously monitored for indications of compromise and assessed for ongoing control effectiveness.</p> <p>DOI has roughly 150 employees who have access to classified computer systems located across the United States. DOI has roughly 500 employees with a TS/SCI Security Clearance and over 8,000 with Secret and Top Secret Security Clearances. Unauthorized access to, or disclosure of, information relating to employees or contractors that possess security clearances could make them espionage targets with adverse implications for national security. In addition to its own employees, DOI also provides financial management and payroll services to a host of other United States Federal government agencies, many of whom also have personnel that possess security clearances. The compromise of those systems could provide additional information about personnel that could be exploited.</p> <p>DOI also has unclassified information assets that must be protected including satellite technology and capabilities, hydro-electric power/electrical grid architectural and design details, vulnerability and</p>	No	No	Yes	No	No	Yes	Yes	

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88	TIBS	OCIO	8/15/2017	Information Assurance (Cybersecurity) Strategic and Capital Planning, and Portfolio Mgmt Branch Chief	GS-15				<p>The duties of this position are inherently governmental. This position provides leadership and management of the agency-wide Information Assurance (Cybersecurity) Strategic Planning; Information Assurance (Cybersecurity) Capital Planning; and Information Assurance (Cybersecurity) Portfolio Management programs.</p> <p>The purpose of this vacancy announcement is to give well qualified OCIO candidates in the Denver area opportunities for promotion. If an internal candidate is selected we will not backfill behind the person selected.</p>	<p>Position realignment - internal hire with no backfill</p> <p>DOI's networks and information systems are under attack daily. Information Assurance personnel are critically needed to help ensure that cybersecurity and privacy controls continue to be properly planned for, selected, designed, implemented, operated, maintained, and continuously monitored for indications of compromise and assessed for ongoing control effectiveness.</p> <p>DOI has roughly 150 employees who have access to classified computer systems located across the United States. DOI has roughly 500 employees with a TS/SCI Security Clearance and over 8,000 with Secret and Top Secret Security Clearances. Unauthorized access to, or disclosure of, information relating to employees or contractors that possess security clearances could make them espionage targets with adverse implications for national security. In addition to its own employees, DOI also provides financial management and payroll services to a host of other United States Federal government agencies, many of whom also have personnel that possess security clearances. The compromise of those systems could provide additional information about personnel that could be exploited.</p> <p>DOI also has unclassified information assets that must be protected including satellite technology and capabilities, hydro-electric power/electrical grid architectural and design details, vulnerability and</p>	No	No	Yes	No	No	Yes	Yes	

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89	TIBS	OCIO	8/15/2017	Privacy Act Specialist	GS-12/13 FPL 14	Location Rationale/Justification: No Location Dependencies exist. This function can be performed from any location within the Continental United States. Travel may be required to participate in annual training and breach response capability testing events.	1 year and 4 months		<p>The duties of this position are inherently governmental. This position serves as a Privacy Act subject matter expert and functional area lead in the DOI Privacy Office, and provides support in the oversight and management of Privacy Program functions related to the Privacy Act and other privacy laws, regulations and policy mandates governing information management requirements for the handling, safeguarding and disclosure of privacy protected information.</p> <p>This position serves as a senior Privacy Act specialist and performs the duties of a Deputy Privacy Officer, responsible for leading Privacy Program compliance activities and coordinating Departmental review and approval of privacy documents submitted by bureaus and offices. This position is essential to the successful implementation of privacy into the risk management framework, and includes overseeing completion of system of records notices and privacy impact assessments required by Federal law and policy, assessing adequacy of privacy controls, and developing and tracking metrics for privacy reports such as the annual Senior Agency Official for Privacy FISMA report.</p>	<p>DOI's networks and information systems are under attack daily. Privacy personnel are critically needed to help ensure that privacy controls continue to be properly planned for, selected, designed, implemented, operated, maintained, and continuously monitored for indications of compromise and assessed for ongoing control effectiveness. Additionally, Privacy breach response and mitigation activities require extensive communication, coordination, notification, and engagement with a variety of internal/external stakeholders.</p> <p>Risks realized as a result of a major incident would undermine the public's trust and confidence in the agency's ability to reliably serve and protect the citizens of the United States, their sensitive information entrusted to DOI's care, and their interests and security that derive from DOI's management of public lands, minerals and other cultural and natural resources, monuments, icons and critical infrastructure.</p> <p>It is critical that the Department be able to meet its responsibility to ensure privacy protections are implemented in all program activities, contracting activities, and for all information systems and technology. If this position is not filled, there will be an increased risk to the Department and lack of compliance with Federal laws and policies, such as the</p>	No	No	Yes	No	No	Yes	Yes	

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90	TIBS	OCIO	8/15/2017	Privacy Act Specialist	GS-12/13 FPL 14	Location Rationale/Justification: No Location Dependencies exist. This function can be performed from any location within the Continental United States. Travel may be required to participate in annual training and breach response capability testing events.  This position will be advertised as a 4-year term appointment.	7 months		<p>The duties of this position are inherently governmental. This position serves as a Privacy Act subject matter expert and functional area lead in the DOI Privacy Office, and provides support in the oversight and management of Privacy Program functions related to the Privacy Act and other privacy laws, regulations and policy mandates governing information management requirements for the handling, safeguarding and disclosure of privacy protected information.</p> <p>This position serves as a senior Privacy Act specialist and privacy breach team lead, responsible for monitoring all reports of a breach, referring or escalating to appropriate officials, and coordinating and supporting the Department's response to the compromise of personally identifiable information. This position is also the privacy team lead for policy and training, responsible for developing and implementing privacy policy, providing guidance on legal and policy implementation, maintaining updated privacy awareness training and privacy education materials, and developing and coordinating the release and completion of role-based privacy training across the Department.</p>	<p>DOI's networks and information systems are under attack daily. Privacy personnel are critically needed to help ensure that privacy controls continue to be properly planned for, selected, designed, implemented, operated, maintained, and continuously monitored for indications of compromise and assessed for ongoing control effectiveness. Additionally, Privacy breach response and mitigation activities require extensive communication, coordination, notification, and engagement with a variety of internal/external stakeholders.</p> <p>Risks realized as a result of a major incident would undermine the public's trust and confidence in the agency's ability to reliably serve and protect the citizens of the United States, their sensitive information entrusted to DOI's care, and their interests and security that derive from DOI's management of public lands, minerals and other cultural and natural resources, monuments, icons and critical infrastructure.</p> <p>It is critical that the Department respond to and implement remediation activities when a breach occurs. Timely breach reporting and response require a high level of expertise and knowledge. This position coordinates breach response activities with the Department and bureau/office privacy, security, legal, law enforcement and other officials to ensure</p>	No	No	Yes	No	No	Yes	Yes	

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91	TIBS	OCIO	8/15/2017	Government Information Specialist (Privacy Act)	GS-13	Location Negotiable after selection. This function can be performed from any location within the Continental United States. DC and Denver locations will be excluded from permissible hiring locations when advertised. Travel may be required to participate in annual training and breach response capability testing events.  This will be advertised as GS-9/11/12 and a candidate recruited through the OPM Presidential Management Fellows (PMF) Program. After	9 months		<p>This position provides privacy program support for the management of privacy reporting, assessment and compliance activities. This position also ensures adequate controls are implemented to protect information privacy interests, and promote privacy training and awareness.</p> <p>This position supports the privacy compliance lead, and is responsible for coordinating privacy submissions by bureaus and offices, performing initial review of privacy documents, and providing recommendations for assessments. This position is essential to help the Department address the large volume of privacy compliance documents, reporting activities and procedures required by recent OMB policy mandates for the management of Federal information and to ensure privacy controls are implemented and assessed as part of the agency's risk management framework.</p>	<p>DOI's networks and information systems are under attack daily. Privacy personnel are critically needed to help ensure that privacy controls continue to be properly planned for, selected, designed, implemented, operated, maintained, and continuously monitored for indications of compromise and assessed for ongoing control effectiveness. Additionally, Privacy breach response and mitigation activities require extensive communication, coordination, notification, and engagement with a variety of internal/external stakeholders.</p> <p>Risks realized as a result of a major incident would undermine the public's trust and confidence in the agency's ability to reliably serve and protect the citizens of the United States, their sensitive information entrusted to our care, and their interests and security that derive from DOI's management of public lands, minerals and other cultural and natural resources, monuments, icons and critical infrastructure.</p> <p>If this position is not filled, there will be an increased risk to the Department due to lack of staff to support compliance activities required to meet Federal laws and policies, such as the Privacy Act, FISMA, and OMB Circular A-130. This will create a gap that impacts the Department and bureau/office privacy assessment activities, and may result in privacy breaches. Privacy</p>	No	No	Yes	No	No	Yes	Yes	

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92	TIBS	OCIO	8/15/2017	IT Specialist (Cyber Security)	GS-13	Location Negotiable after selection. DC and Denver locations will be excluded from permissible hiring locations when advertised.	New positions (2 vacancies) Will be filled 4 year term appointments		<p>These two positions are responsible for the technical engineering responsibilities of operating and maintaining Department of Homeland Security (DHS) Continuous Diagnostics and Mitigation (CDM) program systems in support of all DOI Enterprise wide CDM efforts. These positions implement, operate, and improve DOI CDM systems implemented by DHS within DOI's Office of Information Assurance, Information Assurance Operations Division. Serves as a technical expert and consultant to agency personnel on CDM systems.</p>	<p>DOI's networks and information systems are under attack daily. Information Assurance personnel are critically needed to help ensure that cybersecurity and privacy controls continue to be properly planned for, selected, designed, implemented, operated, maintained, and continuously monitored for indications of compromise and assessed for ongoing control effectiveness.</p> <p>DOI has roughly 150 employees who have access to classified computer systems located across the United States. DOI has roughly 500 employees with a TS/SCI Security Clearance and over 8,000 with Secret and Top Secret Security Clearances. Unauthorized access to, or disclosure of, information relating to employees or contractors that possess security clearances could make them espionage targets with adverse implications for national security. In addition to its own employees, DOI also provides financial management and payroll services to a host of other United States Federal government agencies, many of whom also have personnel that possess security clearances. The compromise of those systems could provide additional information about personnel that could be exploited.</p> <p>DOI also has unclassified information assets that must be protected including satellite technology and capabilities, hydro-electric power/electrical grid architectural and design details, vulnerability and</p>	No	No	Yes	No	No	Yes	Yes	

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93	TIBS	OCIO	8/15/2017	IT Specialist (Threat Management)	GS-14	Location Negotiable after selection. DC and Denver locations will be excluded from permissible hiring locations when advertised.	New position will be filled with 4 year term appointment		<p>This position performs advanced threat analysis to maximize the confidentiality, integrity, and availability of information systems by defending against and preventing unauthorized access to information and information systems. Provides cyber security analytical support to the Department of the Interior's Enterprise Threat Management Team which includes close collaboration with the Incident Management Team and individual Bureau and Office Cybersecurity teams. Operates, maintains and improves existing Cybersecurity solutions. Provides input to the design, development and implementation of current and future automated systems and tools for incident identification.</p>	<p>This position has been filled by a contractor for almost a decade and has highly valuable technical institutional knowledge in DOI's Enterprise Wide Cybersecurity capabilities. There is always a risk of losing contractors and losing this current contractor would severely degrade DOI's Cybersecurity posture. Additionally, the contractor is currently working out of the Washington DC metro area and the intention is to convert his position to a Federal position and relocate that position outside of Washington DC metro area to North Carolina. By converting the position from a cost of a Washington DC contractor to a North Carolina based Federal employee, will save the government significant funds.</p> <p>DOI's networks and information systems are under attack daily. Information Assurance personnel are critically needed to help ensure that cybersecurity controls continue to be properly planned for, selected, designed, implemented, operated, maintained, and continuously monitored for indications of compromise and assessed for ongoing control effectiveness.</p> <p>DOI has roughly 150 employees who have access to classified computer systems located across the United States. DOI has roughly 500 employees with a TS/SCI Security Clearance and over 8,000 with Secret and Top Secret Security Clearances. Unauthorized access to or disclosure of information relating to employees</p>	No	No	Yes	No	No	Yes	Yes	

No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS Recommendation	Deputy Secretary Approval	Comments
94	TIBS	OCIO	8/15/2017	Supvy IT Specialist	GS-14 FPL 15	Location Negotiable after selection; not DC/Denver	The duties of this position have been shared by detailing of other personnel for over 6 months. However due to the in increased cyber security threat to DOI systems, there is now a critical need to fill this position permanently.	Yes	The duties of this position are inherently governmental. This position has the responsibility for supervision and direction of the Enterprise-wide Unified Messaging and Collaboration (UMC) programs, to include BisonConnect, SharePoint (portal.doi.net), Mobile Device Management (MDM) environment and Office 365 cloud based product suite.	This position provides oversight, management and support to the department's Enterprise-wide Unified Messaging and Collaboration (UMC) programs, to include BisonConnect, SharePoint (portal.doi.net), Mobile Device Management (MDM) environment and Office 365 cloud-based product suite, as well as oversight for the information assurance and system authentication components to these systems. These are essential, fundamental Information Technology (IT) services providing not only mission critical functionality and capabilities to building and on-the-ground bureau and office employees, but support for critical life and limb services for the Office of Emergency Management (OEM) and the Office of Law Enforcement and Security (OLES) such as SafeTalk and SWN Contact Management System services. This position also manages and provides oversight of the MDM environment to ensure the ongoing security of end-user Government Furnished Equipment mobile devices to support proper device configuration, validation, authorization and use, to maintain appropriate cybersecurity posture. This position oversees the operational management and support of the interagency FireNet messaging and collaboration system supporting both DOI fire bureaus and USDA/Forest Service.  The BisonConnect, Sharepoint and MDM environments provide secure, reliable communications and collaboration platforms which	No	No	Yes	No	No	Yes	Yes	
95	TIBS	OCIO	8/15/2017	Student Trainee (IT Technology)	GS-02/03/04	The interns are currently working in DC. However, when the interns become eligible for conversion to career conditional appointments, the OCIO would actually fill the positions outside of the DC/Denver areas and, if appropriate, come back to the Deputy Secretary and seek approval before converting them to permanent career conditional appointments in the Denver/DC areas.	On-board Intern conversion: Create the option for the OCIO to convert current 2 NTE interns into career interns.	No	These student interns performs work in technical program fields such as cyber-security, data/records management, computer systems/networks, telecommunications, geospatial, quality assurance, etc. Work products may take the form of assisting with technical reports, data entry, or computer output, programs or systems.	We are requesting to convert the 2 NTE Pathways Interns to Career Interns. These interns are working to help support and achieve mission critical cyber-security activities.	No	No	Yes	No	No	Yes	Yes	

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No.	DAS	Office	Date of Request	Position Title	Grade	Location	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS Recommendation	Deputy Secretary Approval	Comments
96	TIBS	OCIO	8/15/2017	Student Trainee (IT Technology)	GS-05/06/07	The interns are currently working in DC. However, when the interns become eligible for conversion to career conditional appointments, the OCIO would actually fill the positions outside of the DC/Denver areas and, if appropriate, come back to the Deputy Secretary before converting them to permanent career conditional appointments in the Denver/DC areas.	On-board Intern conversion: Create the option for the OCIO to convert current 3 NTE interns into career interns	No	These student interns perform a variety of assignments and special projects to assist the supervisors/managers and staff members with IT operations to include elementary phases of research, analysis, development, maintenance, testing and implementation of various IT project efforts.	We are requesting to convert the 3 NTE Pathways Interns to Career Interns. These interns are working to help support and achieve mission critical cyber-security activities.	No	No	Yes	No	No	Yes	Yes	
97	TIBS	OCIO	8/15/2017	Administrative Assistant	GS-06/07	Sioux Fall, SD; 4-year term	NEW	No	This position would maintain records of leave and attendance, reserve rooms for meetings, manages calendars, file material and maintaining office filing systems, maintain information needed for budget purposes, make travel arrangements, follow up with staff members to insure that commitments are met, design and organize filing systems, organize the flow of clerical processes, support the PPMD Director with administrative support as necessary.	This position helps ensure documentation is written according to the Data Act; ensures due dates are met on time; enables SES and SL leadership to focus on strategic mission objectives rather than administrative details.  If this position is not filled, the heavy lifting of PPMD administrative duties will be left undone resulting in incomplete time cards, incomplete travel vouchers, and grammatically incorrect official documentation. Direct negative impact to SES and SL leadership within	No	No	Yes	No	No	Yes	Yes	

DAS Recommendation	Yes
Deputy Secretary Approval	(blank)

DAS/Office/Position	Count
BFPA	4
BIO	2
PPP	1
PFM	1
ONRR	2
PRE	4
OAS	2
OEM	2
TIBS	14
OCIO	12
OHA	2
AS-PMB	2
Grand Total	26

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1566	BIA	8/15/2017	Fire Management Specialist (BAER Assistant Director)	GS-0401-13	Above 12	To Be Determined	Other	1 month	Yes	Provides national policy leadership and program coordination of the Post Wildfire Recovery Program (Emergency Stabilization and Burned Area Rehabilitation). Ensure the integration of the issues and environmental concerns that affect the BAER program. Works and provides advice to tribes and other Bureau programs, directorates and with several agencies in the DOI and DOA by cooperating and providing input to interagency policy, guidance, development and results of implementation.	BAER is part of the wildland fire suppression program. Not filling this position would cause delays in providing prompt response and treatments to Indian trust lands to help prevent flooding impacts with life and safety and revegetation of burned forest and range lands.	No	Yes	Yes	No	No	Yes	
1568	BIA	8/15/2017	Fish and Wildlife Biologist	GS-13	Above 12	Bloomington, MN	Other	7/22/2017	No	This position serves as the Midwest Regional Office expert advisor and technical leader on all area fish and wildlife programs, and as such is responsible for the development, and management of long and short range program goals and objectives. The incumbent provides technical leadership, field program reviews, and coordination, both internally and externally, with other organizations; Responsible for ensuring all fish and wildlife activities that are subject to broad nation-wide policy controls are carried out through the Region's Agency Superintendents. The operating jurisdiction of the Midwest Regional Office includes land in 56 counties in the states of Iowa, Michigan, Minnesota, and Wisconsin. Thirty-eight tribal groups and Bands have applicable land resource as a source of income. The Conservation Enforcement, Conservation Court and Fish and Wildlife Programs are contracted through 638 process to the Tribes and this position is responsible for the Bureau's contractual requirements, technical support, oversight and review.	The impact of not filling this position will contribute to a direct economic loss of treaty entitled commercial and sustenance resources (commercial fishing, wild rice harvest, and sustenance) by Tribes and individual Indians, as well as impact non- native communities, due to lack of resource restoration project funding. The programs and funds delivered under the position's direction stimulate economic activity in the local communities of approximately seven (7) states. For example, local contractors are hired to assist in fish hatchery construction, river restoration and invasive species removal. (i.e.-in FY16, the position implemented 56 projects that supported successful ongoing resource restoration programs).	No	No	No	No	No	Yes	
1573	BIA	8/15/2017	Physical Scientist	13	Above 12	Portland, OR	Other	1/15/2016	Yes	The Physical Scientist will serve as the lead federal official who is responsible for all oversight and administration of environmental programs and must ensure, within varying branch of federal programs and tribal community, to preserve, protect, and conserve tribal assets, resources, properties, and communities.	This position is mission critical. It focuses on a full spectrum of environmental planning and documentation including research, report preparation, public involvement and agency coordination services in accordance with environmental laws and regulations. There are 2 pending hazardous material cleanup sites and this position is necessary to monitor the clean up efforts in compliance with CERCLA requirements. If this position is not filled, NEPA documents may not be approved thus delaying projects that are critical to the tribes for economic purposes; creating and implementation action plans to address specific environmental concerns will not be fulfilled causing BIA to be in non compliance with EPA laws and regulations; scheduling and coordinating public and agency meetings will be delayed; interaction with internal and external stakeholders will come to a standstill; analyzing, preparing, and documenting environmental project related correspondence will not get done; and of critical concern is that tribal environmental reviews and site assessments will not be reviewed and will become invalid for untimely completion jeopardizing the tribes land investments and economic development projects. This position requires professional environmental experience and a selection was made in January but the offer has not been extended because of the hiring freeze. BIA would like to offer the position to the selected individual. Because of the specific scientific qualifications of this applicant we seek approval to hire. At this time there are no employees in DC or Denver area that possess the qualifications necessary for this position.	No	No	Yes	Yes	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1574	BIA	8/15/2017	Physical Scientist (field)	11/12	12	Portland, OR	Other	1 month	No	The Physical Scientist will serve as the senior federal field official responsible for environmental field work such as investigations, remediations, and other physical or natural science based project work such as environmental site assessment, environmental audits, and environmental cleanup.	The Northwest Region serves 45 federally recognized tribes and the region is responsible for full spectrum of environmental compliance, planning and development, permitting inspections/enforcement, and technical support services to the tribes. If this position is not filled, field work to investigate the nature of environmental contamination will not be conducted and BIA; performing on-site environmental site assessments will be delayed and become invalid and tribes will have to reinvest unnecessary resources for validity purposes; BIA will not be able to assist and monitor site remediation for compliance; environmental audits will not be completed; implementation of environmental management system will be delayed; and of critical concern is the BIA can receive an administrative action with penalties from the US EPA. This position requires professional environmental experience we seek approval to hire. At this time there are no employees in DC or Denver area that possess the qualifications necessary for this position.	No	No	Yes	No	No	Yes	
1571	BIA	8/15/2017	Rangeland Management Specialist	12	12	Portland, OR	Other	2/4/2017	No	This position will oversee the range and agriculture functions for the northwest region (2.5 million acres).	Specific issues not being met include oversight of the current GAO examination of the wild/feral horse program (5 tribes) as well as the noxious weed/invasive species program for nearly 20 tribes. We are also unable to conduct inspections or review projects, site or program requiring geologic and geomorphic interpretation, including flood risk and damage, stream bank erosion control, surface expression of the presence of economic industrial rocks or minerals, and the affects of surface mining or other surface disturbing activities on the land and environment. Nor can we review leases and update inventory of minerals related activities. This type of technical assistance is unable to be given as we do not have the technical expertise for the region which covers over 5 million acres for these programs.	No	No	Yes	No	No	Yes	
1570	BIA	8/15/2017	Superintendent	13/14	Above 12	Nespelem, WA	Other	1/17/2017	Yes	The Colville Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Confederated Tribes of the Colville Reservation. The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Colville Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 9,500, and a land base of 1.4 million acres. Recent fires on the reservation require close coordination between the federal government and the tribal programs to rebuild the economy and the infrastructure that was impacted by these fires. The superintendent will provide the leadership necessary to facilitate this coordination to ensure the work progresses in an orderly manner. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	No	Yes	Yes	Yes	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1572	BIA	8/15/2017	Superintendent	12/13	Above 12	Warm Springs, OR	Other	8/1/2016	Yes	The Warm Spring Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Confederated Tribes of the Warm Springs and the Burns-Paiute Tribe. The Superintendent is the Department of Interior's representative.	The Warm Spring Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 6,500 and a land base of 650,000 acres. Recent fires on the reservation require close coordination between the federal government and the tribal programs to rebuild the economy and the infrastructure that was impacted by these fires. The superintendent will provide the leadership necessary to facilitate this coordination to ensure the work progresses in an orderly manner. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role. The position is has been accepted by the top candidate and has been waiting over 6 months. For approval, we need an Entrance on Duty (EOD) date negotiated.	No	Yes	Yes	Yes	No	Yes	
1567	BIA	8/15/2017	Supervisory Forester	GS-14	Above 12	Bloomington, MN	Other	1/21/2017	Yes	The Supervisory Forestry position is critically needed in order maintain our current level of services to 36 Tribes and tribal forestry programs. The incumbent oversees 1,046,935 acres of forest land in the States of Minnesota, Wisconsin, Michigan and Iowa. The position is responsible for providing supervision, coordination, management, planning, oversight, and monitoring for activities related to development, enhancement and protection of trust forest resources. \$9 million was generated for tribes and individual tribal land owners through the harvest of 78 million board feet of timber in FY16. The position oversees the Fire Program, which ensures the protection of property and natural resources from Wildland fires as well as providing prevention education, supporting forest management through the use of prescribed fires. The position also oversees the distribution of over \$5 million in forestry program funds to three agency offices, and 18 tribal programs.	The impact of not filling this position is the potential loss of millions of dollars' worth of timber harvest revenues by tribes and individual Indian land owners of their forestry trust assets. For example, in FY 2016, this position was instrumental in ensuring nearly 78 million board feet of timber (valued over \$9 million) was harvested for the benefit of tribes and individual Indian landowners. This equates to an estimated 54-72 million dollar economic impact to the local economies both on and off reservations served. Finally, not filling this position, in its management of the Region's Fire Program, will potentially result in lack of protection of trust forestry assets and property as well as providing arson investigations, and forest management through the use of prescribed fire. Note: Region's workforce plan for FY 2018 includes the Supervisory Forester position as fully funded.	No	No	No	No	No	Yes	

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments	
1569	BIA	8/15/2017	Supervisory Forester	GS 12/13	Above 12	Gallup NM	Other	1/17/2017	Yes	The Supervisory Forester in support of the Fire Management Division, recommends to the Fire Management Officer and serves in Burned Area Rehabilitation Response (BAER) teams and during suppression works in qualified fire management positions and assist in the development of a wildfire prevention plan. The position is critically needed in order maintain our current level of services to Navajo Nation and the tribal forestry program. The incumbent oversees a total of 5,415,543 acres of forest and woodlands. The position is responsible for providing supervision, coordination, management, planning, oversight, and monitoring for activities related to sale, development, enhancement and protection of trust forest resources. The position supervises forestry management contracts totaling \$1,283,772. The Supervisory Forester will be engaged in discussions and developing with the Navajo Nation selling Carbon Certificates that is projected to provide \$2 million of revenue in the first year and 1 million a year annually.	Without the federal leadership of this position, the BIA faces liability without direct oversight of the 5.4 million acre forest. Work delays such as project inspections, timber sale contract reviews, and PL-93-638 contract monitoring are not conducted. Staff temporarily fill in and foresters have to reduce the amount of hours dedicated to fieldwork such as Burned Area Rehabilitation Response (BAER) teams work and increased hours dedicated to administrative in employee supervision and other administrative requirements such as budget, payroll, data calls, audits and reviews, and regular administrative reporting to next level supervisors.	No	Yes	No	No	No	No	Yes	
1565	BIA	8/15/2017	Supervisory Wildland Fire Management Specialist (Wildland Fire Operations)	GS-0401-13, 14	Above 12	Boise, ID	Other	Incumbent is retiring Nov. 2017	Yes	Provides senior management and oversight for BIA wildland fire operations. Serves as a liaison with the twelve BIA Regional Offices, Department of Interior, Office of Wildland Fire (OWF), Bureau of Land Management (BLM), National Park Service (NPS), Fish and Wildlife Service (FWS), United States Forest Service (USFS), National Association of State Foresters (NASF), and Federal Emergency Management Agency (FEMA). Responsible for a full range of national fire operations program, provides staff leadership and management in administering programs related to fire operations at the national level.	If this position is not filled, BIA Regions will not have national leadership and technical assistance for wildland fire operations. There will be no direction for the wildland fire preparedness program to ensure adequate resources in the following areas: facilities, engine program, crew management, wildland fire training and qualifications. Coordination efforts will be comprised with no BIA representation on national multi-agency groups working on wildland fire operations management, priority setting, and resource allocation during high fire activity.	No	Yes	Yes	No	No	Yes		
1609	BIE	8/15/2017	Budget Analyst (Construction)	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Responsible for coordinating and providing lead expertise for all Bureau activities associated with the federal budget process including planning, formulation, presentation and justification.	Serves an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, and budget operations policies and procedures.	No	No	No	No	No	Yes		
1608	BIE	8/15/2017	Budget Analyst (Execution)	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Responsible for coordinating and providing lead expertise for all Bureau activities associated with the federal budget process including planning, formulation, presentation and justification.	Serves an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, construction, and budget operations policies and procedures.	No	No	No	No	No	Yes		
1607	BIE	8/15/2017	Budget Analyst (Formulation)	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Responsible for coordinating and providing lead expertise for all Bureau activities associated with the federal budget process including planning, formulation, presentation and justification.	Serves an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, construction, and budget operations policies and procedures.	No	No	No	No	No	Yes		

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1606	BIE	8/15/2017	Budget Officer	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Responsible for all aspects of the federal budget process for the BIE including planning, formulation, presentation, justification and execution, which is critical to providing effective fiscal accountability and oversight.	Serves an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, construction, and budget operations policies and procedures.	No	No	No	No	No	Yes	
1599	BIE	8/15/2017	Chief Academic Officer	SES	Above 12	Washington, DC	DC	February 2016		The CAO is a top level official in the BIE that contributes to the mission and provides oversight of operating efficiency and effectiveness. The CAO oversees BIE's efforts to provide technical assistance, professional development, community engagement, and coordinates the work of the associate deputy directors.	Much needed oversight of academic capacity building for tribes and schools will be seriously effected. Leadership, vision and strategic direction for the BIE's academic program will also be negatively impacted especially since BIE is on the cusp of engaging in negotiated rulemaking on standards and assessments as statutorily required by the Every Student Succeeds Act.	No	No	No	No	No	ERB	ERB - Review.
1604	BIE	8/15/2017	Communications Specialist (Web and Social Media)	GS-12	12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Responsible for internal and external communication strategy, web content development, management and control, digital information and social media, press releases, and technical assistance	BIE's ability to communicate internally with schools and staff as well as with external agencies and stakeholders in an accurate and timely basis will be limited. The BIE will also be negatively impacted by untimely program and event information on the BIE website and through social media which is crucial to maintaining transparency and trust with the public.	No	No	No	No	No	Yes	
1597	BIE	8/15/2017	Director of Housing	GS-12	12	Lawrence, KS	Other	December 2016	Yes	Supervisor of Residential Housing, Staff, Schedules	Safety risks	No	No	Yes	No	No	Yes	
1595	BIE	8/15/2017	Education Program Specialist (Native Language, History, Culture)	GS-13	Above 12	Minneapolis, MN	Other	February 2016	No	Coordinates with schools and tribal communities to assist them with development of effective native language and culture initiatives. This is an important component of the BIE reorganization.	Limited services to schools/Tribes surrounding the area of Native Language, Culture and History.	No	No	No	No	No	Yes	
1596	BIE	8/15/2017	Education Program Specialist (Native Language, History, Culture)	GS-13	Above 12	Albuquerque, NM	Other	May 2017	No	Coordinates with schools and tribal communities to assist them with development of effective native language and culture initiatives. This is an important component of the BIE reorganization.	Limited services to schools/Tribes surrounding the area of Native Language, Culture and History.	No	No	No	No	No	Yes	
1594	BIE	8/15/2017	Education Program Specialist (residential life)	GS-13	Above 12	Minneapolis, MN	Other	February 2016	No	Provides program training and professional development to TCS dormitories in student wellness, student rules & regulations, parent outreach, positive self-esteem, cultural knowledge, etc. Work with Dormitory administrators in development and implementation of school and student safety programming. Provide statistical data as expected by program reviews, Interior and Congressional requests.	Support to dormitories will be limited as well as critical monitoring support functions.	No	No	No	No	No	Yes	
1614	BIE	8/15/2017	Education Program Specialist (SEP)	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Authoritative technical expert in the implementation of the Every Student Succeeds Act (ESSA) (P.L. 114-95), including fulfilling statutory functions and ensuring significant opportunity for children to receive a fair, equitable, and education, and to close educational achievement gaps.	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1591	BIE	8/15/2017	Education Program Specialist (SpED)	GS-13	Above 12	Chinle, AZ	Other	February 2016	No	The position is the authoritative technical expert in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17), including fulfilling statutory functions and ensuring students with disabilities receive a free and appropriate public education (FAPE).	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1592	BIE	8/15/2017	Education Program Specialist (SpED)	GS-13	Above 12	Shiprock, NM	Other	February 2016	No	Technical expert in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17), including fulfilling statutory functions and ensuring students with disabilities receive a free and appropriate public education (FAPE).	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1612	BIE	8/15/2017	Education Program Specialist (SpEd)	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Authoritative technical expert in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17), including fulfilling statutory functions and ensuring students with disabilities receive a free and appropriate public education (FAPE).	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1601	BIE	8/15/2017	Education Research Analyst	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Coordinator of comprehensive assessment program activities, and provides data support for research and initiatives. Develops data elements of research plans and relevant strategies, models and simulations; develops and validates statistics to measure program specific objectives. Provides support to the district/region and school leaders in the development of meaningful assessments, and ways of incorporating data of student success and assessment results into the strategic planning process of the district/region/schools; Develops and implements data collection for outcomes and program reviews.	The BIE central office serves as a subject matter expert on educational research studies and findings on behalf of the DOI for the DOI's constituents. If the position remains vacant, BIE may not be able to respond adequately and timely to data requests from the Department, Congress, and OMB.	No	No	No	No	No	Yes	
1602	BIE	8/15/2017	Education Research Analyst	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Coordinator of comprehensive assessment program activities, and provides data support for research and initiatives. Develops data elements of research plans and relevant strategies, models and simulations; develops and validates statistics to measure program specific objectives. Provides support to the district/region and school leaders in the development of meaningful assessments, and ways of incorporating data of student success and assessment results into the strategic planning process of the district/region/schools; Develops and implements data collection for outcomes and program reviews.	The BIE central office serves as a subject matter expert on educational research studies and findings on behalf of the DOI for the DOI's constituents. If the position remains vacant, BIE may not be able to respond adequately and timely to data requests from the Department, Congress, and OMB.	No	No	No	No	No	Yes	
1603	BIE	8/15/2017	Education Research Analyst	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Coordinator of comprehensive assessment program activities, and provides data support for research and initiatives. Develops data elements of research plans and relevant strategies, models and simulations; develops and validates statistics to measure program specific objectives. Provides support to the district/region and school leaders in the development of meaningful assessments, and ways of incorporating data of student success and assessment results into the strategic planning process of the district/region/schools; Develops and implements data collection for outcomes and program reviews.	The BIE central office serves as a subject matter expert on educational research studies and findings on behalf of the DOI for the DOI's constituents. If the position remains vacant, BIE may not be able to respond adequately and timely to data requests from the Department, Congress, and OMB.	No	No	No	No	No	Yes	
1598	BIE	8/15/2017	Education Specialist (DOS)	GS-12	12	Lawrence, KS	Other	2015	Yes	Essential Service - Dean of Students. Supervisor of multiple departments and staff.	Core mission and accreditation jeopardized	No	No	No	No	No	Yes	
1593	BIE	8/15/2017	Education Specialist (School Boards)	GS-13	Above 12	Seattle, WA	Other	February 2016	No	Provides professional consultant services to Tribally Controlled Schools, Tribal Education Offices and Tribally Controlled Schools school boards who have authority and responsibility for implementing and enforcing educational laws of the tribe with Self-Determination efforts towards assuming direction and control of Indian Education with a focus on improved student academic achievement	BIE's ability to provide customer service and oversight to its self-determination grantees and funding will be limited.	No	No	No	No	No	Yes	
1581	BIE	8/15/2017	Education Talent Recruiter	GS-13	Above 12	Albuquerque, NM	Other	February 2016	No	Responsible for conducting outreach efforts in the recruitment of teachers and principals for the BIE operated schools throughout the nation.	If this positions is not filled, BIE will be faced with a shortage of best qualified teachers and principals.	No	No	No	No	No	Yes	
1575	BIE	8/15/2017	Environmental Protection Specialist	GS-14	Above 12	Albuquerque, NM	Other	February 2016	No	Ensures that all construction, renovation, demolition and decommissioning of BIE assets comply with environmental laws, statutes, EPA guidance and Executive Orders passed to protect federal facilities, students and employees at Bureau operated and Tribally controlled school, offices, facilities and grounds.	If this positions is not filled, the BIE will not be able to adequately manage its environmental/energy and sustainability program and monitor compliance with environmental safety standards, which has been considered a key need to address GAO concerns.	No	No	Yes	No	No	Yes	

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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1576	BIE	8/15/2017	Facilities Management Specialist	GS-12	12	Albuquerque, NM	Other	February 2016	No	Responsible for education facility assessment, facility maintenance, improvement and repair, employee housing repair and maintenance, demolition program, energy and sustainability program, environmental and sustainability compliance, technical assistance and guidance.	If this position is not filled, the BIE will not be able to adequately assess school conditions and address safety and health deficiencies and will be hindered in ensuring a safe, healthy and appropriate work and learning environment for students and staff.	No	No	Yes	No	No	Yes	
1579	BIE	8/15/2017	Facilities Management Specialist	GS-12	12	Shiprock, NM	Other	February 2016	No	Responsible for education facility assessment, facility maintenance, improvement and repair, employee housing repair and maintenance, demolition program, energy and sustainability program, environmental and sustainability compliance, technical assistance and guidance.	If this position is not filled, the BIE will not be able to adequately assess school conditions and address safety and health deficiencies and will be hindered in ensuring a safe, healthy and appropriate work and learning environment for students and staff.	No	No	Yes	No	No	Yes	
1589	BIE	8/15/2017	Financial Analyst	GS-12	12	Minneapolis, MN	Other	February 2016	No	Provides budget support in addition to other business operations responsibilities critical to addressing fiscal oversight and monitoring needs and school accountability.	If this position is unfilled, the BIE will be hindered in providing much-needed oversight of schools, making recommendations for improvements in the management of school budget and school spending and the overall management of operations and accountability.	No	No	No	No	No	Yes	
1590	BIE	8/15/2017	Financial Analyst	GS-12	12	Minneapolis, MN	Other	February 2016	No	Provides budget support in addition to other business operations responsibilities critical to addressing fiscal oversight and monitoring needs and school accountability.	If this position is unfilled, the BIE will be hindered in providing much-needed oversight of schools, making recommendations for improvements in the management of school budget and school spending and the overall management of operations and accountability.	No	No	No	No	No	Yes	
1582	BIE	8/15/2017	Grants Management Specialist	GS-13	Above 12	Minneapolis, MN	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1583	BIE	8/15/2017	Grants Management Specialist	GS-13	Above 12	Minneapolis, MN	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1584	BIE	8/15/2017	Grants Management Specialist	GS-13	Above 12	Minneapolis, MN	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1588	BIE	8/15/2017	Grants Management Specialist	GS-12	12	Shiprock, NM	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1585	BIE	8/15/2017	Grants Management Specialist - Minneapolis, MN	GS-12	12	Minneapolis, MN	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1586	BIE	8/15/2017	Grants Management Specialist - Seattle, WA	GS-12	12	Seattle, WA	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	

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1587	BIE	8/15/2017	Grants Mangement Specialist	GS-12	12	Shiprock, NM	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1580	BIE	8/15/2017	Personnel Specialist (Workforce Planner)	GS-13	Above 12	Albuquerque, NM	Other	February 2016	No	Projects and responds to BIE staffing needs and identifies key workforce issues, goals, objectives and strategies.	If this position is not filled, BIE's workforce and succssion planning needs will not be met.	No	No	No	No	No	Yes	
1600	BIE	8/15/2017	Program Analyst (Research)	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Performs complex research projects to facilitate program planning and development, and tribal government work; develops plans for education research on BIE-funded schools, post-secondary institutions, and tribal education departments evaluation, and statistics; evaluates BIE programmatic activities at the Educational Resource Centers, including technical assistance implementation and student academic interventions; establishes and maintains databases, assures quality assurance of data for continuous improvement; and analyzes data and synthesizes information from American Indian education research.	The BIE central office serves as a subject matter expert on educational research studies and findings on behalf of the DOI for the DOI's constituents. If the position remains vacant, BIE may not be able to respond adequately and timely to data requests from the Department, Congress, and OMB.	No	No	No	No	No	Yes	
1610	BIE	8/15/2017	Program Support Assistant (OA) (DPA Admin)	GS-09	Below 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	August 2017		Supports the Associate Deputy Director (ADD) of the Division of Performance and Accountability (DPA) in overseeing and guiding supervisors and staff in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17) and the Every Student Succeeds Act (ESSA) (P.L. 114-95), including fulfilling statutory requirements/functions and central purposes of the respective public laws.	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1611	BIE	8/15/2017	Program Support Assistant (OA) (DPA Admin)	GS-09	Below 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Supports the Associate Deputy Director (ADD) of the Division of Performance and Accountability (DPA) in overseeing and guiding supervisors and staff in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17) and the Every Student Succeeds Act (ESSA) (P.L. 114-95), including fulfilling statutory requirements/functions and central purposes of the respective public laws.	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1613	BIE	8/15/2017	Program Support Assistant (OA) (SpEd)	GS-09	Below 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Supports the Supervisory Education Specialist of Special Education in overseeing and guiding supervisors and staff in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17), including fulfilling statutory functions and central purposes of the public law.	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1578	BIE	8/15/2017	Property Management Specialist	GS-11	Below 12	Albuquerque, NM	Other	February 2016	No	Responsible for real property inventory, documentation and accountability; personal property inventory, documentation and accountability; and fleet management.	If this positon is not filled, the BIE will not be able to adequately manage real and personal property, including fleet management.	No	No	No	No	No	Yes	Waiver not required.
1577	BIE	8/15/2017	Property Management Specialist (Chief Property Program Office)	GS-12	12	Albuquerque, NM	Other	February 2016	Yes	Oversees the management of real and personal property at all levels of BIE. The major functions include real property inventory, documentation and accountability; personal property inventory, documentation and accountability; and fleet management.	If this positon is not filled, the BIE will not be able to adequately manage real and personal property, including fleet management.	No	No	No	No	No	Yes	
1605	BIE	8/15/2017	Supervisory Information Technology Specialist (Division Chief)	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Serves as the supervisor providing leadership and operational support in education technology key to supporting school access to critical learning infrastructure.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	No	No	No	No	No	Hold	

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1559	BLM	8/15/2017	Airplane Pilot	GS-12	12	Boise, ID	Other	New	No	Serves as Pilot in command of Twin Otter smokejumper aircraft and lead planes for large air tanker operations.	Currently, there is a national shortage of pilots, adversely affecting the full and effective use of aerial retardant as well as the delivery of smokejumpers. As of July 30, according to the National Interagency Coordination Center, there have been 171 instances this year when lead planes were requested for large air tanker missions, but none were available due to a lack of pilots, and 32 times when requests for smokejumpers went unmet for the same reason. These Pilots would fly in one agency smokejumper aircraft and two agency lead planes. Without these Pilots, the Bureau cannot effectively and fully support Wildland Fire operations.	No	Yes	No	No	No	Yes	
1560	BLM	8/15/2017	Airplane Pilot	GS-12	12	Boise, ID	Other	New	No	Serves as Pilot in command of Twin Otter smokejumper aircraft and lead planes for large air tanker operations.	Currently, there is a national shortage of pilots, adversely affecting the full and effective use of aerial retardant as well as the delivery of smokejumpers. As of July 30, according to the National Interagency Coordination Center, there have been 171 instances this year when lead planes were requested for large air tanker missions, but none were available due to a lack of pilots, and 32 times when requests for smokejumpers went unmet for the same reason. These Pilots would fly in one agency smokejumper aircraft and two agency lead planes. Without these Pilots, the Bureau cannot effectively and fully support Wildland Fire operations.	No	Yes	No	No	No	Yes	
1564	BLM	8/15/2017	Budget Analyst	GS-11	Below 12	Washington, DC	DC	6 months	No	This is an <b>EASTERN STATES OFFICE</b> position supporting field operations. Incumbent works directly with the State Budget officer managing all MLR and non-MLR accounts under the direction of the Eastern States Office. Technical expertise in FBMS is necessary to produce reports, submit requisitions, update PMDS and make labor and operations adjustments. This position would be dedicated to managing all ESO accounts and serving as an advisor to the State Budget officer and DSD for support Services on all budgetary	While on-the-ground work is conducted by the District Offices, there is a continuing need for Region-wide oversight to ensure conformance to national program policies, budget coordination and budget execution. ESO is responsible for managing a suite of MLR and non-MLR accounts necessary to the fulfillment of essential/mission critical BLM operations and activities in the eastern United States.	No	No	No	No	No	Yes	
1561	BLM	8/15/2017	Petroleum Engineer	GS-12	12	Buffalo, WY	Other	4.5 years	No	Duties include APD permitting, sundry processing, managing our TA and SI oil and gas well program, along with monitoring our idle well program. Position will conduct bond adequacy and lease production reviews	Not filling this position would result in continued understaffing that could result in an inability to provide engineering support for Buffalo's APD and I&E workload targets. This would also contribute to continued turnover and employee burnout due to increased workload and stress on the remaining staff.	No	No	No	Yes	No	Yes	
1563	BLM	8/15/2017	Petroleum Engineer (Reservoir)	12	12	Dickinson, ND	Other	Position will be vacated approximately October 2017	No	This position investigates complex engineering issues on Federal and Indian mineral estates; analyzes complex operational programs to ensure adequate resource protection; reviewing APDs to ensure company operations are conducted in accordance with proper procedures; reviews Sundry Notice applications for oil and gas operations; identifies potential drainage situations; and overseeing technical inspections of drilling completion, work over and plugging/abandonment operations to ensure operations are conducted safely.	Adverse impacts include reduced capacity to support energy development including APD processing, pre- and post-leasing actions, reservoir management, high priority oil and gas permit processing, as well as a diminished ability to support the inspection and enforcement program.	No	No	Yes	Yes	No	Yes	
1562	BLM	8/15/2017	Supervisory Records & Information Management Specialist	GS-12	12	Cheyenne, WY	Other	3 Months	Yes	This position supervises the front desk, dockets room, mail room, and state-wide records program for 3 Districts, 10 Field Offices, and the National Trails Center. The WYSO Public Room is a public resource that provides information needed to file Expressions of Interest and other official documents/claims filed by the energy and minerals industries, and the electric and gas transmission industries. The public room generally has anywhere from 6 – 10 customers per hour, and up to 20 customers per hour prior to Oil and Gas Lease Sales.	Lack of adequate supervision has a serious negative impact on both the public room and records management programs.	No	No	Yes	Yes	No	Yes	

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1679	BOR	8/15/2017	Administrative Support Assistant (Civil Rights Office)	GS-6/7	Below 12	Denver, CO	Denver	8 months		DO/WO P&A: The administrative assistant position is responsible for supporting the Civil Rights Manager and the Equal Employment and Diversity staff. Provides essential support to Equal Employment program functions by processing incoming and outgoing complaint actions and interfacing with customers. Provides administrative support for the office, coordinating clerical and administrative duties required to accomplish the work of the Civil Rights Division. Consolidates a variety of analyses of administrative or management data and completes required reports. Oversees and coordinates administrative functions to include correspondence, mail, publications, and records management.	This is an existing non-supervisory position funded through Policy and Administration and working capital fund. Filling the vacancy will permit better stewardship of program funds by permitting the Division Manager to focus on critical tasks with appropriate administrative support. Currently, the admin support is either not getting completed, or is being completed as other admin support staff can fit it in. POLICY is already short staffed in the admin support area. Title 29 Code of Federal Regulations Section 1614.102(a)(1) requires that each Federal agency "provide sufficient resources to its equal employment opportunity program to ensure efficient and successful operation." <b>This office has six non-supervisory positions, five of which are currently vacant. Not filling this position may result in Equal Employment Opportunity cases not being properly logged and referred to the appropriate individual for investigation. If investigations are not completed in a timely manner, Reclamation can face financial and legal consequences.</b>	No	No	No	No	No	Yes	
1661	BOR	8/15/2017	Chemical or Environmental Engineer	13	Above 12	Denver, CO	Denver	9 months		DO/WO-TSC: This senior-level position performs design of water treatment processes to support treaty and regulatory compliance for water supply projects, and agricultural and wastewater discharges. This position also leads multi-disciplinary teams to assess and improve performance of water treatment systems. The incumbent is critical to training and mentoring entry and journeyman water treatment engineers.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of water treatment systems is performed. The work is funded primarily by Water and Related Resources (WRR).The position provides engineering support to Reclamation field offices for treatment plant facilities. Examples of significant near term work that is being negatively impacted in both schedule and cost include: San Luis Demonstration Water Treatment Plant (California), Yuma Desalting Plant (Arizona), and Cutter Water Treatment Plant (New Mexico). Vacancy to be announced.	No	No	Yes	No	No	Yes	
1653	BOR	8/15/2017	Civil Engineer	12	12	Denver, CO	Denver	6 months		DO/WO-TSC: These positions perform engineering work related to water conveyance systems, diversion structures, fish facilities, tunnels, bridges, roads, and related civil features. Work includes hydraulic and transient analysis, and civil and structural analysis and design. These positions also lead teams and perform field reviews and inspections of existing infrastructure.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of water conveyance systems, diversion dams, and related civil structures is performed. The work is funded primarily by Water and Related Resources (WRR). The positions provide engineering support to Reclamation field offices for design of water conveyance facilities and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Pojoaque Basin Regional Water System (new Mexico), Navajo-Gallup Water Supply, Arkansas Valley Conduit (Colorado), San Joaquin River Restoration (California), and Cle Elum Fish Passage (Washington). Offers to be made for 6 positions.	No	No	Yes	No	No	Yes	

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1654	BOR	8/15/2017	Civil Engineer	5/7/9	Below 12	Denver, CO	Denver	8 months		DO/WO-TSC: These entry level positions perform engineering work related to heavy civil engineering structures such as concrete dams, spillways and outlet works, canals and pipelines. Work includes hydraulic, civil and structural analysis and design that supports ongoing analysis studies for water delivery and Dam Safety projects. These positions also assist with inspections of existing infrastructure.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of water conveyance systems, diversion dams, and related civil structures is performed. The work is funded primarily by Water and Related Resources (WRR). The positions provide engineering support to Reclamation's Field and Dam Safety offices for analysis and design of water conveyance facilities, concrete dams and related features. Examples of significant work requests that are negatively impacted by the failure to fill these positions in the near term include: Pojoaque Basin Regional Water System, Navajo-Gallup Water Supply (New Mexico), Hyrum Dam Modifications (Utah), Scoggins Dam Raise (Oregon) and Dam Safety Modifications.. Vacancy to be announced for 4 positions.	No	No	Yes	No	No	Yes	
1660	BOR	8/15/2017	Civil Engineer	14	Above 12	Denver, CO	Denver	8 months		DO/WO-TSC: This senior-level position is a technical expert in Waterways and Concrete Dams and is primarily responsible for providing hydraulic and structural technical review of designs, specifications, analysis, studies, and documentation. The group has a very heavy workload and requires a technical specialist to ensure products are completed to Reclamation Standards.	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation water storage and distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Primary impact to near term jobs includes analyses for Parker, Folsom, and Keswick Dams (California), and Risk Cadre support for dams in each of the 17 western states. Vacancy to be announced for 1 position.	No	No	Yes	No	No	Yes	
1644	BOR	8/15/2017	Civil Engineer (concrete)	9/11	Below 12	Denver, CO	Denver	6 months		DO/WO-TSC: This position performs concrete materials engineering and concrete repair. Work tasks including: Laboratory testing preparation, specification paragraphs, reviewing construction submittals, traveling to projects for concrete repair tasks, and will assist with research projects.	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation water storage and distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is directly within the TSC labs located in Denver where the testing and modeling are performed. Reclamation does not have this specialized concrete testing equipment in the regions - only Denver has the R&D facilities and equipment capable of carry out this type of work. The work is primarily funded through Water and Related Resources (WRR) and Power User Funds (U*P). The position provides engineering lab and field support to Reclamation field offices for design, analysis and construction associated with of dams, canals, pumping plants, power plants, and related features. Vacancy to be announced.	No	No	Yes	No	No	Yes	

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1659	BOR	8/15/2017	Civil Engineer (Cost Estimator)	11/12	12	Denver, CO	Denver	11 months		DO/WO-TSC: This is a journeyman position that performs civil engineering cost estimates, provides specialized technical expertise, and peer reviews independent government cost estimates for planning and final design specifications.	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is co-located with the TSC in Denver where the cost estimating for major design features is performed. The work is funded primarily by Water and Related Resources (WRR). The position provides cost estimating support and specialized technical expertise to Reclamation field offices for cost estimating associated with dams, canals, pumping plants, power plants, and related features. The primary impact to near term jobs includes Aamodt water conveyance system and Navajo Gallup (New Mexico) final design cost estimates (various reaches). Vacancy to be announced.	No	No	Yes	Yes	No	Yes	
1650	BOR	8/15/2017	Civil Engineer (Geotech)	12	12	Denver, CO	Denver	5 months		DO/WO-TSC: This team lead position is needed to manage the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Boca Dam (California), Scoggins Corrective Action (Oregon), BF Sisk Corrective Action (California), Steinaker Dam (Utah), Stampede Dam, and issue evaluations on several dams throughout the 17 western states). Vacancy to be announced for 5 positions.	No	No	Yes	No	No	Yes	
1656	BOR	8/15/2017	Civil Engineer (Geotech)	13	Above 12	Denver, CO	Denver	4 months		DO/WO-TSC: This position is for a team leader with primary focus on rock testing to provide leadership, mentoring, oversight, & peer review in the geotechnical laboratory. Current rock testing projects (DSO and Regional clients) include: San Luis Low Point Improvement project, Big Sandy Dam Slurry, Dam Safety Technical Development, S&T research.	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation water storage and distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is directly within the TSC labs located in Denver where the testing and modeling are performed. Reclamation does not have this specialized geotechnical testing equipment in the regions - only Denver has the R&D facilities and equipment capable of carry out this type of work. The work is primarily funded through Water and Related Resources (WRR) and Power User Funds (U*P). The position provides engineering lab and field support to Reclamation field offices for design, analysis and construction associated with of dams, canals, pumping plants, power plants, and related features. One vacancy to be announced.	No	No	Yes	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1658	BOR	8/15/2017	Civil Engineer (Geotech)	7/9/11	Below 12	Denver, CO	Denver	5 months		DO/WO-TSC: This entry level position is needed to perform the continued requests from Dam Safety and the Regions for geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Boca Dam (California), Scoggins Corrective Action (Oregon), BF Sisk Corrective Action (California), Steinaker Dam (Utah), Stampede Dam, and issue evaluations on several dams throughout the 17 western states). Vacancy to be announced for 4 positions.	No	No	Yes	No	No	Yes	
1649	BOR	8/15/2017	Civil Engineer (Specs)	11/12	Below 12	Denver, CO	Denver	6 months		DO/WO-TSC: This position writes complex construction specifications in specialized format using guide specifications sections, standard clauses, provisions, and paragraphs. Works with design engineers in the TSC so that detailed specifications can be prepared for each of the separate construction features and operations. The position also serves as the specifications coordinator on design teams reporting to various project managers. Information gathered while serving as a member of a design team is used during the preparation of the specifications for the features of work being designed by the team. Follows procedures covered in the Final-Design Process as guidance during participation on design teams.	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation conveyance and water distribution facilities failing to perform as designed due to delays in operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the specifications for major design features is performed. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides support to Reclamation field offices for preparing specifications associated with of dams, canals, pumping plants, power plants, and related features. Specifications work impacted by the failure to fill this vacancy is associated with the various jobs listed under the design positions found in this request. One vacancy to be announced.	No	No	Yes	Yes	No	Yes	
1681	BOR	8/15/2017	Civil Rights Analyst	GS-13	Above 12	Denver, CO	Denver	8 months		DO/WO P&A: Serves as the Bureau's only Civil Rights Analyst, processing Title VI Civil Rights complaints, and drafting Civil Rights and EEO policies and procedures. Designs and implements outreach, training, and education strategies to support the Civil Rights Division's (CRD) compliance and enforcement efforts. Provides expert advice to regional staff in their formulation of investigative plans and letters of investigative findings during regional conduct of compliance reviews and of complaint investigations. Provides extensive technical assistance to recipients of federal funds and covered entities to enable them to achieve compliance with civil rights laws. Makes recommendations regarding how Reclamation can work more effectively with states and localities and covered entities to ensure equal access to, and participation in, Reclamation programs. Prepares policy and management briefings and issue papers and conducts special studies on defined priorities.	If this position is not approved, <b>Reclamation will have to continue to rely on the Department to process its Title VI complaints, delaying compliance and resolution, and the Bureau will lack any employees in the 0160 occupational series entirely, leaving it vulnerable to expensive litigation and possibly poor publicity due to a probable lack of compliance with the Americans with Disabilities Act and the Architectural Barriers Act.</b> Additionally, the Division's ability to develop and implement civil rights and EEO policies will be adversely impacted as this position is the only one primarily charged with drafting such policies for Reclamation. At this time, Reclamation's CRD has several draft policies in progress, and additional ones it needs to draft to improve EEO complaints processing and Alternative Dispute Resolution practices. This position is critical to shepherding those policies to completion and to drafting new and needed policies. <b>This office has six non-supervisory positions, five of which are currently vacant.</b>	No	No	No	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1676	BOR	8/15/2017	Contract Specialist	GS-12	12	Anywhere in the 17 continental Western States	Other	5 months		DO/WO MSO: This position solicits, awards and administers acquisitions for Information Technology requirements. This includes direct support of IT Cyber Security (Continuous Diagnostic and Mitigation (CDM), Federal Information Security Modernization Act (FISMA) and Information System Security Officer (ISSO)) support contracts and enterprise-wide IT acquisition in support of the FITARA initiative bureau-wide.	Leaving the position vacant will reduce the ability to solicit, award, and administer contracts which support the detection and response to cybersecurity threats, implement enhanced cybersecurity protections designed to combat advanced persistent threats, and comply with federal cybersecurity regulations. As well as the ability to solicit, award, and administer the enterprise-wide IT acquisitions which support critical systems like ETAS, CARMA, eDRAWS, Autodesk, and desktop support and Bureau-wide IMT requirements and all other IMT related purchases Bureau-wide. <b>Had an additional vacancy.</b>	No	No	Yes	Yes	No	Yes	
1682	BOR	8/15/2017	Diversity and Inclusion Specialist (Civil Rights Office)	GS-12	12	Denver, CO	Denver	7 months		DO/WO P&A: Serves as a Diversity and Inclusion Specialist and manages the Denver/Washington and Reclamation-wide special emphasis programs. Provides programmatic assistance and education for Reclamation's Diversity and Inclusion programs to Regional EEO and/or Diversity Specialists, and to Denver/Washington Office employees, supervisors, and managers. This duty includes development and implementation of the Department of the Interior Diversity and Inclusion Strategic Plan, the development and implementation of a Reclamation Diversity Plan, and the development and implementation of the diversity component of Reclamation's annual MD-715 action plan. Compiles, extracts, and analyzes information and statistical data from a variety of sources and prepares miscellaneous EEO reports and briefings. Develops sources for recruiting and keeps potential applicants informed of job opportunities.	Since February 2017, Reclamation has lacked a Diversity and Inclusion Specialist to lead diversity efforts for our Denver and Washington offices, and to coordinate regional special emphasis programs. Reclamation's Denver and Washington offices are, therefore, <b>currently not in compliance with federal laws and executive orders requiring that every federal agency have at least three special emphasis programs: Federal Women's Program (5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204), Hispanic Employment Program (Title 5 CFR, Subpart B, 720.204), and People with Disabilities Program (Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709)</b> . If the situation continues, Reclamation will have several negative performance measures on its annual MD-715 report to the Equal Employment Opportunity Commission, in addition to previously existing program deficiencies the EEOC has already explicitly threatened to address through sanctions or Congressional hearings. The lack of ongoing workforce analyses, affirmative employment plans, and barrier analyses will harm the diversity of Reclamation's workforce, may permit illegal or questionable hiring practices to go unchecked, and will send a message to the workforce that Reclamation does not value diversity or compliance with federal civil rights and EEO laws. <b>This office has six non-supervisory positions, five of which are currently vacant.</b>	No	No	No	No	No	Yes	
1655	BOR	8/15/2017	Electrical Engineer	5/7/9/11	Below 12	Denver, CO	Denver	16 months		DO/WO-TSC: These positions ensure compliance with hydropower facility NERC/WECC requirements; battery testing and protection system testing. Because of our aging infrastructure, equipment failure has been more prevalent over the last couple of years. This position also works on renewable energy integration, reliability, and economics.	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is co-located with the TSC in Denver where the specialized electrical engineering design and analysis for hydropower features is performed. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides hydropower support and specialized technical expertise to Reclamation field offices for pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). Two vacancies to be filled	No	No	Yes	Yes	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1647	BOR	8/15/2017	Electrical Engineer (Cost Estimator)	13	Above 12	Denver, CO	Denver	11 months		DO/WO-TSC: This is a senior-level position that performs complex electrical cost estimates, provides specialized technical expertise, and peer reviews independent government cost estimates for planning and final design specifications. Trains/mentors other electrical estimators.	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation electrical and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is co-located with the TSC in Denver where the cost estimating for major design features is performed. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides cost estimating support and specialized technical expertise to Reclamation field offices for specifications associated with dams, canals, pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). One vacancy to be announced.	No	No	Yes	Yes	No	Yes	
1645	BOR	8/15/2017	Electronics Engineer	7/9/11	Below 12	Denver, CO	Denver	11 months		DO/WO-TSC: This position focuses on providing instrumentation, data acquisition, and control systems for the testing and research conducted in the lab and the field. Another component of this position involves the dynamic testing of structural elements and full scale dynamic field testing of dams. This position also supports the group with miscellaneous hardware and software support. A recent example of this would be completing the hardware and software for the controls and data acquisition system for a newly constructed direct shear testing machine for the Geotechnical laboratory.	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation electrical controls and water distribution facilities failing to perform as designed due to delays in necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is co-located with the TSC labs located in Denver where the testing and modeling are performed. Reclamation does not have these specialized facilities in the regions - only Denver has the R&D facilities and equipment capable of carry out this type of work. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides lab systems support for engineering lab and field testing support for Reclamation field offices for design, analysis and construction associated with of dams, canals, pumping plants, power plants, and related features. One vacancy to be announced. Note that this position has proven difficult to fill, hence the 11 month time that it has been vacant. In the meantime, the work has been performed by an NDAA position. This NDAA position currently expires at the end of the fiscal year.	No	No	Yes	No	No	Yes	
1668	BOR	8/15/2017	Environmental Engineer	12	12	Denver, CO	Denver	6 months		DO/WO-TSC: This is a journeyman engineer in support of environmental engineering elements associated with Reclamation water treatment plants.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of water treatment systems is performed. The work is funded primarily by Water and Related Resources (WRR).The position provides engineering support to Reclamation field offices for treatment plant facilities. Examples of significant near term work that is being negatively impacted in both schedule and cost include: San Luis Demonstration Water Treatment Plant (California), Yuma Desalting Plant (Arizona), and Cutter Water Treatment Plant (New Mexico). Two vacancies to be announced.	No	No	Yes	Yes	No	Yes	

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1683	BOR	8/15/2017	Equal Employment Specialist	GS-11	Below 12	Denver, CO	Denver			DO/WO P&A: Processes and counsels informal complaints of discrimination in Denver and Washington, D.C. Provides managers, employees, and applicants counsel, advice, and technical guidance on complaint process procedures and other available avenues of redress. Informally negotiates with complainant and management to effect resolution. Performs program analyses and conducts studies, organizational reviews, and work force analyses to determine attitudes of, and significant changes in the makeup of the work force. Analyzes problems and barriers and devises methods to eliminate or overcome barriers. Prepares recurring and special EEO reports, to include the annual 462 report, the EEOC MD 715 Report, Disabled Veterans Affirmative Action Plan, etc. Provides technical training for supervisors and employees in various aspects of the Equal Employment Opportunity Program, such as prevention of sexual harassment, discrimination, EEO responsibilities, complaint process, etc. Provides training to supervisors and managers on ways they can modify organizational or personal behavior to eliminate areas of discrimination.	At present, Reclamation's CRD has only one EEO Specialist working on processing informal complaints of discrimination for a workforce of over 1,000 located in its Denver and Washington, DC, offices. Due to the lack of EEO Specialists in CRD, Reclamation must rely on contractors to perform complaint processing duties and most EEO training. Reliance on contractors to perform these functions is not desirable because contractors are less accountable for meeting deadlines, less able to effect early resolution of EEO complaints, and less effective in advice and training provided to the workforce due to their lack of familiarity with the workforce and Reclamation business practices. CRD's current EEO Specialist is located in Washington, DC, and is therefore not physically available to the Denver workforce, which is numerically much greater than the DC workforce. Having an EEO Specialist located in Denver will provide a point of contact to the workforce (aside from the CRD Manager – who, by regulation, cannot serve as a neutral in EEO matters), and will enable CRD to present live trainings to the Denver workforce on short notice as needed, as well as a regular EEO training curriculum. The appointment of a full-time EEO Specialist will provide a much-needed resource for the Denver workforce, improve our counseling timeframes and resolution rates on informal complaints, and overall decrease costs to the taxpayer by decreasing our reliance on outside contractors to perform services that are qualitatively and quantitatively better performed by an in-house Specialist. <b>This office has six non-supervisory positions, five of which are currently vacant.</b>	No	No	No	No	No	Yes	
1678	BOR	8/15/2017	Equal Opportunity Specialist	GS-13	Above 12	Denver, CO	Denver	6 months		DO/WO P&A: Responsible for managing Reclamation's Equal Employment Opportunity (EEO) Discrimination Complaints Processing Program. Ensures timely, fair, and prompt <b>processing and investigation of EEO complaints</b> to reach a fair and equitable resolution. Monitors all Bureau-wide EEO Offices' progress of completion of informal complaints counseling for accuracy, effectiveness, and timeliness of resolution. Plans, directs, and implements Reclamation's Alternative Dispute Resolution (ADR) program as it relates to the Title VII Equal Employment Program.	This is an existing non-supervisory position, funded through Policy and Administration. This position is crucial in providing oversight and meeting all aspects of the Equal Employment Program, Reclamation-wide. Advises senior management officials on legal and financial impacts of EEO complaints and resolutions. Briefs the Reclamation Leadership Team on problem areas, progress of activities, and alternatives to resolving EEO issues ranging from individual issues to complex, systemic problems. Not filling this position will lead to delays in investigating and resolving EEO complaints, which may lead to larger financial and legal implications for Reclamation. Further, delays will result in missing specific deadlines that have been established by the EEOC; which could result in Reclamation's noncompliance with EEO policies and regulations and diversity goals and objectives. <b>This office has six non-supervisory positions, five of which are currently vacant.</b>	No	No	No	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1651	BOR	8/15/2017	Geologist	13	Above 12	Denver, CO	Denver	6 months		DO/WO-TSC: This senior level position is needed to manage ongoing requests from Dam Safety and Regional Offices for formulating geologic field investigations and performing geologic analysis relating to Reclamation's inventory (200+) of high hazard embankment and concrete dams.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the engineering geology for high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Boca Dam (California), Scoggins Corrective Action (Oregon), BF Sisk Corrective Action (California), Steinaker Dam (Utah), Stampede Dam, and issue evaluations on several dams throughout the 17 western states). Vacancy to be announced for 1 position.	No	No	Yes	No	No	Yes	
1652	BOR	8/15/2017	Geologist	12	12	Denver, CO	Denver	6 months		DO/WO-TSC: This position is needed to develop and implement geologic field investigations related to safety analysis and safety modification to Reclamation's inventory (200+) of high hazard embankment and concrete dams. Data collected by the engineering geologist is used by Reclamation's Civil and Geotechnical Design Engineers to make critical Dam Safety decisions.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the engineering geology for high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Boca Dam (California), Scoggins Corrective Action (Oregon), BF Sisk Corrective Action (California), Steinaker Dam (Utah), Stampede Dam, and issue evaluations on several dams throughout the 17 western states). Vacancy to be announced for 1 position.	No	No	Yes	No	No	Yes	
1666	BOR	8/15/2017	Geophysicist	13	Above 12	Denver, CO	Denver	6 months		DO/WO-TSC: This is senior geophysicist in support of seismological analysis to determine earthquake loading for associated with geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the seismic loading and geophysical testing and analysis for high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Examples of dams with significant earthquake loading issues include the thrust fault issue at Scoggins Dam (Oregon), Cascade Dam (Idaho), and Pueblo Dam (Colorado). The monitoring of seismic activity associated with the salinity injection wells in western Colorado is also being impacted. Vacancy to be announced for 2 positions.	No	No	Yes	Yes	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1667	BOR	8/15/2017	Geophysicist	12	12	Denver, CO	Denver	6 months		DO/WO-TSC: This is journeyman geophysicist in support of seismological analysis to determine earthquake loading for associated with geotechnical design and analysis of Reclamation's inventory (200+) of significant hazard embankment dams.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the seismic loading and geophysical testing and analysis for high hazard embankment dams is performed. The work is funded primarily by Water and Related Resources (WRR). The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Examples of dams with significant earthquake loading issues include the thrust fault issue at Scoggins Dam (Oregon), Cascade Dam (Idaho), and Pueblo Dam (Colorado). The monitoring of seismic activity associated with the salinity injection wells in western Colorado is also being impacted. Vacancy to be announced for 2 positions.	No	No	Yes	Yes	No	Yes	
1677	BOR	8/15/2017	HR Specialist (Employee/Labor Relations)	GS-13	Above 12	Denver, CO	Denver	Will be vacant 9/15/2017		DO/WO P&A: The primary purpose of this position is to plan, organize, and manage the Employee Relations Program. This position is Reclamation's critical link on cutting edge programs with the Department, i.e. administrative investigations, anti-harassment, administrative leave, maximizing employee performance, etc. The position is the principal conduit between the Department and Reclamation and is responsible for developing, implementing, administering, advising on, and evaluating a comprehensive Employee Relations/Labor Relations program for Reclamation.	This is an existing non-supervisory position primarily funded by Policy and Administration sources. If this position is not approved, there will be severe delays in the receipt and transfer of technical, operational, and other key information to field Employee/Labor Relations Specialists. The monitoring and evaluation of program activities will be severely curtailed. Not filling this position will also hamper implementation of strategically important program activities, such as maximizing employee performance, monitoring proper use of administrative leave, implementing anti-harassment programs, overseeing administrative investigations, and reporting on disciplinary status lists. Additionally, response time to inquiries from third-party representatives, to include the Department Office of the Inspector General, Solicitor's Office, client attorney/legal representatives, union officials, Freedom of Information Act requests, Congressional Inquiries, Office of Special Council, Merit System Protection Board, Office of Personnel Management, Federal Labor Relations Authority, will be significantly delayed.	No	No	No	No	No	Yes	
1662	BOR	8/15/2017	Hydrologic Engineer	12	12	Denver, CO	Denver	6 months		DO/WO-TSC: This position is critical for the completion of flood hydrology and meteorology work for Reclamation projects, particularly the Dam Safety Office (DSO) detailed studies requiring a flood loadings component. This person will be responsible for managing and conducting higher level flood hydrology studies and mentoring junior engineering staff in order to develop and grow the flood hydrology and meteorology capabilities. The ideal candidate will have a professional engineering (PE) license, a master's or PhD in civil engineering or equivalent; and have experience with rainfall and flood frequency statistics.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the hydrologic loading and meteorological analysis for high hazard dams is performed. The work is funded primarily by Water and Related Resources (WRR). The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Major jobs affected by the failure to fill this position includes the Willow Creek Hydrologic Issue Evaluation (Montana), Little Panoche Hydrologic Issue Evaluation (California), Lost Creek flood Routings (Utah) and Lahontan Hydrologic Issue Evaluation (California). Vacancy to be announced.	No	No	Yes	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1663	BOR	8/15/2017	Hydrologic Engineer	9/11	Below 12	Denver, CO	Denver	6 months		DO/WO-TSC: This position is critical for the performance of flood hydrology and meteorology work for Reclamation projects, particularly the Dam Safety Office (DSO) detailed studies requiring a flood loadings component. This person will be responsible for managing and conducting higher level flood hydrology studies and mentoring junior engineering staff in order to develop and grow the flood hydrology and meteorology capabilities.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the hydrologic loading and meteorological analysis for high hazard dams is performed. The work is funded primarily by Water and Related Resources (WRR). The position provides engineering support to Reclamation field offices for Dam Safety design and analysis of embankment dams and appurtenant features. Major jobs affected by the failure to fill this position includes the Willow Creek Hydrologic Issue Evaluation (Montana), Little Panoche Hydrologic Issue Evaluation (California), Lost Creek flood Routings (Utah) and Lahontan Hydrologic Issue Evaluation (California). Two vacancies to be announced.	No	No	Yes	No	No	Yes	
1686	BOR	8/15/2017	IT Specialist (CUSTSUP)	GS-2210-12	12	Denver, CO	Denver	2 years		DO/WO IRO: Serves as the IT Service Manager and <b>Contracting Officer Representative (COR) for the \$6.1M (5 year) Reclamation Enterprise Service Center (RESC) contract, located in Denver.</b> This contract provides first and second level enterprise information technology support to Reclamation personnel bureau-wide. The RESC additionally provides support for critical systems supporting the bureau's mission activities, as well as desktop support for Denver users.	This is a non-supervisory position. As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain administrative records, approve invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract. Because this contract is a firm fixed price contract with disincentives for the contractor missing key performance indicators, <b>on-site contract monitoring is required making this position not suitable for placement in a location other than Denver.</b> This position is funded through the WCF.	No	No	No	No	No	Hold	OCIO - Review.

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1684	BOR	8/15/2017	IT Specialist (INET)	GS-13	Above 12	Denver, CO	Denver	1 month		DO/WO IRO: Serves as the primary web and web hosting system manager for all IT Corporate servers. Manages the Reclamation internal web hosting infrastructure, public web infrastructure, and Reclamation-wide web hosting security. Designs, builds, and supports the technologies responsible for delivering both Reclamation internal and public facing web instances.	This is an existing non-supervisory position, funded through working capital funds. If this position is not filled, planning, implementation, and support of Reclamation-wide Web Server Infrastructure, as well as Reclamation's public Water Information System will be affected. This position is the chief support person related to these technologies across Reclamation, as we are moving to a consolidated support model for these enterprise services. The systems this position supports are responsible for all mission related web activities. These include, but are not limited to the Bureau of Reclamation's public web presence (https://www.usbr.gov), the open water data initiative to share water data with the public (https://water.usbr.gov), and Reclamation's web Cyber Security posture. <b>This position directly supports on-the-ground mission delivery by supporting these server infrastructure types.</b> These technologies allow for sharing water data within reclamation, as well as to the public via Reclamation's Web presence. Funded through WCF. <b>The Bureau's web server infrastructure is located in Core Denver Data Center and the position providing maintenance and support must be located in close proximity to the infrastructure making this position not suitable for placement in a location other than Denver. This position additionally serves as the on-site Contracting Officer's Representative over the Reclamation contract services for operational security and middle tier/web hosting services.</b> As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain administrative records, approve invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract.	No	No	No	No	No	Hold	OCIO - Review.
1687	BOR	8/15/2017	IT Specialist Project Manager	GS-13	Above 12	Denver, CO	Denver	4 months		DO/WO IRO: The position provides project management support for enterprise-wide information technology systems and applications centrally developed and maintained in Denver. The position is responsible for developing innovative technology solutions in support of the Bureau's programmatic offices and mission activities. The work involves analysis, design, implementation, testing, integration and software standardization of IT systems, desktop, mobile and web-based applications to meet the Bureau's mission.	<b>The position acts as the key liaison, working face-to-face with the bureau customers, the Denver based Federal software developer leads and the software development contractors.</b> This integration is essential for the cooperative development of new and steady-state applications and is critical in ensuring the IT application security requirements are established in coordination with the Bureau Associate Chief Information Security Officer. The project manager ensures the application of NIST standards and customer business requirements are met including thorough system testing and the successful delivery of new IT solutions. <b>This position additionally serves as the on-site Contracting Officer's Representative (COR) over the Reclamation's mission and business essential contract services for several application projects, Application Database Administration in addition to technical writing, testing and quality assurance contracts.</b> As required by the Federal Acquisition Regulation, the COR is designated by the Contracting Officer to provide on-site monitoring of the contractor's progress in fulfilling the technical requirements specified in the contract, as well as, maintain FBMS administrative records, approve FBMS invoices for payment, and complete monitoring reports to confirm the contractor is meeting the terms and conditions of the contract. The position is non-supervisory and funded through Working Capital Fund	No	No	No	Yes	No	Hold	OCIO - Review.

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1680	BOR	8/15/2017	Manager Asset Management Division	GS-15	Above 12	Denver, CO	Denver	Vacant the end of September 2017		DO/WO P&A: The position is responsible for ensuring Reclamation's asset portfolio (land, powerplants, pumping plants, canals, dams and associated facilities) is current, complete, and accurate, and operated and maintained to meet Reclamation's mission requirements. The incumbent is the principal manager for the formulation recommendation, administration and interpretation of policies, objectives and program standards governing asset management that serve as the body of internal controls for Reclamation's water and power related facilities and recreation and lands administration.	The position is essential to ensuring the Reclamation's infrastructure supporting water storage and delivery and public access is property operated and maintained. The position coordinates guidance with other federal agencies to ensure the most effective and efficient infrastructure maintenance programs. Ensures the risks to the public associated with Reclamation's 1,000 miles of canals, pipelines, and levees near population centers are minimized, 489 dams and over 900 pumping plants are effectively maintained to provide water. The position provides assessments of regional needs to leadership in making infrastructure investment decisions at dams, including prioritization deferred maintenance items. On-the-ground mission relies on this position to ensure condition of the infrastructure is effective to full fill the Reclamation's Congressionally authorized purposes. This office has 17 employees within the division. The position supervises grade banded and new supervisory positions.	No	No	Yes	Yes	No	Yes	
1657	BOR	8/15/2017	Materials Eng. (corrosion)	13	Above 12	Denver, CO	Denver	3 months		DO/WO-TSC: This is a senior technical specialist position focused on Corrosion technology. The position provides technical oversight and peer review, and leads teams involving corrosion protection and control or complex research programs, for example: Parker Dam Penstock Cathodic Protection System & Corrosion Mitigation System Monitoring. Represents USBR research, for example: with USACE Civil Works, NIST, and Navy. The technical specialist must maintain (a) expertise in materials engineering research (b) maintain state-of-the art knowledge of corrosion management techniques, and (c) maintain extensive knowledge of condition assessment of Reclamation structures. In addition, this position will participate and present papers at national conferences, for example: National Association of Corrosion Engineers (NACE).	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation conveyance and water distribution facilities failing to perform as designed due to delays in operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Green Mountain PP penstock relining in Colorado. This is an existing, non-supervisory position. It is in the TSC labs located in Denver where the testing and modeling are performed. Reclamation does not have these specialized facilities in the regions - only Denver has the R&D facilities and equipment capable of carry out this type of work. It is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides engineering lab and field support to Reclamation field offices for design, analysis and construction associated with of dams, canals, pumping plants, power plants, and related features. The primary near term impact is related to the Parker Dam Penstock Cathodic Protection System & Corrosion Mitigation System (Arizona/California). One vacancy to be filled.	No	No	Yes	Yes	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1646	BOR	8/15/2017	Materials Engineer (Coatings)	13	Above 12	Denver, CO	Denver	6 months		DO/WO-TSC: This is a senior technical specialist position focusing on Coatings Technology. The position provides technical oversight and peer review, leading teams involving protective coatings or complex research programs, for example: Green Mountain PP Penstock re-lining, & Coating Life evaluation by EIS. Represents USBR research experiences, needs, and interests, for example: with USACE Civil Works, NIST, and Navy. The technical specialist must maintain (a) expertise in materials engineering research (b) maintain state-of-the-art knowledge of protective coatings, and (c) maintain extensive knowledge of condition assessment of Reclamation structures. In addition, this position with participate and present papers at national conferences, for example: Proceedings of the Society for Protective Coatings (SSPC).	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation conveyance and water distribution facilities failing to perform as designed due to delays in operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Green Mountain PP penstock relining in Colorado. This is an existing, non-supervisory position. It is in the TSC labs located in Denver where the testing and modeling are performed. Reclamation does not have these specialized facilities in the regions - only Denver has the R&D facilities and equipment capable of carry out this type of work. It is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides engineering lab and field support to Reclamation field offices for design, analysis and construction associated with of dams, canals, pumping plants, power plants, and related features. Offer to be made for 1 position.	No	No	Yes	No	No	Yes	
1648	BOR	8/15/2017	Mechanical Engineer	7/9/11	Below 12	Denver, CO	Denver	6 months		DO/WO-TSC: This is an entry-level position in support of pumping plant steel piping and turbines. Turbine work from Grand Coulee and other major powerplants has been increasing.	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation mechanical and water distribution facilities failing to perform as designed due to delays in operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of these major design features is performed. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides mechanical engineering support to Reclamation field offices for specifications associated with pumping plants, power plants, and related features. Examples of significant near term work that is being negatively impacted in both schedule and cost include: Grand Coulee Dam and PP rehab (Washington state), and Mt Elbert Forebay (Colorado). Vacancy to be announced for 2 positions.	No	No	Yes	Yes	No	Yes	
1664	BOR	8/15/2017	Mechanical Engineer	13	Above 12	Denver, CO	Denver	6 months		DO/WO-TSC: This is senior engineer in support of mechanical systems associated with Reclamation pumping and power plants. The incumbent is critical to training and mentoring entry and journeyman mechanical engineers.	<b>TSC Core &amp; Denver Critical.</b> Not filling this position increases the risk of Reclamation mechanical and water distribution facilities failing to perform as designed due to delays in operation, maintenance, and rehabilitation required to meet contractual water and power demands. This position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of these major design features is performed. The work is funded primarily by Water and Related Resources (WRR) and Power User Funds (U*P). The position provides mechanical engineering support to Reclamation field offices for specifications associated with pumping plants, power plants, and related features. Primary projects impacted in terms of schedule and budget include : Grand Coulee Dam and PP rehab (Washington), and Mt Elbert Forebay (Colorado). Vacancy to be announced for 1 position.	No	No	Yes	Yes	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1685	BOR	8/15/2017	Program Analyst	GS-13	Above 12	Denver, CO	Other	New		DO/WO IRO: The position is responsible for developing and providing oversight of internal controls; developing and reviewing policies, directives and standards, SLAs, standard operating procedures, and other governance material; leading auditing and compliance activities for internal controls; and coordinating activities to ensuring the accountability of information management and technology (IMT) needed for the effective implementation of the Federal Information Technology Acquisition Reform Act (FITARA).	The position is non-supervisory and funded through Policy and Administration. The Information Resources Office is required to develop policy, procedures, and internal controls to manage the delegated IMT authority. This position provides visibility and accountability for IMT across Reclamation in support of the responsibilities of the Associate Chief Information Officer (ACIO) as defined by FITARA. Under the FITARA legislation, each agency Chief Information Officer (CIO) and bureau ACIO is responsible for FITARA compliance. Without this position, key objectives in the legislation including aligning IMT resources with mission and requirements; strengthening the CIO/ACIO's accountability for IMT costs, performance, and security; planning, programming, budgeting, and executing IT resources; and providing transparency into IMT resources across the bureau and programs, will be unattainable. The Bureau has developed a FITARA IMT Alignment Plan which lays out the activities to comply with the requirements of FITARA and achieve compliance with the law, in accordance with the milestones established by the Department and approved by OMB. This position is critical in the development and implementation of the delegations, policy, and associated internal controls in order to comply with the requirements of FITARA.	No	No	No	No	No	Hold	OCIO - Review.
1672	BOR	8/15/2017	Program Analyst (Critical Infrastructure Protection) - 2 Positions	GS-13	Above 12	Remote Location	Other	1 year		DO/WO: This position directly supports regional implementation, data collection, standards development and interruption of the Federal Energy Regulatory Commission (FERC) approved regulatory standards. In accordance with the Energy Policy Act 2005 requirements outlined in FERC Order 706, Critical Infrastructure Protection (CIP) Standards against cybersecurity compromises that could lead to operational failures or instability of the Bulk Power System.	This position directly supports Reclamation's responsibilities for national critical infrastructure and public safety. Leaving these non-supervisory positions vacant will reduce the ability to comply with federal cybersecurity regulations and the ability to respond to cybersecurity threats. The Power Resources Office is required to develop policy, procedures and internal controls, planning, implementation and supporting the Senior Advisor, Hydropower, the delegated Regulatory Standards authority across Reclamation, as defined by FERC Order 693 and 706 and the administration's Executive Order on Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure. Currently none of these positions in the NERC CIP Program are filled. <b>Currently only 2 out of 7 positions in the Reliability Program are filled.</b> Reclamation's NERC CIP Program primarily utilizes funding sources from Non-Appropriated Direct Funding.	No	No	Yes	Yes	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1671	BOR	8/15/2017	Program Analyst (Reliability Compliance) - 2 Positions	GS-13	Above 12	Remote Location - Changed from Denver that was previously submitted	Other	9 months		DO/WO: This is a North American Electric Reliability Corporation (NERC) and Western Electricity Coordinating Council (WECC) analyst for Senior Advisor, Hydropower; Power Resources Office. This position is responsible for providing guidance, analysis, monitoring and reporting to Reclamation's Hydro Electric Facilities along with compliance activities to NERC and WECC. This position ensures Reclamation's compliance with the Federal laws required to maintain the Bulk Electric System as it pertains to the power grid as required by NERC and WECC Reliability Standards which were mandated by the Energy Policy Act of 2005.	The position develops consistent expert guidance, internal controls, analysis, reporting, monitoring and execution in collaboration with regional representatives on the FERC, NERC and WECC Reliability Compliance Standards for Reclamation's hydropower program (the Nation's second largest hydropower producer). Reclamation is required to maintain compliance with Federal reliability requirements for planning and operating the bulk electric system as mandated by the Energy Policy Act of 2005. These standards increase the reliability of the nation's Bulk Electric System. If this position is not filled it will be detrimental to Reclamation's Hydro Electric Facilities compliance program and the reliability of the bulk electric system. If Reclamation is found in violation of any of these requirements, penalties for non-compliance may include non-monetary means of enforcement such as compliance orders, directives, or enforcement audits. Reclamation's five regions are registered as one entity with NERC, therefore; one region's NERC qualifying generation facilities non-compliance will have a negative impact on all Reclamation and cause additional labor hours to correct. A significant value of this position and the Power Resources Office's Reliability Program is that efficiencies and bureau wide standards and controls are achieved that reduce the risk of negatively impacting the bulk electric system, and reduce the risks associated with the five regions being registered as one entity with NERC. <b>Currently only 2 out of 7 positions in the Reliability Program are filled.</b> Reclamation's Reliability Program primarily utilizes funding sources from Non-Appropriated Direct Funding.	No	No	Yes	Yes	No	Yes	
1674	BOR	8/15/2017	Property Program Manager	GS-14	Above 12	Denver, CO	Denver	6 months		DO/WO MSO: The incumbent is the Bureau Property Management Officer and as such is relied upon by all Bureau offices to provide guidance, policy, and oversight for Reclamation's property management program, including but not limited to, personal property, fleet management, fleet charge card, quarters management, Reclamation's fine art collection, real property disposal, aircraft safety manager, the transportation subsidy program, and leasing. The incumbent provides leadership, coordination, and direction for the property management program to include automated Bureau-wide systems, property operations, development and implementation of policy, and internal controls and oversight to ensure accountable, efficient, and effective property and fleet management across the Bureau.	The position is responsible for the property management program, Reclamation-wide, which includes personal property, fleet management, fleet charge card, quarters management, Reclamation's fine art collection, real property disposal, aircraft safety, the transportation subsidy program, and leasing. As the Bureau's property program manager, this position serves as the Bureau's senior fleet manager as well as the Bureau's accountable property officer. As the Bureau's senior fleet manager, the position is responsible for final review and approval of all new fleet acquisitions and justifications for under-utilized vehicles. Reclamation's current fleet is comprised of 1600 motor vehicles with annual acquisition costs of approximately \$2.5M and annual operation and maintenance costs of \$6.5M. This is a current focus area given a recent audit which found a significant percentage of Reclamation's fleet is currently underutilized and this position is responsible for addressing this deficiency, Bureau-wide, with the goal of ensuring right-sizing, efficiencies, and cost-savings. Further, as the Accountable Property Officer, this position is responsible for the integrity and oversight of approximately 23,000 items of accountable property with an original acquisition cost of approximately \$260M. This remains an area of focus for the Bureau given challenges with the annual inventory and other similar issues with accountability. In addition to these responsibilities, the position is responsible for the Bureau's fine art collection which includes 259 unique pieces appraised at over \$13.7M as well the Bureau's leasing program which is approximately \$20M a year in rent through GSA and direct leases. Finally, this position is responsible for the management of 23 personnel that provide local Denver Office facilities and operations as well as day-to-day guidance and support to personnel across Reclamation regional, area, and field offices in	No	No	No	No	No	Yes	

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1665	BOR	8/15/2017	Structural Engineer	13	Above 12	Denver, CO	Denver	6 months		DO/WO-TSC: This is senior engineer in support of structural elements associated with Reclamation pumping and power plants. The incumbent is critical to training and mentoring entry and journeyman structural engineers.	<b>TSC Core &amp; Denver Critical.</b> Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. his position's business demands originate across the 17 western states and are not serviceable from an Area Office or Regional Office location. This is an existing, non-supervisory position. It is in the TSC located in Denver where the design and analysis of water conveyance systems, diversion dams, and related civil structures is performed. The work is funded primarily by Water and Related Resources (WRR). The position provides structural engineering support to Reclamation field offices for specifications associated with pumping plants, power plants, and related features. Not filling the position puts Reclamation water distribution facilities at risk of failure to perform necessary operation, maintenance, and rehabilitation required to meet contractual water and power demands. Near term projects impacted include peer review of design and analysis for plant structures throughout the 17 western states. Vacancy to be announced .	No	No	Yes	Yes	No	Yes	
1673	BOR	8/15/2017	Student Trainee (Accountant) - 3 positions	GS-4, FPL GS-12	12	Denver, CO	Denver	New		DO/WO MSO: Pathways Intern-Indefinite. Receives, analyzes, classifies, and codes a variety of accounting documents in support of Reclamation's accounting staff. Reconciles specialized ledgers and automated system of accounting data. Researches cause of discrepancy and initiates necessary adjustment actions. Researches current accounts, historical data, and source documents to develop detailed information on the status of various transactions, account balances, changes during a period, or other specified information. Develops comparative data reflecting relationships between accounts, time periods, and cost of operations.	These positions are funded through working capital funds. The Mission Support Organization, Finance and Accounting Division (FAD) utilizes the Pathways Program for succession planning to convert upon completion of higher education requirements and the hourly requirements for the program. FAD has seven accountant positions eligible for retirement in the next five years. The following six enterprise accounting areas are critical functions that support every office in Reclamation to include accounts receivable debt management, intragovernmental accounting, bi-weekly labor processing, cost allocation (monthly, soft close for Bonneville Power Administration and MP Region distribution), real property transfer of assets, travel policy, and transactional research assistance to the regional offices. By filling these positions, FAD is able to pass on corporate knowledge that will be lost as employees retire within the next 5 years. This will ensure a smooth transition of work without adverse impacts to the quality of the work. <b>3 offers to be made.</b>	No	No	No	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1675	BOR	8/15/2017	Supervisory Accountant	GS-13	Above 12	Denver, CO	Denver	7 months		DO/WO MSO: Supervisory Accountant - Provides direction, guidance and accounting support for the Washington and Denver Offices which support all program, budget and property offices within the Washington and Denver Offices. This position provides support for bureau-wide functions such as the Chief Finance Officer (CFO) Annual Financial Audit and Undelivered Order accrual, tracking and analysis.	The Supervisory Accountant is funded under the Working Capital Fund. This is an existing position. The Supervisory Accountant provides accounting support of Reclamation's program, acquisitions, budget and property offices such as the financial audit liaison for the bureau-wide accounting operations and Washington and Denver Offices and providing support necessary to enable timely and efficient processing of customer miscellaneous obligations of approximately \$300 million annually in compliance with relevant laws, rules and regulations. Serves as the Fiscal Services liaison ensuring users maintain Treasury access necessary to process payments and collections. Provides leadership and directs work assignments and management activities to support for 600 TSC Enterprise Engineering Service Agreements totaling \$35 million annually, Safety of Dams, and the Security, Safety and Law Enforcement programs that support all regional offices. Not filling this position increases the risk that Reclamation will not be able to support Reclamation's program activities and provide timely accounting services, collections and payments to Reclamation's vendors and internal accounting support for the engineering funding agreements.	No	No	No	No	No	Yes	
1670	BOR	8/15/2017	Supervisory Budget Analyst (Branch Chief-Execution)	GS - 14	Above 12	Washington, DC	DC	Will be vacant as of September 2, 2017		DO/WO: This position has primary bureau wide responsibility for execution of Reclamation's \$1.1 billion budget. Reports to the Commissioner, Department, Assistant Sec/Water & Science, OMB and Congress. Has primary responsibility for development of Reclamation's \$2 million+ Budget & Reporting System, which prevents Anti-deficiency Act violations and ensures compliance with Section 201 of Reclamation's Appropriations Act, regarding fund transfers. Supervises 10 budget analysts.	This is an existing position that has overall responsibility for budget analysis and execution, fiscal management, and appropriations authority and analysis functions. The incumbent provides direction and leadership to accomplish program and budget goals for Reclamation within all execution functions, including oversight of development of a significant information technology application for budget allocation, execution, reporting, and prevention of ADA violations. Also responsible for developing new capability for salary and benefit projections, which will enable Reclamation to request fixed salary incremental costs for the first time, resulting in incremental gains of tens of thousands of dollars per year. Due to sub-committee jurisdiction, Reclamation's Office of Program and Budget has authority to work directly with House and Senate Appropriations sub-committees as well as the office of Management and Budget (OMB) on Reclamation issues. The Execution Chief is one of Reclamation's two Budget Branch Chiefs (the other is "Formulation," which is a standard organizational setup for an organization of Reclamation's mission & size).	No	No	No	Yes	No	Yes	
1669	BOR	8/15/2017	Supervisory Budget Analyst (Branch Chief-Formulation)	GS-14	Above 12	Washington, DC	DC	Will be vacant September 2017		DO/WO: This position has primary bureau wide responsibility for authorship, analysis, and editing of Reclamation's budget submission to the Commissioner, Department, Assistant Sec/Water & Science, OMB and Congress. Develops briefing & analytical materials to communicate goals and achievements of Reclamation and its leadership on a corporate level, to both internal and external stakeholders. Supervises 6 regional analysts and budget review committee professional staff.	This is an existing position that has overall responsibility for preparation, analysis, and continuity of budget publications and materials that communicate the justifications for Reclamation's programs and their approximately \$1.1 billion in discretionary funding. The incumbent's primary function is to successfully secure an appropriate level of funding for Reclamation. The publications are among Reclamation's principle methods of communication to both internal and external stakeholders, serving as the authoritative source of appropriations and authorization information. This position is critically important to advance the budgetary agenda of Reclamation's political leadership. The incumbent is considered to be Reclamation's expert on programmatic budgetary issues, and technical expertise is heavily relied upon by management, to fund activities and carry out program requirements. The Formulation Chief is one of Reclamation's two Budget Branch Chiefs (the other is "Execution," which is a standard organizational setup for an organization of Reclamation's mission and size).	No	No	No	Yes	No	Yes	

Consolidated Hiring Waiver Requests 2017-08-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1629	NPS	8/15/2017	Administrative Officer	11/12	12	Charleston, SC	Other	Not yet vacant	Yes	Responsible for multiple parks including Fort Sumter, Charles Pinckney, and Reconstruction Era. Provides budget oversight, IT infrastructure, travel, housing, payroll and other administrative functions. Supervises Concessions and Fee Program Manager. Serves as an adviser to the Superintendent and division chiefs regarding potential legal and fiscal impacts of proposed actions.	Management of the parks budget, concession fees, fee revenue and other funding sources would be negatively affected. Having this position vacant will have an adverse effect on park operations and could cause issues with, legal requirements, audits, contracts, IT support, personnel, and a variety of other administrative services.	No	No	No	No	No	Yes	
1620	NPS	8/15/2017	Chief of Resource Management	GS-12	12	Gallitzin, PA	Other	New position	Yes	Serves as chief for natural and cultural resource management for five Western Pennsylvania park units. Supervises curator, cultural resource specialist, natural resource specialist, and seasonal employees as needed. Member of Senior Leadership Team for the five park units.	Leaves a key position for resource management leadership vacant, affecting oversight and time to manage compliance, GIS, resource planning, collaboration with park stakeholders, and personnel management of the division.	No	No	No	No	No	Yes	
1622	NPS	8/15/2017	Civil Engineer	GS-12	12	Staten Island, NY	Other	12-18 months	No	Civil Engineer works in Project Management as a subject matter expert on all engineering related matters. Work includes managing facility projects that reduce deferred maintenance and correct required deficiencies with safety and life safety issues.	The Park will have insufficient capacity to address facility construction projects. Critical safety issues will be unable to be corrected, forcing more public site and facility closures. Deferred maintenance will not be addressed and will most likely increase as a result.	No	No	Yes	No	No	Yes	
1626	NPS	8/15/2017	Deputy Regional Comptroller/Financial Manager	GS-13	Above 12	San Francisco, CA, Seattle, WA, or Vancouver, WA	Other	6 months	Yes	The Deputy Comptroller provides oversight, coordination, and subject matter expertise to budgetary and financial operations at all Pacific West Region parks and programs. They supervise 3 –5 junior budget analysts, each responsible for a range of budget programs, including discretionary operating and construction, mandatory receipt, and external trust programs. They provide technical assistance on a broad range of financial subject areas, develop PWR financial policy, and interpret fiscal law, policy, and regulation. Additionally, they provide regional leadership to the development and administration of a range financial and business management data systems.	Key impacts: - Curtailment of budget/finance training for park and program staff - Elimination of support for internal controls and workforce planning - Reduced validation of financial data - Reduced oversight of compliance with fiscal law and support to parks on interpretation of fiscal law - Reduced oversight of allocation and control of funds at PWR parks and programs - Significantly reduced high-level technical assistance to parks on fiscal processes	No	No	No	No	No	Yes	
1625	NPS	8/15/2017	Ecologist (Coastal)	GS-12	12	Narragansett, RI	Other	12-18 months	No	Position serves as field technical support for coastal ecology to parks in Northeast Region. He/she is expected to apply a field approach to the management of coastal/marine parks and water resource program activities as they interface with visitor services, recreational opportunities (e.g., fishing, birding), safe water quality standards, and related stewardship activities.  This position provides technical guidance on the application of ecological principles to parks in the preparation, revision, and updating of management plans and other documents, and assists parks and staff in the evaluation and coordination of management, monitoring, inventory, and research programs and strategies with park units and other stakeholders. The position also assists parks with visitor and employee safety issues relating to coastal and marine recreation and infrastructure.	Leaving this position unfilled leaves the NPS without field based capacity for parks to manage shorelines and coastal areas under changing conditions. The limits the NPS's ability to re-optimize visitor capacity and recreational activity in some of the nation's best loved coastal parks, such as Acadia and Cape Cod.	No	No	No	No	No	Yes	

Consolidated Hiring Waiver Requests 2017-08-1

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1634	NPS	8/15/2017	Finance and Budget Manager	11	Below 12	Washington, DC	DC	9 months	No	The Finance and Budget Manager handles all financial aspects for the Division's operations, especially its financial assistance programs, from tracking balances, obligations and deobligations along with managing the formulation, execution, and control of the Division's and regional administrative budgets. The incumbent also assists with program evaluation, and control for state and local assistance financial assistance programs.	This position fills a critical function in the financial assistance process in the obligation and monitoring of grants. With the programs' supported through the President's budget requests and mandatory funds from the Gulf of Mexico Energy Security Act (GOMESA) for the indefinite future, the gap in covering the position hampers the program's efforts to get the State grant funds obligated in a timely manner. Moreover, this position also plays the central role of program's accountability efforts to prevent fraud, waste, and abuse of federal funds. Beyond the grant funds, this position administers the funding that supports over 25 staff in 7 offices throughout the country. While the function has been filled though details the program is running short of options to stabilize this important function.	No	No	No	No	No	Yes	
1633	NPS	8/15/2017	Financial Assistance Team Lead	13	Above 12	Washington, DC	DC	6 months	Yes	The Financial Assistance Team Lead provides leadership and national oversight administering the Land and Water Conservation Fund (LWCF) State and Local Assistance Program. This position oversees the program's team of grant managers in the region, ensuring consistency in compliance with and interpretation of applicable federal laws, regulations, policies, and other requirements governing the administration of grant-in-aid in general together with those specific to the Division's recreation grant programs, as well as in applying them to issues that arise in the course of implementing the programs.	At a minimum, mandatory funds from the Gulf of Mexico Energy Security Act (GOMESA) will continue to be directed to LWCF State and Local Assistance Program for the indefinite future. Forgoing refilling this position will continue to hamper the program's efforts to get the State grant funds obligated in a timely manner. The Department and National Park Service have seen a spike in inquiries from Congress and others asking about the statue of particular projects which is in part tied to this vacancy. Furthermore, the specific OMB/DOI requirements governing financial assistance to strengthen the prevention of fraud, waste, and abuse continue to change necessitating active guidance of this position to ensure the program is meeting these important obligations.	No	No	No	No	No	Yes	
1617	NPS	8/15/2017	Fire Management Officer	GS-12	12	Mesa Verde, CO	Other	Not yet vacant	Yes	The incumbent serves in a key fire management position in a field fire management organization as a Fire Management Officer (FMO). This position is located in a unit with a high fire management program complexity level as defined by an OPM classification standard, not the IFPM Standard. The FMO plans, develops, implements, coordinates, and evaluates an integrated fire management program to achieve resource management objectives. The FMO is also responsible for the aviation management program in the park. FMO maintains safety first as the foundation for all aspects of fire and aviation management.	Without having the Fire Management Officer in place, the park runs the risk of having a Wildland Fire Program that does NOT manage fires in a manner that protects the public, park communities, infrastructure, conserves natural and cultural resources, and maintains or restores natural ecosystem processes.	No	Yes	Yes	No	No	Yes	
1621	NPS	8/15/2017	Fire Management Officer	GS-12	12	Luray, VA	Other	3 months	Yes	The Fire Management officer oversees the Wildland fire program for Shenandoah National park and the Mountains to the Sea group(18 park units).	Prescribed and Wildland fire response could be compromised by lack of over site and coordination.	No	Yes	Yes	No	No	Yes	

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1627	NPS	8/15/2017	Interdisciplinary Cultural Resources Program Manager	GS-12	12	Death Valley, CA	Other	Not yet vacant	Yes	The Cultural Resources Program Manager is responsible for the developing, implementing, and overseeing cultural resources management and preservation programs and/or are expert resource people who participate in the development and implementation of cultural resources policies and guidelines. Death Valley National Park maintains two museums and contains thousands of complex historic and prehistoric archaeological resources, many which have not yet been discovered. The park has 81 historic cabins, more than 17,000 mining features, multiple sites on the national register of historic places and many culturally significant mining districts. Additionally, the park is home to the Timbisha Shoshone tribe and this position serves as the tribal liaison on behalf of the park superintendent. This position serves as a staff expert and consultant for matters dealing with the management and preservation of cultural resources for both park and partnership preservation programs and has Extensive knowledge of compliance legislation and regulations to the degree that the incumbent participates in consulting or participating in the development or revision of them and/or develops implementing policies and guidelines for the service. The Cultural Resource Program Manager presents information on cultural resource topics, issues, and programs in oral and written form to NPS managers, colleagues, other professionals, and the public. The Cultural Resource Program Manager works with a variety of university and national organizations to accomplish the preservation mandate for cultural resources. The incumbent has the ability to recognize the interrelationships of all resource management disciplines such as museum services, archaeology, cultural landscapes, building preservation, ethnography, and maintenance and to work within this divisional/discipline framework to accomplish cultural resource preservation projects and goals.	The park will not have the expertise in house to meet our NHPA regulatory compliance needs. This position is essential for the park to preserve the history of the park and address our deferred maintenance backlog without losing the historic treasures that public trusts we will protect.	No	No	No	No	No	Yes	
1623	NPS	8/15/2017	Landscape Architect	GS-12	12	Staten Island, NY	Other	Other	No	Landscape Architect works in Project Management as a subject matter expert on all landscape and public facility/amenities related matters. Work includes managing facility projects that reduce deferred maintenance and correct required deficiencies with safety and life safety issues.	The Park has approx. 40,000 acres classified as maintained landscapes. The Park will have insufficient capacity to address facility construction projects. Critical safety issues will be unable to be corrected, forcing more public site and facility closures. Deferred maintenance will not be addressed and will most likely increase as a result.	No	No	Yes	No	No	Yes	
1638	NPS	8/15/2017	Management Support Specialist	12	12	Washington, DC	DC	24 Months		This position is responsible for providing administrative, clerical, technical, and management assistance in support of the executive management of the agency. Serves as management and confidential assistant to the Office of the Chief.	This position not being filled has critically impeded the administrative functions in support of the Office the Chief. This position provides responses to high level executive branch correspondence and telephonic communications. This position is responsible for working on special assignments, monitoring the preparation and accomplishments of USPP goals and objectives.	Yes	No	Yes	No	No	Yes	Park Police
1635	NPS	8/15/2017	Regional and Compliance Manager	12	12	Washington, DC	DC	New Position	Yes	Regional Compliance Manager serves both regional and nationwide compliance needs for the Land and Water Conservation Fund State and Local Assistance program. Regionally, the position works with grant staff to ensure federal financial assistance applications are compliance with applicable federal laws and regulations as well as enforces statutory requirements that assisted State and local parks remain open to the public for recreation purposes. Nationally, all compliance managers are part of the National Compliance Team whose purpose is to develop program policy and ensure nationwide consistency in the interpretation, application, and enforcement of applicable laws, regulations, requirements and policies in the administration of the LWCF Program.	This position fills a crucial service in support of States addressing issues related to ensuring the 20,000+ assisted park sites remain open to the public and in recreation use as mandated by the LWCF Act. Doing without these positions further expands the backlog of unresolved issues important to community's, increases the response times to State Partner request, intensifies the possibility of attracting negative Congressional attention and increases the litigation risk to the NPS. On the financial assistance side, significant mandatory funds from the Gulf of Mexico Energy Security Act (GOMESA) will continue to be directed to LWCF State and Local Assistance Program for the indefinite future, while the lack staff will continue to constrain the timely processing of state and local grant applications for much needed state and local park projects.	No	No	No	No	No	Yes	

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1636	NPS	8/15/2017	Regional and Compliance Manager	12	12	Atlanta, GA	Other	New Position	Yes	Regional Compliance Manager serves both regional and nationwide compliance needs for the Land and Water Conservation Fund State and Local Assistance program. Regionally, the position works with grant staff to ensure federal financial assistance applications are compliance with applicable federal laws and regulations as well as enforces statutory requirements that assisted State and local parks remain open to the public for recreation purposes. Nationally, all compliance managers are part of the National Compliance Team whose purpose is to develop program policy and ensure nationwide consistency in the interpretation, application, and enforcement of applicable laws, regulations, requirements and policies in the administration of the LWCF Program.	This position fills a crucial service in support of States addressing issues related to ensuring the 20,000+ assisted park sites remain open to the public and in recreation use as mandated by the LWCF Act. Doing without these positions further expands the backlog of unresolved issues important to community's, increases the response times to State Partner request, intensifies the possibility of attracting negative Congressional attention and increases the litigation risk to the NPS. On the financial assistance side, significant mandatory funds from the Gulf of Mexico Energy Security Act (GOMESA) will continue to be directed to LWCF State and Local Assistance Program for the indefinite future, while the lack staff will continue to constrain the timely processing of state and local grant applications for much needed state and local park projects.	No	No	No	No	No	Yes	
1637	NPS	8/15/2017	Regional and Compliance Manager	12	12	Atlanta, GA	Other	New Position	Yes	Regional Compliance Manager serves both regional and nationwide compliance needs for the Land and Water Conservation Fund State and Local Assistance program. Regionally, the position works with grant staff to ensure federal financial assistance applications are compliance with applicable federal laws and regulations as well as enforces statutory requirements that assisted State and local parks remain open to the public for recreation purposes. Nationally, all compliance managers are part of the National Compliance Team whose purpose is to develop program policy and ensure nationwide consistency in the interpretation, application, and enforcement of applicable laws, regulations, requirements and policies in the administration of the LWCF Program.	This position fills a crucial service in support of States addressing issues related to ensuring the 20,000+ assisted park sites remain open to the public and in recreation use as mandated by the LWCF Act. Doing without these positions further expands the backlog of unresolved issues important to community's, increases the response times to State Partner request, intensifies the possibility of attracting negative Congressional attention and increases the litigation risk to the NPS. On the financial assistance side, significant mandatory funds from the Gulf of Mexico Energy Security Act (GOMESA) will continue to be directed to LWCF State and Local Assistance Program for the indefinite future, while the lack staff will continue to constrain the timely processing of state and local grant applications for much needed state and local park projects.	No	No	No	No	No	Yes	
1631	NPS	8/15/2017	Space Leasing Specialist	GS-12/13	Above 12	Denver, CO	Denver	12 months	No	Works with GSA and provides advice and support to NPS leadership on acquisition, utilization, and disposition of leased space in order to maximize utilization of space at minimum cost. Interprets Federal Property Management Regulations, Executive Orders and other regulations and magement procedures. Monitors and reports on NPS' space management goals including annual required reporting by OMB.	Without this position, NPS is lacking in internal control reviews and will be unable to complete required reporting. Staff at the field level is not receiving the support required from this centralized function to properly meet regulatory requirements and receive expertise and resolution of space management problems. NPS will fall behind on tracking rent payments on both GSA and direct accounts, and be unable to evalute potential space for suitability for park leasing.	No	No	No	No	No	Yes	
1630	NPS	8/15/2017	Space Leasing Specialist (Senior)	GS-14	Above 12	Denver, CO	Denver	23 months	Yes	Responsible for the orderly management including space utilization studies and assignment of all leased space and NPS-owned office space, the relocation of offices that result from realignment or forced moves, the daily operation of the NPS delegated Lease Management Program, and the acquition and release of space. The incumbent also assists and advises other field offices, service and training centers and parks in all matters related to leased space and NPS-owned office space. The incumbent serves as the Senior Service-wide Space Management Specialist, Real Property, and Leasing Officer for the Washington Office.	This vacancy has caused an unreasonable workload for the one remaining employee now handling both the Eastern and Western space leasing geographical areas, as well as the duties of this position. The lack of a dedicated employee causes delays, lack of program organization and management, and ultimately, could lead to defaults in compliance and regulatory requirements such as the Federal Managers' Financial Integrity Act reporting and corrective action. NPS is limited in its ability to negotiate on behalf of the NPS in regards to rent, building standards/requirements, purchases, appeals, etc., and could miss opportunities to address security and public health needs in NPS rented and owned facilities.	No	No	No	No	No	Yes	

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1619	NPS	8/15/2017	Superintendent, National Mall and Memorial Parks	ES	Above 12	Washington, DC	DC	Not Yet Vacant; will be vacant on 9/2/2017	Yes	The Superintendent provides direction, management, supervision and evaluation of park programs with an annual operating budget of \$31 million, ensuring effectiveness and cost efficiency. The Superintendent manages and directs a park staff of 350 + employees, and are responsible for maintaining a positive working relationship with the park employees including community representatives and a variety of officials within and outside the Bureau concerning the delegated authorities related to the management and preservation of the cultural, historical, and natural resources of the park. The NAMA Superintendent also provides coordination, direction and guidance to the United States Park Police (USPP) in the accomplishment of basic law enforcement and security functions and in planning and presentation of special events and programs.	The NAMA Superintendent manages all park resources which are heavily impacted by a complex urban metropolitan area and as the seat of National and local governments. An equally important and highly sensitive responsibility of the Superintendent is to serve as the preservation, maintenance and logistical support arm for the Executive Residence at the White House. The park serves as a setting for numerous Federal buildings, the Smithsonian Institution, and other memorials of historical significance and as a result must be impeccably maintained. In the downtown Washington, D.C. area over 150 major historic parks, squares circles and triangles are managed by the Superintendent, many with their own constituencies. With visitation exceeding 25 million annually the Superintendent is responsible for one of the largest and most complex maintenance programs in the National Park Service, and provides expert advice and support to many other parks, organizations and agencies, including the White House, General Services Administration, Department of Interior, and the Army Corp of Engineers.  The Superintendent's position and the management of NAMA is extremely complicated. The NAMA parks experience heavy public use, extremely difficult conservation and protection problems, and intricate external relationships with neighbors and with cooperating public and private organizations, concessioners and representatives of Federal, State, and local governmental organizations. This position must be filled by a highly knowledgeable SES Superintendent to maintain the level of leadership expected, and needed, in a globally renowned park; without it we are subjecting the park to the possibility of a catastrophic event(s) that will impact negatively the DOI, NPS, NAMA staff, The White House, and NAMA	No	No	Yes	No	No	ERB	ERB - Review.
1639	NPS	8/15/2017	Supervisory Human Resource Specialist	13	Above 12	Washington, DC	DC	New Position		The incumbent will provide leadership in reestablishing the US Park Police Human Resource Servicing Office (SHRO). The USPP SHRO will development policies, procedures, and techniques relative to staffing and recruitment. The incumbent will manage, advice and provide guidance to the Human Resources Specialists, Workman's Compensation Manager and Background Investigators.	This position not being filled diminishes the Force's continuity of operation and hiring a skilled workforce. Failing to fill this position will contribute to the lack of an effective oversight program throughout the entire USPP HR function and impacts the ability to provide effective HR services. Filling this position supports the law enforcement activities by ensuring systemic compliance issues to not impede HR service delivery and the ability to provide effective and efficient HR services to USPP.	No	No	No	No	No	Yes	
1640	NPS	8/15/2017	Supervisory Information Technology Specialist	14	Above 12	Washington, DC	DC	New Position		This position provides the full spectrum of supervision of Information Technology, telecommunications, radio, and Geographic Information System (GIS) fields in the National Capital Region. This position ensures the application of information security policies and practices to protect USPP data and information technology (IT) systems from cyber-security threats.	This position not being filled reduces the Forces ability to ensure the rigorous application of information security polices, principles, procedures and practices to protect Force data and IT systems from threats to confidentiality, integrity, accountability and authenticity.	Yes	No	Yes	No	No	Yes	
1641	NPS	8/15/2017	Supervisory Management Analyst	12	12	Washington, DC	DC	36 Months		This position performs analytical work in managing and regulating the acquisition, distribution and accountability of property.	This vacancy has created critical challenges to the oversight of the Records and Data Processing functions between the public and the Force. This positions serves as the liaison with the NPS, National Archives, Department of Justice, U.S. Attorney's Office, various jurisdictional courts and other agencies concerning records processing, storage, disposal, retrieval and dissemination.	Yes	No	Yes	No	No	Yes	

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1624	NPS	8/15/2017	Supervisory Park Ranger (Chief Ranger)	GS-14	Above 12	Philadelphia, PA	Other	< 1 month	Yes	Position directly oversees all law enforcement and security operations at Independence National Historical Park, and is directly responsible for the safety and security of Independence Hall, the Liberty Bell, and many other key sites related to the founding of the nation, and the creation of the Declaration of Independence and the U.S. Constitution. Both the Liberty Bell and Independence Hall are designated as World Heritage sites due to their international importance as symbols of liberty and freedom, and both have been designated as National Icons by the Department of Homeland Security and DOI. This designation recognizes that the park is a highly valued target to enemies of the U.S.A. through terrorist activities.  The position manages the largest law enforcement operation in the Northeast Region, providing 24/7 law enforcement operation, a large dispatch operation, and a \$3 million contract security program. The position manages a budget of over \$5 million. The position is responsible for public safety of more than 5 million annual visitors to the park. The position coordinates directly with other Federal, State and local partners for joint operations and large scale events that overlap into adjacent jurisdictions. The position managed 2 NSSE events in the last 3 years. The position also manages the parks multi-million dollar security infrastructure.	Without this position, the park will not have a senior law enforcement officer for the park's large law enforcement operation. This will put the park in violation of both NPS and DOI policy. The park will not have the capacity to coordinate security operations, or coordinate with cooperating agencies such as the Secret Service and the Philadelphia Police. The park will lose capacity to manage dignitary protection. Visitors to the park include POTUS, VPOTUS and Heads of State. A long-term vacancy will directly and negatively impact all public safety operations. The park's capacity to monitor and prevent terrorism attacks would be reduced. Capacity to coordinate and mount complex investigations will be reduced.	Yes	No	Yes	No	No	Yes	
1615	NPS	8/15/2017	Supervisory Park Ranger (I) (East District)	GS-12	12	Denali National Park ,AK	Other	New Position	Yes	This position serves as the East District Supervisor and Assistant Chief of Interpretation. Oversees permanent, seasonal and volunteer staff in the Fee Program, Partner Coach Program and Interpretation Program in the East and South Districts. Serves a key role in partnerships with commercial partners in and outside of park. Public safety is enhanced through the education outreach of this position which directly affects visitor education of how to recreate safely in park.	Program and partnership oversight/supervision would be diminished and/or programs or partnerships may be removed from park operations. Effective supervision of staff would decrease due to the level of expertise available. This position has major impacts on the visitor experience and safety - both NPS and Partner staff performance.	No	No	Yes	No	No	Yes	
1618	NPS	8/15/2017	Supervisory Park Ranger (Law Enforcement)	GS-12	12	St. Louis, MO	Other	1 month	Yes	This position serves as the Assistant Chief Ranger in the Visitor Protection Division of Jefferson National Expansion Memorial, an Icon park. The position is supervised by the Chief Ranger and supervises 3 GS-11 Supervisors and is second level supervision for approximately 20 GL-09 Law Enforcement Rangers. The position supervises and directs the day to day operational activities including law enforcement, visitor and resource protection, emergency services, maintenance of cooperative relations with other public agencies, planning, budget preparation and crime prevention. The Assistant Chief Ranger is a key player in the local and regional anti terrorism and homeland security interagency task force sharing and receiving information between federal, state and local law enforcement agencies. The position develops and implements planning efforts for events and regular operations for the division and the Park.	In order to fulfill its congressional mission and mandate, the NPS must administer the areas under its care in such manner that they are free of criminal activity that threatens or compromises the health and integrity of protected natural and cultural resources and/or disrupts an atmosphere conducive to public safety and enjoyment. Without this position, the park's ability to carry out this mandate would be severely impaired. Without program leadership, supervision, and management, public health and safety would be compromised, an uptick in resource degradation could ensure. Furthermore, relationships with local law enforcement agencies would suffer, and the necessary coordination that relies on these relationships would be diminished.	Yes	No	Yes	No	No	Yes	

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1616	NPS	8/15/2017	Supervisory Park Ranger (Protection) (Deputy Chief Ranger)	GS-12	12	Ajo, AZ	Other	5 months	Yes	<p>Serves as Monument's Deputy Chief Ranger. Position provides field leadership and direction to a law enforcement division that includes upwards of 16 officers. Manages all-risk resource and visitor protection programs/operations in Organ Pipe Cactus NM. This includes the specialized tasks of functioning as the de facto law enforcement specialist, maintaining a high standard of quality control and oversight of the work group's significant felony level case prosecutions. This position also serves as the evidence custodian, responsible for the management of thousands of pieces of evidence and personal property. The division's base budget is approximately 1.5 million dollars.</p> <p>Functions supervised include law enforcement; emergency medical services; visitor services; wildland fire; aviation; search and rescue; resource protection; and public safety.</p> <p>The Monument's exposure to the US/Mexico international border and associated cross-border criminal activity (i.e. human and drug smuggling) presents complex and dynamic safety, security and humanitarian challenges. This position is directly responsible for developing and guiding strategies and operations to interrupt and deter smuggling activity and proactively protect high visitor use</p>	<p>Limited capacity to respond to cross border violators, negatively impacting the physical safety of the visiting public and the natural/cultural resources.</p> <p>Limited capacity to effectively manage complex, often long-term multi-agency enforcement operations, targeting overlapping goals and objectives.</p> <p>Limited capacity to develop additional methods to continue to advance border enforcement strategies (camera/sensor systems, canine operations, unmanned aerial systems, etc.).</p> <p>Limited capacity to build and maintain close working relationships with a variety of local, state and federal cooperators (i.e. United States Border Patrol, Office of Field Operations, Pima County Sheriff's Department, Arizona Department of Public Safety, etc)</p>	Yes	No	Yes	No	Yes	Yes	
1632	NPS	8/15/2017	Supply Systems Analyst (Fleet Specialist)	GS-12/13	Above 12	Herndon, VA	DC	19 months	No	<p>Research, prepare and document numerous fleet projects and initiatives in the areas of fleet acquisition, fleet maintenance, fleet reports, fleet audits and fleet dispositions. Works with several fleet-related systems such as the Financial and Business Management System (FBMS), Federal Motor Vehicle Registration System (FMVRS), and Auto Choice and Remedy. Responsible for being the team lead in the coordination of the Nation-wide Motor Vehicle Management and Real Property Management Disposal Programs (McKinney Vento Act), and performing a range of support duties.</p>	<p>It is essential to replace the Fleet Specialist position due to the extreme work load in fleet management. Fleet management responsibilities are presently performed by the Junior Fleet Specialist. This is one of two Fleet Management positions within the NPS and filling this position is critical to NPS compliance with required tracking and reporting on NPS leased and owned fleet.</p>	No	No	No	No	No	Yes	
1642	NPS	8/15/2017	Telecommunications Manager	13	Above 12	Washington, DC	DC	New Position		<p>This position oversees all matters related to radio system operation, telecommunications and information systems. This positions is responsible for the design, configuration, installation and management of associated IT networks associated with the telecommunications assets as assigned.</p>	<p>This position not being filled critically diminishes the full examination of managing a complex radio communication systems which supports the agencies operational needs. This position is responsible for the acquisition, life cycle, and de-commissioning of assets critical to the radio program and information technology systems.</p>	Yes	No	Yes	No	No	Yes	
1643	NPS	8/15/2017	Training Instructor	12	12	Washington, DC	DC	10 Months		<p>The incumbent plans, develops, coordinates and directs USPP law enforcement training program. The incumbent evaluates and designs training materials related to firearms program and physical skills educational techniques.</p>	<p>This position not being filled has critically impedes the long range development of interpretive training for USPP. This position collaborates with the Department of Interior for training standards, implementation, and compliance of the law enforcement training standards</p>	Yes	No	Yes	No	No	Yes	
1628	NPS	8/15/2017	Wildland Fire Management Specialist	GS-12	12	Atlanta, GA	Other	Not yet vacant	No	<p>This is a professional position in an organization having a firefighting mission. This position serves as a technical/specialized authority for a Regional office providing specialized and professional guidance for parks within the region in the development, management, and implementation of wildland fire programs and the use of wildland fire to achieve resource benefits. Acts as a liaison between the Regional Director, park Superintendents, and regional and national multi-agency coordinating groups for deciding appropriate management strategies. Develops and evaluates methods for the documentation, analysis, and prediction of prescribed fire and wildland fire behavior and effects. Serves as fire training and qualifications coordinator.</p>	<p>This position serves a critical role in safety as it relates to wildland fire and aviation management. The products and services provided are vital to the 70 National Park Service (NPS) units in the Southeast Region as well as intra-agency and interagency units across the Nation. If this position remains unfilled, the wildland fire management mission that the NPS is responsible for will be compromised with regards to life and property of NPS, neighboring public, visiting public, and cooperating agencies. In addition to serving a critical role in the protection of life and property, this position provides essential training and career development for future NPS wildland fire managers, therefore the pool of qualified candidates will be degraded if this position is not filled.</p>	No	Yes	Yes	No	No	Yes	

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1545	SOL	8/15/2017	Regional Solicitor - Northeast Region	ES	Above 12	Bloomington, Minnesota (Twin Cities Regional Office)	Other	Since 7/2/2017 (This vacancy was created by the reassignment of the former Regional Solicitor to the position of Associate Solicitor for Parks & Wildlife)	Yes	The Regional Solicitor represents and acts for the Solicitor as the chief legal officer for the Department of the Interior for legal matters involving the Northeast Region. Legal matters and issues cover such diverse subjects as grazing, natural resource damage assessment and restoration, education, water resources, Indian affairs, fish and wildlife, parks, energy, minerals, mining, procurement, patents, grants, contracts, tort claims, environmental impact, equal employment opportunity, personnel, Freedom of Information Act, litigation, and other general legal services. The Regional Solicitor manages the work of the staff in the Twin Cities Regional Office, Boston Field Office, and Pittsburgh Field Office, including determining fiscal and personnel requirements; implementing new programs and projects; and fostering working relationships with Department bureaus and offices, State, local, and Tribal governments, and officials of other Federal agencies.	Regional Solicitors are critical to the operations of the Office of the Solicitor. They are part of the Office of the Solicitor's leadership team, which shares in the planning, direction, and management of the Office. The Northeast Regional Solicitor provides broad leadership in supporting and representing multiple Department bureaus and offices in such critical priorities as energy development and natural resources management.	Yes	No	Yes	Yes	No	ERB	ERB - Review.
1546	USGS	8/15/2017	Administrative Officer	12	12	Stennis Space Center, MS	Other	0 months	Yes	The Administrative Officer (AO) assists the Hydrologic Instrumentation Facility (HIF) Chief in managing an annual program of approximately \$22 million, a staff of 35 Federal employees and 9 contract personnel. The AO directly supervises two administrative support staff. The AO is a key part of the management team at the HIF and provides expert financial planning advice, ensures that HIF financial activities function appropriately according to current regulations, including the Fee-for-Service Component of the Working Capital Fund. It is responsible for financial year-end closeout ensuring proper procedures are followed and documented as required. The AO also assists the management team in personnel matters, liaisons with the HIF's facility manager (NASA), manages the instrument newsletter, serves as telecommunication coordinator and security officer and ensures that the continuity of operations plan is accurate.	This AO position is critical to responsibly managing HIF resources. Not having an AO would burden HIF managers with performing tasks that are best handled by an administrative officer who has detailed knowledge of financial management methods and regulations. The AO manages the funds used to make instrumentation purchases and provide instrumentation services and training at the HIF. Not filling this position would result in these responsibilities being distributed among HIF managers, thus diverting their time from critical technical instrumentation issues that ensure the quality of the instruments and services used by the Water Mission Area (WMA) and other Federal agencies (OFA), and possibly increasing costs associated with buying and using hydrologic instrumentation. This position is in the HIF workforce plan. HIF services are provided to the USGS and OFA that collect water data used to make water management decisions and protect public safety throughout the Nation. Not filling this position could impact the ability of the HIF to supply these services in a timely and contractually appropriate manner.	No	No	No	No	No	Yes	
1553	USGS	8/15/2017	Administrative Officer	11/12/13	Above 12	Jamestown, ND	Other	18 months	Yes	Manages all aspects of Center business processes; leads and supervises administrative staff; advises Center Director on financial health, strategic planning, and efficiencies; essential component of management team; provides fiscal and operational complement to Center Director's mission knowledge, enabling sound and effective management; acquires and applies unique and overarching perspective on Center operations, integrating systems and processes to maximize efficiency when resources are limited; identifies and rectifies procedural bottlenecks and limitations.	Failure to fill this position would result in lack of fiscal and operational guidance to Center Director in making key management decisions; loss of efficiency in Center operations and budgeting; constrained strategic planning due to absent vision and leadership; adverse impact on resources and efficiencies; delays and lost opportunities with partners. A thorough review of existing staff was conducted and a shared position was explored, resulting in the conclusion that no staff member with the necessary skills is available. We also reached out regionally and nationally and found no staff available to perform the work. This action is FTE neutral in that the position is a longstanding component of the organizational chart.	No	No	No	No	No	Yes	

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1558	USGS	8/15/2017	Data Manager	12/13	Above 12	Ft Collins, CO	Denver	Currently occupied	No	The Fort Collins Science Center (FORT) develops over 200 products per year (publications, datasets, software). This FORT Data Manager position researches and implements cost-effective data and project lifecycle management efforts; researches and implements new data provenance capture and visualization technologies; designs, develops, and releases software tools to facilitate data review and metadata development; ensures FORT data collection and generation efforts conform to all USGS and Federal data quality and release policies. A critical part of the job also includes ensuring that physical samples are reviewed, categorized, and preserved if appropriate. These artifacts include tree cores, paper survey forms, sage grouse feathers, etc. The Data Manager must be located in Fort Collins, CO, to perform artifact evaluation and validation. The FORT has no permanent Federal staff with the appropriate skills available to fill this position.	Without data management support the FORT will be unable to reliably conform to new USGS and Federal policies. Individual projects would be forced to staff a position for their work alone, causing excessive project costs and inconsistent application of policy. Consolidating the Data Manager function at a Center level will provide FORT projects considerable fiscal and compliance relief.	No	No	No	No	No	Yes	
1550	USGS	8/15/2017	Electronics Tech	12	12	Stennis Space Center, MS	Other	0 Months	No	The Electronics Tech position supports the data telemetry of the Water Mission Area (WMA) and requires the incumbent to liaison with other Federal Agencies, telecommunication companies, WMA Water Science Centers, and field technicians. The position coordinates and troubleshoots use of the GOES satellite system, and cellular data systems. The position investigates and recommends and assists in the contracting of new data telemetry systems in order to further the Water Science Strategy of the USGS. The position is a key adviser to senior leadership on telemetry issues and keeps leadership aware of threats to the telemetry systems used by the USGS and provides training on the use of telemetry systems and electronics.	This will be an internal announcement. Telemetry is a critical element in supplying water data in a timely manner. This position addresses that critical need by supporting the efforts to have the best data telemetry solutions and by working with commercial and other Federal providers to contract the most appropriate services to meet WMA needs. The position has grown to include instrument training coordination and management, and most importantly the oversight of radio communication systems owned by the WMA. Duties include coordination of WMA radio communication issues and concerns with other Federal agencies, ensuring that WMA telemetry use conforms to Federal and USGS policies and providing technical leadership and advice concerning the contracting of telemetry services and systems used by the USGS. The position is in the HIF workforce plan. The position has national and leadership responsibility for management and oversight of WMA telemetry systems including the GOES satellite telemetry assignments that are used to transmit water data, radio licenses used by the WMA offices, development of new telemetry systems such as Iridium and cellular, and disseminating information on the status of the telemetry systems used by WMA offices. Additionally the position plans, coordinates, and conducts the technical training on radio/telemetry systems and coordinates other instrument training courses that support WMA data collection activities.	No	No	No	No	No	Yes	

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1552	USGS	8/15/2017	Fishery Biologist	GS-13	Above 12	Ann Arbor, Michigan	Other	12 months	No	This Fishery Biologist position is critical to the Great Lakes Science Center (GLSC) mission. The incumbent will serve as an expert on aquatic ecology and fish ecology in the Great Lakes Region. The position requires expert knowledge of fish ecology and has experience conducting field studies in all five of the Laurentian Great Lakes.	This position will support work on the Great Lakes Science Center's (GLSC) Deepwater Science program to formulate studies to address critical scientific issues, program development and long-range planning, and mission essential work for Department of the Interior, State and Provincial partners in understanding and managing Great Lakes fisheries and other aquatic resources. This position will be filled internal to the USGS. This action will be FTE neutral (the incumbent's current position will not be backfilled). The USGS/GLSC has evaluated the need for this position in light of the President's budget and workforce characterized in the draft 2017 Voluntary Separation Incentive Program (VSIP). The GLSC is proposing to eliminate 11 positions, equivalent to 15% of the current workforce, as part of the VSIP and restructure several other positions, filling them at lower grade levels. This position requires a level of stability and inherently governmental responsibilities that is not appropriate using contracting or temporary hiring mechanisms.	No	No	No	No	No	Yes	
1554	USGS	8/15/2017	Geographer	11/12	12	Middleton, WI	Other	N/A	no	Serves as a Solutions Architect for Web Informatics and Mapping (WiM) and as such makes recommendations to management and WiM software developers on the feasibility of proposed projects, identifies the resources required to support the activities, and defines the spatial data needs and their availability to meet project goals. Acts as the lead archivist for WiM. Develops guidance and oversees implementation of a nationally implemented archival process for all WiM data and information. Serves as the system administrator for WiM hosting infrastructure. Responsibilities include design deployment and maintenance of Amazon cloud infrastructure to support applications and services. Serves as part of the WiM management team and as such is involved in planning the future direction and products of WiM.	WiM creates and maintains mission critical geospatial applications and services for several DOI Bureaus and offices including the Department GIO Office. Not filling this position will cause an adverse impact on resources and efficiencies, resulting in delays for current and future customers. A thorough review of immediate Wisconsin Water Science Center staff was conducted, resulting in the conclusion that no staff member with the necessary skills is available. This hiring will replace a current Term appointment, thus is FTE neutral.	No	No	Yes	No	No	Yes	
1557	USGS	8/15/2017	Hydrologic Technician	7 (FPL 11)	Below 12	Baltimore, MD	DC	0 Months	No	This is a Recent Graduate Pathways position. It includes hydrologic-data network collection, management, and analysis, as well as targeted field and analytical support to a variety of projects in central Maryland. It will comprise two major focus areas: (1) support of hydrologic data-collection networks in central Maryland, and (2) project work for National Science Foundation-funded urban water-quality data trend documentation and outreach to the local stakeholder community. The efficient execution of the tasks in both areas require the position to be located locally for the long term in order to collect data at geographically-fixed locations and to interact for extended periods with local partners in efforts to present analytical results to local partners and engage new partners in expanded scopes of scientific investigation in support of science-based local water-resources management.	The position is intended to mitigate the loss of staff time caused by the upcoming resignation of a GS-1316-7 TERM. Scheduled deadlines for interpretive discharge data and other project-related data would not be met for our partners if this position is not filled. The skills necessary to perform the range of data collection and analysis are currently very limited in the Water Science Center (WSC). In addition, we would not be able to provide as needed assistance to other USGS WSC's to support various Regional projects and intensive data-collection efforts.	No	No	No	No	No	Yes	
1555	USGS	8/15/2017	Hydrologist	GS-12	12	Henderson, NV	Other	0 months	no	This position serves as a project chief for complete hydrologic investigations by planning, conducting, and reporting on interpretive studies. The incumbent will develop approaches, standards, methods, guides and procedures for conducting the interpretive study. Prepares reports of findings for complete hydrologic interpretive studies summarizing the results of the investigation and technically reviews parts of reports prepared by project team members.	This vacancy would be announced government wide. If this position is not filled, there would be a loss of a water-level network that the USGS has maintained for the Department of Energy for the past 20 years. The Under Ground Test Area subprogram addresses the groundwater operable unit at the Nevada National Security Site. This results in the need for unique hydrologic research capabilities for the Center to address several Federal Facility Agreement mandated deliverables.	No	No	Yes	Yes	No	Yes	

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1556	USGS	8/15/2017	Hydrologist	GS-13	Above 12	Henderson, NV	Other	0 months	no	This position assesses the potential effects of underground nuclear weapons testing on groundwater and the basin including fracture flow in carbonates and volcanics as well as porous flow in alluvium. The subprogram assesses the potential effects of underground nuclear weapons testing on groundwater and the basin including fracture flow in carbonates and volcanics as well as porous flow in alluvium.	This vacancy will be announced government wide. Several employees in this program are slated to retire. The senior hydrologist authors reports that are utilized to justify, describe and defend positions. If a replacement is not made, the mission will suffer resulting in a net loss of valuable USGS work.	No	No	Yes	Yes	No	Yes	
1548	USGS	8/15/2017	IT Specialist	11/12	12	Middleton, WI	Other	0 Months	No	The System Administrator (SA) will assist in a complex and time-intensive hardware refresh of Water Shared Infrastructure (WSI) hardware at EROS data center; assist with the move of WSI operations from Computer Rm 3 to Computer Rm 1 at EROS data center; prepare for and assist with an upcoming software refresh of technologies including Java; assist with day-to-day activities including patching and upgrading, provisioning servers, network troubleshooting, working with software developers and project leads to plan new systems. The position may also help with system administration activities within the Water Mission Area (WMA) portion of the OEI CHS cloud IaaS environment.	The position will be advertised under two separate vacancy announcements (1-Merit Promotion, open to current USGS employees and 2-Delegated Examining, open to all qualified U.S. Citizens). A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to support WSI within the WMA, and possibly cloud-based infrastructure or shared services between the environments (such as a configuration managements server). Current timelines are critical in filling this position, given infrastructure end-of-life, core technology upgrades like CENTOS 7 and Java. This position will help administer the WSI, government data center hardware which supports WMA information delivery systems like the Water Quality Portal (WQP), National Water Census (NWC) data portal, BioData, and National Ground Water Monitoring Network (NGWMN) data portal. The WSI is also starting a substantial hardware refresh, including moving computer rooms in the data center. Without the assistance of this position to research, plan, install, configure, integrate new hardware, sequence, and execute the server room move, it will take more time to complete, running the risk of the older hardware coming out of support/warranty which jeopardizes WMA data delivery applications.	No	No	No	No	No	Hold	OCIO - Review.

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1549	USGS	8/15/2017	IT Specialist	13	Above 12	Middleton/WI, Columbia/SC, Minneapolis/MN, Seattle/WA	Other	0 Months	No	The Cloud Infrastructure Product Owner position will provide critical leadership and management in developing the Water Mission Area (WMA) portion of the CHS IaaS environment, developing robust operations and infrastructure support for WMA enterprise applications and systems. This position is responsible for (1) management, coordination, and oversight of the WMA cloud infrastructure, (2) leading a team of IT professionals who directly support the infrastructure and operational activities, and (3) securing the cloud infrastructure and operations, including defining access control, prioritizing patching and upgrading, and responding to security alerts and events. The incumbent will be a nexus for coordination between Software Development, Security, WMA Science Leads, and Water Science Center (WSC) and other USGS staff regarding use of the WMA portion of Cloud IaaS, as well as for collaboration to meet enterprise needs which may arise in WSCs or in coordination with other Mission Areas (i.e., Core Science Systems or Office of Enterprise Information (OEI)). The incumbent will also partner with WMA government Infrastructure Product Owner and OEI staff experienced in cloud infrastructure to advise WMA efforts on which infrastructure environments are options for their systems.	The position will be advertised internal to USGS employees. This is 1 position to be filled at either Middleton, WI, Columbia, SC, Minneapolis, MN or Seattle, WA. A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to lead the DevOps delivery team to look broadly at the IT requirements over the entire WMA and to develop a strategic IT plan on how best to meet the mission/bureau goals using advances in technology. Current timelines are critical given strong interest in moving more WMA applications into the WMA portion of the Cloud Hosting Solutions (CHS) Infrastructure-as-a-Service (IaaS) environment now that the National Water Information System (NWIS) Time Series (TS) is deployed there. This position will manage the implementation, maturation and evolution of operations and infrastructure with a cloud IaaS environment which supports WMA information delivery systems like the NWIS-TS mission critical application delivering streamflow data to the public and partners. The incumbent will serve in a pivotal role coordinating with multiple teams including Office of Enterprise Information (OEI) CHS which provides the contract vehicle, some managed services, and baseline architecture of the IaaS environment; WMA DevOps Team which performs tactical development and operation activities for WMA systems; WMA stakeholders driving functionality needs of systems in the cloud IaaS. Beyond support of enterprise WMA systems, the incumbent will play a critical role in WMA Enterprise Technology Office (ETO) being an "authorized sponsor" capable of onboarding additional WMA and Water Science Center (WSC) systems into the CHS IaaS environment. The incumbent will define the long-term strategy as well as the tactical goals for a team of development and operations staff to manage both ongoing operational tasks and	No	No	No	No	No	Hold	OCIO - Review.
1551	USGS	8/15/2017	Supervisory Fishery Biologist	GS-11/12	12	Ann Arbor, Michigan	Other	12 months	Yes	This Supervisory Fishery Biologist position is critical to the Great Lakes Science Center (GLSC) mission. The incumbent has three major areas of responsibility: 1) helping oversee the GLSC fleet and the Large Vessel and Deepwater Science program; 2) supervising technicians and their work in support of research studies; and 3) assisting the Branch Chief and branch research scientists with all aspects of research studies.	Failure to fill this position would adversely impact GLSC resources and efficiencies associated with the Large Vessel management and Deepwater Science program. Significant resources have been invested in modernizing the Large Vessel fleet and the Great Lakes fisheries management agencies recognize the critical importance of the fleet for their management decisions necessary to sustainably manage Great Lakes fisheries. Failure to fill this position directly jeopardizes the GLSC relationship to these stakeholders. This position will be filled internal to the USGS. This will be an FTE neutral action (the incumbent's vacant position will not be backfilled). The GLSC has evaluated the need for this position in light of the President's budget and workforce characterized in the draft 2017 Voluntary Separation Incentive Program (VSIP). The GLSC is proposing to eliminate 11 positions, equivalent to 15% of the current workforce, as part of the VSIP and will restructure several other positions, filling them at lower grade levels. The level and geographical expertise needed warrant an experienced person within the GLSC community with the breadth of experience to carry out the mission of the Bureau and Department. This position requires a level of stability and inherently governmental responsibilities that is not appropriate using contracting or temporary hiring mechanisms.	No	No	No	No	No	Yes	

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1547	USGS	8/15/2017	Supv. IT Spec	14	Above 12	Middleton, WI	Other	0 Months	Yes	The Infrastructure Product Owner position will provide critical leadership and management in modernizing and providing robust operations and infrastructure support for Water Mission Area (WMA) enterprise applications and systems. This position is responsible for the management, coordination, and oversight of the WMA infrastructure, and for leading a team of IT professionals who directly support that infrastructure. The incumbent will also be responsible for securing the infrastructure and operations including defining access control, prioritizing patching and upgrading, and responding to security alerts and events. The incumbent will be a nexus for coordination between Software Development, Security, WMA Science Leads, and Water Science Center (WSC) and other USGS staff regarding use of WMA infrastructure as well as collaboration to meet enterprise needs which may arise in WSCs or in coordination with other USGS Mission Areas (i.e., Core Science Systems or Office of Enterprise Information (OEI)). The incumbent will also partner with WMA and OEI staff experienced in Cloud infrastructure to advise WMA efforts on which infrastructure environments are options for their systems.	The position will be filled internal to the USGS. A part-time or temporary employee would not be a fit for this position as it is a long-term, permanent role that will be required to lead the Operations and Infrastructure team to look broadly at the IT requirements over the entire WMA and to develop a strategic IT plan on how best to meet the mission/bureau goals using advances in technology. Current timelines are critical to filling this position, given infrastructure end-of-life, core technology upgrades like CENTOS 7 and Java. The WMA Strategic Science Plan (USGS Circular 1383-G) includes "Strategy built around observing, understanding, predicting and delivering water science for the next decade by building new capabilities, tools and delivery systems to meet the Nation's water resource needs." Success in meeting these WMA goals means providing robust, modern, secure infrastructure on which to support information delivery systems. The primary responsibility of this position is to provide that infrastructure including an immediate need for modernization. There is a critical need to fill the position to provide immediate planning for hardware, software refreshes and upgrades, move of computer rooms, and ongoing support for WMA enterprise applications.	No	No	No	No	No	Hold	OCIO Review

Deputy Secretary Approval (blank)  
Date of Request (All)

<b>Count</b>		<b>Grade</b>			
<b>Bureau</b>		<b>12</b>	<b>Above 12</b>	<b>Below 12</b>	<b>Grand Total</b>
	BIA	6	22	1	29
	BLM	5		1	6
	BOR	18	35	15	68
	NPS	18	11	1	30
	SOL		1		1
	USGS	7	7	1	15
	BIE	12	24	4	40
	<b>Grand Total</b>	<b>66</b>	<b>100</b>	<b>23</b>	<b>189</b>

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1451	BIA	8/1/2017	Associate Privacy Officer	Above 12	Reston, VA	DC	2 years	Federal privacy laws require agencies to establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records to protect against threats and hazards.	The absence of leadership or digital examination analysis could impair efforts to support Law Enforcement personnel to properly complete incident response activities or to properly hold perpetrators accountable for their actions against the United States Government. Bureau Identity Theft Task force activities required by law may not be met if this position is not filled immediately. The Privacy Officer provides the leadership and oversight of this program to ensure that Federal, Departmental, and Bureau-level privacy requirements and controls are implemented, assessed, monitored, and maintained.	Hold		OCIO - Review.
1455	BIA	8/1/2017	Associate Technology Officer (ATO)	Above 12	Reston, VA Albuquerque, NM or Lakewood, CO	DC or Denver	6 years	The OIMT is in critical need to fill this existing position to assist the ACIO and the DACIO in implementing and complying with DOI standards enterprise architectures and approaches. The principal function of this position is to ensure Indian Affairs wide consistency in the use of enterprise-wide hardware and software.	The ATO develops enterprise policies based on the review and analysis of existing and new technologies that are applicable to the business processes and needs of the IA without this position OIMT will be behind on business processes and technology needs. ATO is responsible for current knowledge regarding technology innovations and their applicability to IA needs and without this position IA is not able to keep up with industry technology	Hold		OCIO - Review.
1469	BIA	8/1/2017	Data Center Manager	Above 12	Sioux Falls, SD	Other	New Position	This position will be responsible for operating the ADC that supports the IA mission and external customers and is classified as a DOI High Value Asset (HVA). According to the U.S. Office of Management and Budget (OMB), HVA's refer as contains sensitive data or support mission-critical operations. The loss or disruption of HVA's, due to inadequate staffing, could have serious effect on agency operations and assets.	Loss of IA Support Systems Availability - OIMT operates IA's primary enterprise data center that hosts and provides connectivity to network resources and applications services for law enforcement, social services, border protection, wildland fire and other essential IA mission functions. Loss of Externally Hosted Agency connectivity and applications - OIMT hosts both Indian Health Service (IHS) and Health and Human Services (HHS) customers systems which provide management of health related records and information for providing essential and life saving health services at all IHS health facilities to include emergency rooms. OIMT hosts one of HHS trusted internet connectivity (TIC) sites which provides connectivity to resources for the CDC and other national security missions that the HHS agency performs.	Hold		OCIO - Review.
1457	BIA	8/1/2017	Data Center Manager	Above 12	Albuquerque, NM	Other	New Position	This position will be responsible for operating the ADC that supports the IA mission and external customers and is classified as a DOI High Value Asset (HVA). According to the U.S. Office of Management and Budget (OMB), HVA's refer as contains sensitive data or support mission-critical operations. The loss or disruption of HVA's, due to inadequate staffing, could have serious effect on agency operations and assets.	Loss of IA Support Systems Availability - OIMT operates IA's primary enterprise data center that hosts and provides connectivity to network resources and applications services for law enforcement, social services, border protection, wildland fire and other essential IA mission functions. Loss of Externally Hosted Agency connectivity and applications - OIMT hosts both Indian Health Service (IHS) and Health and Human Services (HHS) customers systems which provide management of health related records and information for providing essential and life saving health services at all IHS health facilities to include emergency rooms. OIMT hosts one of HHS trusted internet connectivity (TIC) sites which provides connectivity to resources for the CDC and other national security missions that the HHS agency performs.	Hold		OCIO - Review.
1453	BIA	8/1/2017	IT Customer Support (Desktop)	Below 12	Lakewood, CO	Denver	New Position	This position will assist the Indian Affairs (IA) service desk which receives 400 to 500 support calls daily from throughout the Indian Affairs (IA) region. Interacts with customers, is the first contact in support of Tier 1 services, creates tickets and resolves many tier 1 issues immediately. Works to resolve end user issues with email, Wide Area Network (WAN) Local Area Network (LAN), Indian Affairs (IA) applications, identity management issues.	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Trust Services.	Hold		OCIO - Review.

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1464	BIA	8/1/2017	IT Specialist	12	Albuquerque, NM	Other	New Position	Immediate need for staff to assist OIMT Change Management team with meeting the Federal Information Technology Acquisition Reform Act (FITARA), Office of Management and Budget (OMB), and Department of the Interior (DOI) requirements for Asset Management (Software and Hardware). This announcement closed on January 26th, 2017.	Limited Software Asset Management - Position would perform required tasks to address a GAO audit and bring Indian Affairs into compliance with the OMB Memo M-16-12, which requires every Federal Agency to perform effective software license management. Required tasks include performing software license management using the Asset Management tool for each type of software purchased and maintained throughout Indian Affairs. Limited Hardware Asset Management - Position would perform required activities to track IT hardware assets across Indian Affairs, throughout their entire life cycle. These tasks must be completed to address the OMB Memo M-16-02, which requires Federal Agencies to perform effective hardware asset management for laptops and desktops. Required tasks include performing hardware asset management using the Asset Management tool for each type of hardware purchased and maintained throughout Indian Affairs. Will impact our current FITARA approved timeline and deliverables, as well as, adherence to internal and/or external audit requirements and corrective action plans.	Hold		OCIO - Review.
1463	BIA	8/1/2017	IT Specialist, Configuration Management	Above 12	Albuquerque, NM	Other	3 years	Immediate need for staff to assist OIMT Change Management team with meeting the Federal Information Technology Acquisition Reform Act (FITARA), Office of Management and Budget (OMB), and Department of the Interior (DOI) requirements for Asset Management (Software and Hardware). This announcement closed on January 26th, 2017.	Limited Software Asset Management - Position would perform required tasks to address a GAO audit and bring Indian Affairs into compliance with the OMB Memo M-16-12, which requires every Federal Agency to perform effective software license management. Required tasks include performing software license management using the Asset Management tool for each type of software purchased and maintained throughout Indian Affairs. Limited Hardware Asset Management - Position would perform required activities to track IT hardware assets across Indian Affairs, throughout their entire life cycle. These tasks must be completed to address the OMB Memo M-16-02, which requires Federal Agencies to perform effective hardware asset management for laptops and desktops. Required tasks include performing hardware asset management using the Asset Management tool for each type of hardware purchased and maintained throughout Indian Affairs. Will impact our current FITARA approved timeline and deliverables, as well as, adherence to internal and/or external audit requirements and corrective action plans.	Hold		OCIO - Review.
1465	BIA	8/1/2017	IT Specialist, Customer Support	12	Albuquerque, NM	Other	New Position	This position will assist the Indian Affairs (IA) service desk which receives 400 to 500 support calls daily from throughout the Indian Affairs (IA) region. Interacts with customers, is the first contact in support of Tier 1 services, creates tickets and resolves many tier 1 issues immediately. Works to resolve end user issues with email, Wide Area Network (WAN) Local Area Network (LAN), Indian Affairs (IA) applications, identity management issues.	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Trust Services.	Hold		OCIO - Review.
1466	BIA	8/1/2017	IT Specialist, Customer Support	12	Albuquerque, NM	Other	New Position	This position will assist the Indian Affairs (IA) service desk which receives 400 to 500 support calls daily from throughout the Indian Affairs (IA) region. Interacts with customers, is the first contact in support of Tier 1 services, creates tickets and resolves many tier 1 issues immediately. Works to resolve end user issues with email, Wide Area Network (WAN) Local Area Network (LAN), Indian Affairs (IA) applications, identity management issues.	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Trust Services.	Hold		OCIO - Review.

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1468	BIA	8/1/2017	IT Specialist, Customer Support	12	Minneapolis, MN	Other	One Month	This is a backfilled position. This position is requested for Midwest Region Information Technology Services. This position provides technical leadership for current lower graded technicians in the MRO and implements all technical solutions for the regions. This position also serves as the main technical advisor to the MR FSM, acts in the absence of the MR FSM, works as a project manager under the guidance of the PMO office of all regional technology projects. This position has the ability to design and/or implement technical service strategies including improved security compliance, imaging and software delivery methodologies.	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Office of Trust Services.	Hold		OCIO - Review.
1460	BIA	8/1/2017	IT Specialist, Sysadmin	Above 12	Albuquerque, NM	Other	4 years	This position works in direct support of systems administration to support Indian Affairs (IA) customers such as Tribal Enrollment Reporting and Payment System (TERPS), Trust Asset Accounting Management System (TAAMS), Integrated Transportation Information and Management System (ITIMS). This position works with a larger team of sysadmin experts to support all aspects of the Indian Affairs (IA) infrastructure. Support includes systems integration, virtualization, storage, isolated domains, Works as a member of a highly technologically proficient team to derive workflows, integrate systems. Serves in support of integration within Indian Affairs (IA) in order to meet future initiatives that have been set for Office of Information Management Technology (OIMT).	Loss of knowledge required to support customer applications within Indian Affairs (IA) - Currently many of Indian Affairs (IA) customers are in defining phase of the software life cycle for upgrading or replacing applications. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Office of Trust Services. Current Integrated Transportation Information and Management System (ITIMS) migration project time would increase. Project timelines will increase which will cause Indian Affairs (IA) customers to reevaluate working with Office of Information Management Technology (OIMT). Loss of ability to support high profile systems such as Tribal Enrollment Reporting and Payment System (TERPS), Trust Asset Accounting Management System (TAAMS). Contract requirements would suffer and require renegotiations.	Hold		OCIO - Review.
1461	BIA	8/1/2017	IT Specialist, Sysadmin	Above 12	Albuquerque, NM	Other	New Position	This position works in direct support of application development such as interfaces between Tribal Enrollment Reporting and Payment System (TERPS), Trust Asset Accounting Management System (TAAMS), Integrated Transportation Information and Management System (ITIMS), that are supported within Indian Affairs (IA). This position works to solve highly complex integration problems brought to IA by customers. Works as a member of a highly technologically proficient team to derive workflows, integrate systems. Serves as the expert in applications integration within Indian Affairs (IA) in order to meet future initiatives that have been set for OIMT.	Loss of knowledge required to support customer applications within Indian Affairs (IA) - Currently many of Indian Affairs (IA) customers are in defining phase of the software life cycle for upgrading or replacing applications. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Office of Trust Services. Current Integrated Transportation Information and Management System (ITIMS) migration project time would increase. Loss of ability to support high profile systems such as Tribal Enrollment Reporting and Payment System (TERPS), Trust Asset Accounting Management System (TAAMS). Contract requirements would suffer and require renegotiations.	Hold		OCIO - Review.
1462	BIA	8/1/2017	IT Specialist, Sysadmin	Above 12	Albuquerque, NM	Other	New Position	This position works in direct support of systems integration, systems OS integrations, such as interfaces between Tribal Enrollment Reporting and Payment System (TERPS), TAAMS, Integrated Transportation Information and Management System (ITIMS) that are supported within Indian Affairs (IA). This position works to solve highly complex integration problems brought to Indian Affairs (IA) by customers. Works as a member of a highly technologically proficient team to derive workflows, integrate systems. Serves as the expert in applications integration within IA in order to meet future initiatives that have been set for Office of Information Management Technology (OIMT).	Loss of knowledge required to support customer applications within Indian Affairs (IA) - Currently many of Indian Affairs (IA) customers are in defining phase of the software life cycle for upgrading or replacing applications. Loss of knowledge required to support customers of OIMT such as Office of Special Trustee, Roads, Realty, Office of Trust Services. Current Integrated Transportation Information and Management System (ITIMS) migration project time would increase. Project timelines will increase which will cause Indian Affairs (IA) customers to reevaluate working with OIMT.	Hold		OCIO - Review.

No.	Bureau	Date of Request	Position Title	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	DAS HCD Rec	Deputy Secretary Approval	Comments
1456	BIA	8/1/2017	Supvy IT Specialist (Division Chief)	Above 12	Albuquerque, NM	Other	3 months	This position is responsible for all operations staff that support Indian Affairs' (IA) diverse missions, Law Enforcement, Public Safety, Social Services, Border Protection, Wildland Fire, Trust Assets, and Indian Education. This position is also responsible for overseeing and managing the IA Albuquerque Data Center (ADC) which is one of DOI six core data centers.	The ADC operates computer systems that support the IA mission and external customers and is classified as a DOI High Value Asset (HVA). According to the U.S. Office of Management and Budget (OMB), HVA's refer as contains sensitive data or support mission-critical operations. The loss of disruption of HVA's, due to inadequate staffing, could have serious effect on agency operations and assets. This position has an important role in providing leadership and technical directions to all IA IT operations (headquarters and in-the-field) and responsible for implementing, operating, maintaining all IA-related information systems and technology solutions. It provides management and supervision in the areas of core data center management, telecommunications, systems, user services, help desk, technical services, disaster recovery, and operational security. Continued vacancy will adversely affect all services and missions, including the physical and virtual safety of our customers throughout Indian country. Without leadership in this essential supervisor position OIMT will not be able to keep up with the IT demands of our customers or our employees.	Hold		OCIO - Review.
1458	BIA	8/1/2017	Supvy IT Specialist (INFOSEC)	Above 12	Albuquerque, NM	Other	New Position	The mission of DIS is to provide cybersecurity leadership and technical direction to all Indian Affairs (IA) Information Technology customers in the areas of IT security operations and control. Federal law requires agencies to implement adequate management, operational, and technical safeguards to ensure the confidentiality, integrity, and availability of Information and IT systems. The DIS Branch Chiefs will provide supervisory support and oversight for DIS to ensure that Federal, Departmental, and bureau level IT security requirements are implemented, performing as intended, and monitored to ensure ongoing value in support of Mission delivery.	The IA Albuquerque Data Center (ADC) is one of the DOI six core data centers. As such, the ADC operates computer systems that support the missions of both internal and external customers and is classified as a DOI High Value Asset (HVA). According to the U.S. Office of Management and Budget (OMB), HVAs refer to those IT systems, facilities, and data that are of particular interest to nation-state adversaries, such as foreign military and intelligence services. Specifically, HVAs often contain sensitive data or support mission-critical operations. The loss or disruption of HVAs, due to inadequate cybersecurity staffing, could have a serious adverse effect on agency operations, assets, or individual. Initially implementing cybersecurity controls to a secure state is not sufficient to ensure ongoing protection against exploitation. The continuous monitoring of controls is essential for maintaining the security of the DOI HVAs and to ensure that they remain securely configured. Without adequate supervisory support and oversight these activities, as required by law, may not meet compliance requirements and may result in a compromise of information or information systems. Data centers, such as the ADC, are vulnerable to a variety of disruptions such as power outages, hardware failures, or equipment destruction resulting from fire or other catastrophic events. If appropriate steps are not taken to mitigate or to properly respond to these events, the organization may be unable to perform critical business functions or may be held accountable for personal safety due to negligence related to not adequately staffing IT security positions. The proposed DIS branch chiefs will provide a level of supervisory support to the organization which will increase cybersecurity control awareness, improve accountability over those who are responsible for the implementation of controls, and to mitigate known vulnerabilities	Hold		OCIO - Review.

No.	Bureau	Date of Request	Position Title	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	DAS HCD Rec	Deputy Secretary Approval	Comments
1452	BIA	8/1/2017	Supvy IT Specialist (INFOSEC)	Above 12	Reston, VA	DC	New Position	The mission of DIS is to provide cybersecurity leadership and technical direction to all Indian Affairs (IA) Information Technology customers in the areas of IT security operations and control. Federal law requires agencies to implement adequate management, operational, and technical safeguards to ensure the confidentiality, integrity, and availability of Information and IT systems. The DIS Branch Chiefs will provide supervisory support and oversight for DIS to ensure that Federal, Departmental, and bureau level IT security requirements are implemented, performing as intended, and monitored to ensure ongoing value in support of Mission delivery.	The IA Albuquerque Data Center (ADC) is one of the DOI six core data centers. As such, the ADC operates computer systems that support the missions of both internal and external customers and is classified as a DOI High Value Asset (HVA). According to the U.S. Office of Management and Budget (OMB), HVAs refer to those IT systems, facilities, and data that are of particular interest to nation-state adversaries, such as foreign military and intelligence services. Specifically, HVAs often contain sensitive data or support mission-critical operations. The loss or disruption of HVAs, due to inadequate cybersecurity staffing, could have a serious adverse effect on agency operations, assets, or individual Initially implementing cybersecurity controls to a secure state is not sufficient to ensure ongoing protection against exploitation. The continuous monitoring of controls is essential for maintaining the security of the DOI HVAs and to ensure that they remain securely configured. Without adequate supervisory support and oversight these activities, as required by law, may not meet compliance requirements and may result in a compromise of information or information systems. Data centers, such as the ADC, are vulnerable to a variety of disruptions such as power outages, hardware failures, or equipment destruction resulting from fire or other catastrophic events. If appropriate steps are not taken to mitigate or to properly respond to these events, the organization may be unable to perform critical business functions or may be held accountable for personal safety due to negligence related to not adequately staffing IT security positions. The proposed DIS branch chiefs will provide a level of supervisory support to the organization which will increase cybersecurity control awareness, improve accountability over those who are responsible for the implementation of controls, and to mitigate known vulnerabilities	Hold		OCIO - Review.
1454	BIA	8/1/2017	Supvy IT Specialist, Customer Support	Above 12	Washington, DC	DC	2 years	This is a supervisory position that will assist customers in the main interior building. This position will assist the Indian Affairs (IA) service desk which receives 400 to 500 support calls daily from throughout the Indian Affairs (IA) region. Interacts with customers, is the first contact in support of Tier 1 services, creates tickets and resolves many tier 1 issues immediately. Works to resolve end user issues with email, Wide Area Network (WAN) Local Area Network (LAN), Indian Affairs (IA) applications, identity management issues.	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Trust Services.	Hold		OCIO - Review.
1467	BIA	8/1/2017	Supvy IT Specialist, Customer Support	Above 12	Sacramento, CA	Other	New Position	This position will assist the Indian Affairs (IA) service desk which receives 400 to 500 support calls daily from throughout the Indian Affairs (IA) region. Interacts with customers, is the first contact in support of Tier 1 services, creates tickets and resolves many tier 1 issues immediately. Works to resolve end user issues with email, Wide Area Network (WAN) Local Area Network (LAN), Indian Affairs (IA) applications, identity management issues.	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Trust Services.	Hold		OCIO - Review.

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1459	BIA	8/1/2017	Supvy IT Specialist, Systems Lead	Above 12	Albuquerque, NM	Other	3 years	This position works with all aspects of Indian Affairs (IA) technology functionality and works to implement updates and security remediation to Indian Affairs applications such as Financial Assistance Social Services Case Management System (FASS-CMS), Integrated Transportation Information and Management System (ITIMS), Maximo, Tribal Enrollment Reporting and Payment System (TERPS), and many applications developed within Indian Affairs (IA). This position works to to solve highly complex integration problems brought to Indian Affairs (IA) by customers. Works with highly technological proficient team members to derive workflows, integrate systems at the Operating System (OS) level. Serves as the expert in virtual technologies development within IA in order to meet future initiatives that have been set for Office of Information Management Technology (OIMT). Works within Software Development Life Cycle (SDLC) and Information Technology Infrastructure Library (ITIL) to plan, define, design, build, test and deploy virtualization initiatives for the Indian Affairs (IA). Supports the Federal Law Enforcement Training Center (FLETC) migration project which allows federal Bureau of Indian Affairs, Border Patrol trainees to be certified for field work	Loss of knowledge required to support virtualization initiatives within Indian Affairs (IA) - State of the art technology topologies are needed to keep the Indian Affairs (IA) environment secure from outside influence. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Office of Trust Services, Federal Law Enforcement. Current Integrated Transportation Information and Management System (ITIMS) migration project time would increase. Loss of ability to support the Tribal Enrollment system. Project timelines will increase including vulnerability remediation timelines.	Hold		OCIO - Review.
1499	BOR	8/1/2017	IT Specialist (CustSpt/Sys Admin)	12	Billings, MT	Other	1 month	GP8: Regional Office - Position provides both virtual and physical desktop hardware and software support. Provides Regional service and support in areas of hardware failures; printing; connect; WORD, Excel, PowerPoint; submission of PC/laptop orders; video conferencing; security vulnerability management for industrial control systems (ICS) and general support systems (GSS); SharePoint; and desktop virtualization.	This existing position is funded through appropriated funds. If unfilled, the Region will have great difficulty meeting established metrics for optimizing data centers and complying with Order 3340, reduction of data centers. If this position is not filled, the maintenance of ICS and GSS systems, cybersecurity compliance, and the ability to provide regional hardware and software support will be adversely impacted.  This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.  <b>Per June 15 and July 1, 2017 approval list, Page 40, #1092, this position was disapproved with the note "No, appears to be a duplicate". GP is resubmitting this request as it was not a duplicate request. Currently, GP has three vacant positions; two of which were already approved for fill (#885 and #886 on the June 15 and July 1, 2017, approval list).</b>	Hold		OCIO - Review.

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1489	BOR	8/1/2017	IT Specialist (INET)	Above 12	Denver, CO	Denver	1 month	DO/WO IRO1: Serves as the primary web and web hosting system manager for all IT Corporate servers. Manages the Reclamation internal web hosting infrastructure, public web infrastructure, and Reclamation-wide web hosting security. Designs, builds, and supports the technologies responsible for delivering both Reclamation internal and public facing web instances.	This is an existing non-supervisory position, funded through working capital funds. If this position is not filled, planning, implementation, and support of Reclamation-wide web server infrastructure, as well as Reclamation's public Water Information System, will be affected. This position is the primary support for these technologies across Reclamation, as we are moving to a consolidated support model for these enterprise services. The systems this position supports are responsible for all mission related web activities. These include, but are not limited to the Bureau of Reclamation's public web presence ( <a href="https://www.usbr.gov">https://www.usbr.gov</a> ), the open water data initiative to share water data with the public ( <a href="https://water.usbr.gov">https://water.usbr.gov</a> ), and Reclamation's web cybersecurity posture. This position directly supports on-the-ground mission delivery by supporting these server infrastructure types.	HOLD		OCIO - Review.
1175	BOR	7/15/2017	IT Specialist (Network/SysAdmin)	12	Hoover Dam, Clark County NV	Other	2 years	LC 5: Serves as the primary Network Administrator for both the Hoover Supervisory Control and Data Acquisition (HVRSCADA) system and the Lower Colorado Dams Electronic Access Control and Surveillance System (LCDO EACSS), planning, managing component purchases, installing, configuring, and maintaining the network routers, switches, firewalls, and associated network administrative tools for both isolated systems. Ensures HVRSCADA and LCDO EACSS networks meet NERC Critical Infrastructure Protection (CIP) standards and other security mandates. Analyze, develop, maintain, and install applications that support the data communications network. Maintains the Sonet and Microwave communication links.	This is an existing non-supervisory position funded through non-appropriated funds. Serves as the primary Network Administrator and technical advisor for the HVRSCADA system, the LCDO EACSS, and the Hoover Water and Waste Water Management System (HWWMS). One primary task is to ensure HVRSCADA and LCDO EACSS networks meet NERC Critical Infrastructure Protection (CIP) standards and other security mandates. SCADA systems require constant monitoring and security programming updates to reduce/prevent cyber-attacks. Not filling the position increases the danger to staff and public since it could lead to failure of HVRSCADA and EACSS, triggering loss of power generation and water delivery, and loss of access control and security video for the three dams. The vacancy also exposes generating equipment to risk of infiltration and physical/cyber-attack; leading to damaged/destroyed equipment, dam shutdown, and failure of power generation to 1.2 million people and water delivery to 23 million people in the southwest. Specific projects that will be affected include: design, configuration, and monitor the HVRSCADA and HWWMS networks and evaluate the performance of the systems. Develop, implement, test, maintain, and document the network structures and operational procedures to meet the security requirements of NERC CIP Standards and FISMA Requirements.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.	Hold		OCIO - Review.

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1508	BOR	8/1/2017	IT Specialist (SYSANALSYS)	12	Grand Coulee, WA	Other	9 months	<p>PN1: The position is responsible for system development, code modification, and analysis duties in support of real time control systems. Designs, maintains, modifies, develops, programs, installs, and tests cyber components for computer based real time process control systems. Control systems consist of the Supervisory Control and Data Acquisition System (SCADA-C&amp;G) River Bank Monitoring System and Grand Coulee Power Office and Hungry Horse Field Office network infrastructure and Alan Bradley/Opto 22 PLC's and automation controllers. Maintains overall system software of the legacy control systems; modifies and maintains system code and network infrastructure; and develops cyber software using industry accepted design, configuration, and programming techniques to interface with data acquisition and control hardware.</p>	<p>This is an existing non-supervisory position, funded through direct funds. The Grand Coulee Power Office is a National Critical Infrastructure (NCI). This position provides mission support for "300 part 1" activities. Failure to fill the position would result in not having the resources to complete the regulatory requirements (NERC/CIP) and operations and maintenance for GCPO SCADA systems. In addition to the current SCADA system are the River Bank Monitoring System (RBMS) and the GCPO SCADA replacement project (GDACS) that requires continuous effort by this position to be installed and then converted to operations and maintenance. GDACS is classified as a major investment project and is on a critical time line. GDACS is being reported to and monitored by OMB. Any deferral of sourcing critical staff for this effort would be detrimental to its successful completion.</p> <p>This position could not be effectively filled by moving a like position from DC or Denver to the field without detrimentally affecting the centralized or specialized function in DC or Denver.</p>	Hold		OCIO - Review.
1490	BOR	8/1/2017	Program Analyst	Above 12	May be located in any of the 17 Western States	Other	New	<p>DO/WO IRO2: The position is responsible for developing and providing oversight of internal controls; developing and reviewing policies, directives and standards, SLAs, standard operating procedures, and other governance material; leading auditing and compliance activities for internal controls; and coordinating activities to ensuring the accountability of information management and technology (IMT) needed for the effective implementation of the Federal Information Technology Acquisition Reform Act (FITARA).</p>	<p>The position is non-supervisory and funded through Policy and Administration. The Information Resources Office is required to develop policy, procedures, and internal controls to manage the delegated IMT authority. This position provides visibility and accountability for IMT across Reclamation in support of the responsibilities of the Associate Chief Information Officer (ACIO) as defined by FITARA. Under the FITARA legislation, each agency Chief Information Officer (CIO) and bureau ACIO is responsible for FITARA compliance. Without this position, key objectives in the legislation including aligning IMT resources with mission and requirements; strengthening the CIO/ACIO's accountability for IMT costs, performance, and security; planning, programming, budgeting, and executing IT resources; and providing transparency into IMT resources across the bureau and programs, will be unattainable. The Bureau has developed a FITARA IMT Alignment Plan which lays out the activities to comply with the requirements of FITARA and achieve compliance with the law, in accordance with the milestones established by the Department and approved by OMB. This position is critical in the development and implementation of the delegations, policy, and associated internal controls in order to comply with the requirements of FITARA.</p>	Hold		OCIO - Review.

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1147	BOR	7/15/2017	Program Analyst (Critical Infrastructure Protection) - 2 positions	Above 12	Denver, CO	Denver	1 year	DO/WO: These positions directly support regional implementation, data collection, standards development, and interruption of the Federal Energy Regulatory Commission (FERC) approved regulatory standards. In accordance with the Energy Policy Act 2005 requirements outlined in FERC Order 706, Critical Infrastructure Protection (CIP) Standards against cybersecurity compromises that could lead to operational failures or instability of the Bulk Power System.	Reclamation's NERC CIP Program primarily utilizes funding sources from non-appropriated direct funding. These positions directly support Reclamation's responsibilities for national critical infrastructure and public safety. Leaving these non-supervisory positions vacant will reduce the ability to comply with federal cybersecurity regulations and the ability to respond to cybersecurity threats. The Power Resources Office is required to develop policy, procedures and internal controls, plan implementation, and provides support to the Senior Advisor, Hydropower, the delegated Regulatory Standards authority across Reclamation, as defined by FERC Order 693 and 706 and the administration's Executive Order on Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure.	HOLD		OCIO - Review.
1171	BOR	7/15/2017	Supervisory IT Program Manager	Above 12	Boulder City, NV	Other	7 months	LC1: The Information Management Technology Office (IMTO) Chief is responsible for leading organizational change to implement the Federal Information Technology Acquisition Reform Act (FITARA) including planning, organizing, directing and evaluating a broad range of Information Management Technology (IMT) services in support of Region programs and activities. Services include information technology (IT) management (voice and data networks, data, operating systems, software, databases and IT security), information management (records management, print services, Privacy Act compliance and Freedom of Information Act compliance), asset acquisition and portfolio management, project management, IMT governance, and customer technology support.	The position is a multi-funded activity with three primary funding sources, Water and Related Resources, non-appropriated/customer based funding and working capital funding. The Supervisory IT Program Manager is responsible for developing, implementing, and maintaining sound and integrated IMT practices to meet the requirements of FITARA including: enterprise architecture, IMT investment management (budget formulation/execution), cyber security, records management and privacy management for the LC Region. Provides support and influence related to Reclamation-wide IMT activities and Departmental policies. If the position is not filled, there may be a loss of technical expertise all IMT matters, to include providing IMT guidance and direction to offices throughout the region. Long-range plans for the maintenance of IMT facilities and programs may be delayed. Recommendations for approval of IMT resources needed to accomplish the work of the region may be significantly impacted.  This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO. If approved, the area of consideration will be Reclamation employees.	Hold		OCIO - Review.
1542	NPS	8/1/2017	Information Technology Specialist	12	Glynco, GA	Other	2 months	Position directly supports DOI Law Enforcement mission. Position provides IT support for all NPS Law Enforcement students/trainees and DOT employees assigned to Federal Law Enforcement Training Center (DOI Agent, NPS, FWS, BLM, USPP, basic training, field training, advanced training students seasonal law enforcement training students and seven partner academies.) Position is WASO, however is located in Glynco, GA at the Federal Law Enforcement Training Center.	If this position is not filled, agency law enforcement staff and students will not have support to maintain technical computer systems, phones, property management functions, the seven seasonal academies (students and Program Directors) will not have daily support necessary to maintain Moodle (and other) training and testing systems used to manage the curriculum in seasonal training academies. This is an integral NPS position which supports multiple agencies within the Department of the Interior. Provides IT support for law enforcement employees, instructors, and students throughout the NPS, BLM, FWS DOI Agents, and U.S. Park Police.	Hold		OCIO - Review.

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1309	NPS	7/15/2017	Information Technology Specialist (CyberSecurity)	12	San Francisco, CA	Other	6 months	Incumbent will ensure the application of security/information assurance policies, principles, applications and practices to protect National Park Service's (NPS) and Information Technology (IT) systems from threats to confidentiality, integrity, availability, accountability, and authenticity in the delivery of all IT services. The incumbent will ensure adequate protection for all information and IT systems that collect, process, transmit, store, and/or disseminate information.	Failure to fill this position will create a compromise in DOI IT Security. Cyber Security mandates and requirements, as delivered by NPS, DOI, DHS, OMB, etc will be delayed. Security Assurance statements across the region will not be implemented, possibly inaccurate, and/or non-existent. Assistance to park operations as it relates to IT Security will not be serviced and the lack of a Subject Matter Expertise across the region will not exist.	Hold		OCIO - Review.
1544	NPS	8/1/2017	IRM Program Specialist	Above 12	DC	DC	Position will become vacant in 1 month.	This is a key position in which the incumbent supports the Directorate's Senior Executive (ACIO) by participating in overseeing the functions, operations, and personnel within the Directorate; coordinates and/or manages operational, organizational and workplace activities that cut across all components of the Directorate; serves as a key consultant and strategic advisor to the ACIO and senior managers on matters relating to workforce and performance regulations, memoranda, policies, and DOI and NPS initiatives (e.g., FITARA, OMB M-17-22, etc.); and leads to and/or serves a key role in the development and implementation of Information Resources Management (IRM) organizational and workforce goals, objectives, strategies, plans, tactical approaches, procedures, and policies. In addition, the incumbent works behind the scenes to solve problems, mediate disputes, and deal with issues before they bubble up to the Associate CIO. The incumbent is also concerned with employee satisfaction, recruiting efficiency, training and facilities.	In carrying out a vital and demanding mission, the NPS has evolved over the years into a complex and unique organization involved in a variety of mission critical programs and projects where information technology is playing a key enabling and often unique role. The IRM Directorate has also grown and become more and more complex over the years with ever increasing demands for greater efficiencies in IT investment, stronger cybersecurity, and better alignment with private sector best practices. The NPS IT workforce faces human capital challenges in the areas of skills capacity, deployment and succession planning. If this key position is not filled, the Directorate will not have adequate, skilled resources for addressing these and other challenges, including strategic workforce and performance planning, reporting, and other requirements imposed by higher echelons.	Hold		OCIO - Review.
1304	NPS	7/15/2017	IT Specialist	Above 12	Herndon, VA	DC	<1 month	The incumbent serves as a senior programmer/analyst for new development and maintenance of the Administrative Financial System (AFS) application. This position is also responsible for the full software development life-cycle and accuracy of AFS queries and reports; which are used by all levels of the NPS organization for decision-making in the areas of budget planning and formulation, financial tracking, and reporting. Review system designs from an IT security standpoint and propose well-documented solutions and implement changes as required.	This position is for a senior technical application/web developer that can provide security and programming for the Administrative Financial System (AFS). AFS is a web-based system for budget planning and formulation as well as financial tracking and reporting and is used in more than 500 parks/offices in the National Park Service. Not having this position filled will severely impact our ability to program changes in AFS. With limited budgets and hiring constraints, it is even more important now for the parks to track their budgets in AFS and to do their forecasting for future years. This position is critical to the continuity of the AFS team to be able to provide support and services to our users. Without this position, we will be unable to address security upgrades timely therefore becoming more vulnerable to potential threats. We also will not be able to act quickly when programming changes are needed due to changing business or budget requirements. Lastly, the position will ensure that we avoid any single point of failure and allow us to maintain system stability.	Hold		OCIO - Review.

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1310	NPS	7/15/2017	IT Specialist	12	Asheville, NC	Other	< 1 month	Incumbent has responsibility as an advisor and technical expert on the application of technology in a variety of functional areas including business process improvements, facilities design, security, specialist events, law enforcement operations; resource management; visitor services and/or telecommunications where incumbent provides strategic, compliance and operational expertise on matters relating to information management and technology, including IT acquisition planning, selection of IT-related procurements, financials plans and IT capital planning. Applies IT concepts, principles, methods, standards and practices in carrying out difficult and complex assignments.	This position is critical to the IT security of the Blue Ridge Parkway, a 469 mile National Park Service Unit traversing through North Carolina and Virginia. Without this position the park will be without the necessary knowledge and expertise necessary to maintain and address the many complex requirements of managing the IT infrastructure for the park including the operation of and support of IT systems and applications and the consistency and reliability of services ensuring compliance with IT laws, regulations, policies. Park employees would be without the necessary expertise and support in addressing day to day operational needs and requirements. Incumbent also provides support for smaller park units on an as needed basis.	Hold		OCIO - Review.
1302	NPS	7/15/2017	IT Specialist	12	Bar Harbor, ME	Other	7 Months	This position is responsible for maintaining The park's Wide Area Network system for Acadia NP, Saint Croix NHS, the Schoodic peninsula. The system includes PCs, servers, switches, routers, storage arrays. This position serves as the primary resource supporting over 260 end users. The park also has a Cisco VOIP phone system and a dispatch operation, which the incumbent is responsible for maintaining. This position is responsible for the management of a complex computer network with geographically dispersed file servers, routers, workstations, and peripherals. The position also maintains the parks Point of Sale register and reporting systems. The Fee program generates approximately \$5M in revenue annually.	Acadia is about to enter its busy operational period and add approximately 160 temporary employees who will require a number of IT services that will quickly overwhelm the one IT seasonal. Additionally Campgrounds and fee stations will open requiring troubleshooting and IT services to operate. Acadia's IT infrastructure is complex and deployed over a wide geographic area, Schoodic peninsula is an hour away and St Croix NHS is located 2 hours away. IT issues at either location take an IT specialist a full day to address leaving no IT resources for Acadia. Currently we are only addressing helpdesk issues that can be accomplished by the GS-07 temporary IT specialist. Large or complex projects are suspended until a new GS-12 IT specialist can be hired. With our large and complex IT infrastructure it is only a matter of time before there is a significant IT issue that exceeds the knowledge and capacity of your IT seasonal. Without this position Acadia will be without any IT support starting in late September. IT support is needed year round by the staff. There is no seasonal nature to our IT need, therefore subject to furlough is not an appropriate appointment for this critical position.	Hold		OCIO - Review.

No.	Bureau	Date of Request	Position Title	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	DAS HCD Rec	Deputy Secretary Approval	Comments
1303	NPS	7/15/2017	IT Specialist	Above 12	Herndon, VA	Other	12 months	Position directly supports the security operations of the Office of the Comptroller and the Accounting Operations Center General Support System such as, conducting risk and vulnerability assessments and participating in system security evaluations, audits, and reviews. Supports the Information Officer in development and implementation of security standards and acts as alternate RITSM for Office of the Comptroller. Administrate the data loss prevention solution and investigate incidences related to privacy data. Review system logs for personally identifiable information and follow incident response procedures as needed. Implement security controls, perform ongoing maintenance and prevent, detect, analyze and respond to security incidents. Provide evidence as needed to remediate IT incidents. Develop and implement programs to ensure that systems, network and data users are aware of, understand, and adhere to systems security policies and procedures. Facilitate the gathering, analysis and preservation of evidence used in the prosecution of computer crimes. Ensure the rigorous application of information security/information assurance policies, principle and practices in the delivery of IT services.	The AOC is unable to keep up with the many IT Security requirements to secure systems and data. Tasks such as software patching, continuous diagnostics and monitoring, Federal Information Technology Acquisition Reform Act (FITARA) implementation, server and networking hardware and software upgrades, computer security incident response, Federal Information Systems Management Act (FISMA) compliance, Personally Identifiable Information (PII) safeguarding, maintaining certification and accreditation (C&A) of a federal system with Authority to Operate (ATO), ensuring the security posture of the Administrative Financial System (AFS), and responding to and implementing direct mandates from the DOI CIO and DOI CISO are taking longer to implement due to the shortage of staff. The previous incumbent of this position is now the supervisor of IT; the employee is unable to fulfill the duties associated with implementation of current and future IT security regulations due to the necessity to continue duties of the vacant IT Specialist position. The impact of not filling the position means there is a risk of a breach of IT security and the possible loss of data (some of which contains PII), systems failure, or corruption of confidentiality, integrity, and accountability of data within the NPS. Filling the position supports all of the Information Technology initiatives that are on-going to protect our systems from security threats, data loss, systems availability, and ensure compliance with multiple Federal IT security policies and acts.	Hold		OCIO - Review.
1308	NPS	7/15/2017	IT Specialist (Network/Systems Administrator)	12	Hot Springs, SD	Other	1 month	This position manages and supports life and safety systems (dispatch operations, IP connected building automation systems, digital security systems), telecommunications systems, and structural cabling plants. These systems are designed to ensure visitor and employee safety on Internet connected computer systems. These modern systems require specialized skills that are uncommon to park-based support staff. Disruptions at sites could result in fatalities or impact the reputation of the National Park Service. This position, located within a park-based operation, will provide direct support to 16 parks and support life and safety systems equipment.	This position is critical to ensuring the continued reliability of highly specialized life and safety systems in parks, digital security systems, and the implementation of other modern systems that enhance employee productivity. Previous physical and cyber security incidents, threats and vulnerabilities dictate the need to protect our computer networks and equipment as well as modernize systems to provide visitor protection. A number of identified shortcomings in parks continue to impact IT infrastructure investments, effective cyber security, and employee productivity. Park staff do not have the knowledge or expertise to implement technology including body camera software, video cameras or other technology. New technologies requested by our workforce and program areas also require technology professionals to ensure the tools are procured, deployed and maintained in accordance with agency guidelines and industry best practices.	Hold		OCIO - Review.
1305	NPS	7/15/2017	Supervisory Information Technology Specialist	Above 12	Grand Canyon, AZ	Other	5 months	Supervises and directs information technology programs responsible for providing support and services to 500 park employees, and infrastructure improvements for an additional 2,000 park concessions and contract employees. Oversees contract responsibilities from multiple vendors to ensure communications for both emergency responses and day-to-day business operations. Provides support to the information technology needed to operate the water utility systems, fire and emergency dispatch functions, and cyber security and support.	Wifi services and access are nearly archaic in the park, currently slower than historic "dial up" modem speeds. The plan to develop and provide modern access for employees, business partners, and visitors would be halted. Computer acquisition and replacements needed to modernize technology and meet security standards would be slowed to virtually no updates.	Hold		OCIO - Review.

Consolidated Hiring Waiver Requests 2017-08-1

No.	Bureau	Date of Request	Position Title	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	DAS HCD Rec	Deputy Secretary Approval	Comments
1307	NPS	7/15/2017	Supervisory IT Specialist	Above 12	Denver, CO	Denver	2 weeks	The incumbent is accountable for all activities associated with National Information Service Center (NISC) programs and directly oversees a management team with responsibilities for a variety of mission critical information systems, essential functions and services in support of NPS operational readiness. In addition to overseeing information and technology operations, incumbent oversees the Directorate's administrative operations (i.e., budget and contracting and procurement) and the NPS Colorado Front Range building and property services management.	This incumbent of this position serves as the single management IT specialist with responsibility for overseeing and directing a highly technical staff that manages NPS.gov, NPS Intranet, geospatial information, application development, collaboration tools such as SharePoint and the Denver data center. Without this position, there would be no local supervisor for the National Information Service Center which supports mission critical information systems, data management, and other vital NPS programs	Hold		OCIO - Review.
1306	NPS	7/15/2017	Supervisory IT Specialist	12	Moose, WY	Other	3 months	Immediate need to fill full-time Supervisory IT position leading IT staff to support 180 full-time and 250 seasonal employees at Grand Teton National Park and John D. Rockefeller, Jr. Memorial Parkway. This position serves as IT security and privacy manager for an extensive network and server operation, radio system, and park-wide alarm system, with multiple connectivity providers, over a 60-mile park span. The position oversees IT planning and daily operations with primary responsibility for security requirements. There is an urgent need to fill this position before the summer when all park development nodes and employees are on-line. There are no other available IT security resources available in the region to provide temporary or long-term assistance.	The park organization will lack professional level IT, Radio, Alarm management, including fully-qualified IT security program management, project management expertise, and qualified subject matter expertise leadership for IT/Radio/Alarm operations, the communications center, and park-wide emergency services radio system. In the past, a vacancy in this position has resulted in incomplete security documentation, prolonged repair times for complex systems, including emergency operations radio and dispatch systems, and lack of capacity to stay current with DOI and NPS systems and mandates.	Hold		OCIO - Review.
1517	USGS	8/1/2017	IT Specialist	12	Menlo Park, CA	Other	0 Months	Serves as the primary System Administrator for an enterprise LAN. Installs and maintains software and hardware, controls current versions and future releases of applications software. Documents the physical configuration of an information system; optimizes the functionality of networks and systems; and diagnoses and recovers failed systems. Optimizes system performance; reallocates resources as they become available and recommends additional components to improve overall system performance. Provides technical guidance in designing, coding, testing, debugging, and maintaining programs.	This is an internal vacancy. This position is essential to the ongoing mission of the USGS as it provides critical system infrastructure support for Active Directory implementation, maintenance, and systems security for the Office of Enterprise Information (OEI) and USGS customers. This position will enable USGS to meet critical Homeland Security and DOI requirements including the requirement for supporting major Investments for the USGS to support over 20,000 endpoints across the bureau. A lack of expertise in this service will result in a decrease in customer support, outage response, cloud migration and systems integration, resulting in poor response time to mission critical systems throughout the U.S., severely degrading the capabilities of the USGS mission. The position serves as a lead Active Directory specialist with responsibility for the planning, implementation and maintenance of authentication, software asset management and secure configuration validation to support customer requirements. The specialist will serve as a technical lead for systems implementation within the USGS enterprise environment. Identifies and mitigates security vulnerabilities and risks; and maintains system integrity and availability. Failure to fill this position will result in not successfully supporting Active Directory, System Center Configuration Manager (SCCM), IBM EndPoint Manager (IEM)/BigFix, Two Factor Authentication (TFA)/Strong Authentication, and other DOI initiatives.	Hold		OCIO - Review.

Consolidated Hiring Waiver Requests 2017-08-1

No.	Bureau	Date of Request	Position Title	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	DAS HCD Rec	Deputy Secretary Approval	Comments
1139	USGS	7/15/2017	IT Specialist (Internet)	Above 12	Tucson, AZ	Other	N/A	Information Technology (IT) Specialist within the Office of Water Information, Water Mission Area (WMA). Position provides web design and development, security updates and remediation for these systems, software development, technical support, database expertise, and technical assessments related to complex computer and information management systems. Responsible for evaluations of various state-of-the-art computer tools and techniques, and implementation of the selected tools and models, while utilizing various information management, computer technologies, and standards within the framework of creating a fully integrated, state-of-the-art WMA World-Wide-Web (WWW) presence.	This position is critical to the WMA and its ability to create and maintain a fully integrated, state-of-the-art WWW presence. If this position is not filled, support and development of data delivery systems, web content management, Water Resources Research Institute grants administration, and internal project and profile tracking for research teams will be adversely affected. This position will be advertised internally throughout the USGS. There may be qualified candidates from DC/Denver locations.	Hold		OCIO - Review.

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1415	BIE	7/15/2017	Communications Specialist	GS-14	Above 12	Washington, DC	DC	February 2016	Maintains liaisons within the school system as well as with external contacts like the media, the public, and other federal and state agencies to provide information critical about BIE programs; prepares speeches and articles for key officials; prepares news and press releases, general publications, and audio-visual materials to provide closer and more timely communication with Indian groups and the public; and evaluates communication problems encountered in communicating the BIE's programs.	BIE's ability to communicate internally with schools as well as with external agencies and stakeholders in an accurate and timely basis will be limited.	No	No	No	No	No	Conditional Yes	Conditional Yes	Advertise position as DC or ABQ and pick best qualified candidate.
103	BLM	5/1/2017	Public Affairs Specialist	GS-12	12	Salt Lake City, UT	Other	4 MONTHS	Serves as Public Affairs Specialist for the Utah State Office; Reports to the Deputy State Director for Support Services and is responsible for development and implementation of internal and external communication operations and activities for the Utah State Office.	Provides field level communications support for the entire Bureau and supports dissemination and delivery of critical internal/external organizational communications/messaging throughout the Southwestern region. Failure to fill this position could result in the loss of administrative and operational efficiency; and a breakdown in BLM processes and services.	No	No	Yes	No	No	Yes	Yes	
704	BOR	5/15/2017	Public Affairs Specialist	GS - 9/11/12	12	Washington, DC	DC	4 Months	WO4: This position provides support to all bureauwide communications activities, working directly with the public, stakeholder representatives, news media and social media outlets to successfully interact with external and internal audiences. Provides ongoing social media direction and support, and delivers safety and emergency messaging in response to emerging incidents across 17 western states. Develops materials to advance the communication goals of WO and AS/WS leadership.	This is an existing non-supervisory position funded by P&A. This position is vital to the internal and external communications; stakeholder and public liaison efforts; and social media goals of the Commissioner's Office and, by extension, the Department's Office of Communications. This position is critically important to advance Reclamation's public communications agenda. Specifically on issues relating leadership's interaction with myriad stakeholder groups and their representatives across the West. As a coordinator of social media activities and public outreach efforts, this position is critical to the ongoing communications agenda and, when required, the rapid response to emerging events relating to water infrastructure, public safety and operations. Ability to develop public materials and to communicate new leadership priorities has been hampered by this vacancy. <b>Vacancy ready to post.</b>	No	No	Yes	No	No	Yes	Yes	
876	BOR	6/15/2017	Public Affairs Specialist	GS-12	12	Billings, MT	Other	4 months	GP3 Regional Office - Requesting approval to announce and fill position immediately. Position prepares written materials to clarify the organization's position on a variety of sensitive, emergency, controversial, complex issues with varying degrees of controversy; conveys complex scientific and technical information concerning engineering structures, water conservation and power related issues to key stakeholders across multi-media formats.	This existing position is funded through bureau-wide appropriations and project specific funding. If unfilled, public affairs communications in emergency and non-emergency situations may be delayed, including communications associated with flooding, Safety of Dams projects and more general issues that may be controversial and may result in the loss of trust by the public. This position could not be effectively filled by moving a like position from Washington DC or Denver, CO to the field without detrimentally affecting the centralized or specialized function fulfilled in Washington DC or Denver, CO.	No	No	Yes	No	No	No	No	
1505	BOR	8/1/2017	Public Affairs Specialist	GS-12	12	Sacramento, CA	Other	2 months	MP4: This position develops and implements strategies for conveying information about the Region's programs and obtaining public input on a variety of program development and implementation efforts. Serves as the regional news media coordinator. Serves on project teams and prepares public involvement plans, conducts public meetings, manages public information and media contacts, develops project mailing lists and public comment/team response systems, prepares written products, and works with interest groups to create an open, visible process for project understanding and implementation. Develops general communications products to inform the public, media, and Federal, state, and local agencies and coordinates responses to California's Congressional delegations about programs and activities.	This position is funded by appropriated funds and is an existing nonsupervisory position. If this position is not filled, critical support to our programs, including handling media and public inquiries, organizing required public meetings and public hearings, and ensuring required public outreach is executed for critical infrastructure projects in the Mid-Pacific Region, will be adversely affected. In addition, this position handles the multiple Congressional and controlled correspondence assignments the Mid-Pacific Region receives, all highly technical with the political complexities of the region and highly visible nature of our responses to members of Congress, Tribes, and national level NGOs. Often these documents are prepared for Secretary-level signature. Several field-level recreation projects are also supported by this position, including public outreach and support for recreation at Lake Berryessa, New Melones, and Folsom Reservoir. These are highly visible recreation areas and our office receives multiple media and public inquiries about them per week. Without our ability to hire this position, our area offices will be inundated with these calls and pulled away from the critical work they do managing our water projects.	No	No	No	No	No	Yes	Yes	New Request.

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments	
897	BOR	6/15/2017	Public Affairs Specialist (WEB)	GS-12	12	Salt Lake City, UT	Other	1 year 5 months	UC11: Office of the Regional Director: Position is responsible for managing, maintaining, updating and reviewing all UC Internet sites and pages--including coordinating website development for the region; maintaining accuracy and clarity of webpage content; ensuring compliance with Section 508 Accessibility, Privacy Act, Electronic Freedom of Information Act, National Environmental Policy Act and other relevant statutes, regulations, rules and guidelines. Position also coordinates development and publication of the region's internal newsletter (UC Today) and manages social media efforts in support of Reclamation guidelines.	Primary funding source for this position lies with the Regional Public Affairs Office's Working Capital Fund (non-appropriated funds). However, work on special projects are directly charged to appropriated and non-appropriated funds for the specific office. Because the website is the region's and Reclamation's principal tool for communicating mission-related information to the public and other stakeholders, the most significant impact of not filling this existing position is decreased ability to meet that mission-critical communication need. That impact would be particularly acute in terms of continued availability of time-sensitive online engagement for public comment on a variety of program and environmental requirements (e.g., EIS, EAs, etc.). It would mean worsening delays and gaps in the currency of online information, website compliance and updates. Current staff are doing everything they can to keep the website operating amid ongoing agency upgrades and system updates, but those efforts are simply stop-gaps without this dedicated web manager. Increasing website errors, delays in time-sensitive public information, instances of non-compliance, and broken pages can be expected. Delays and suspensions in publication are likely if the position is not filled.	No	No	No	No	No	No	No		
1157	BOR	7/15/2017	Public Affairs Specialist (WEB)	GS-12	12	Salt Lake City, UT	Other	1 year 6 months	UC2: Mission Support Office Position is responsible for managing, maintaining, updating and reviewing all UC Internet sites and pages--including coordinating website development for the region; maintaining accuracy and clarity of webpage content; ensuring compliance with Section 508 Accessibility, Privacy Act, Electronic Freedom of Information Act, National Environmental Policy Act and other relevant statutes, regulations, rules, and guidelines. Position also coordinates development and publication of the region's internal newsletter (UC Today) and manages social media efforts in support of Reclamation guidelines.	Primary funding source for this position lies with the Regional Public Affairs Office. However, work on special projects are directly charged to the specific office. Not filling this position will have ongoing significant negative impacts on the region's ability to effectively communicate with the public and other stakeholders. As the principal tool for communicating mission-related information, maintaining a current and relevant website is crucial to building and maintaining positive relationships with Reclamation customers. Without this position, the region is unable to efficiently maintain current information and necessary updates to its website and associated Internet pages. Those impacts are already being felt as the region continues to field stakeholder complaints about inaccessible information. That impact would be particularly acute in terms of continued availability of time-sensitive online engagement for public comment on a variety of program and environmental requirements (e.g., EIS, EAs, etc.). It would mean worsening delays and gaps in the currency of online information, website compliance, and updates. Current staff are doing everything they can to keep the website operating amid ongoing agency upgrades and system updates, but those efforts are simply stop-gaps without this dedicated web manager. Increasing website errors, delays in time-sensitive public information, instances of non-compliance, and broken pages can be expected.	No	No	No	No	No	No	No	No	Duplicate - see 897.
1406	NPS	7/15/2017	Chief of Communication and External Affairs	GS-14	Above 12	San Francisco	Other	7 months	Primary Public Information Officer for park. Position is critical for communicating all messages including during emergencies to park staff, visitors, and surrounding communities. Oversees communication with local, state, and federal elected officials. Liaison with Dept. of Interior and multiple partner organizations. Lead in responding to FOIA requests.	Substantially diminished ability to communicate effectively with public, elected officials, media, and park partners. Severely impairs park's ability to communicate during emergencies. Reduces ability of park to respond to ongoing and future FOIA litigation, putting park at serious risk of failing to meet legal FOIA responsibilities.	No	No	No	No	No	Hold		Comms position	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
458	NPS	5/15/2017	Director of Communications	GS-14	Above 12	Grand Canyon NP / Arizona	Other	1 month	Develops, implements, and evaluates communication strategies for complex and potentially controversial issues. Advises management on potential public interests and engagement levels. Determines and tracks emerging issues. Leads public information program. Plans, directs, and executes campaigns to convey complex information. Develops strategies and approaches to inform and educate employees, visitors, communities, elected officials, educational institutions, media, interest groups, and others. Represents NPS and Grand Canyon in numerous forums to federal, state, tribal and local governments; non-profits and stakeholders; international elected officials and delegations; dignitaries; media organizations; and others. Responsible for overall coordination and content of social media strategies.	This position is currently being prepared for classification and is the result of a carefully thought out organization needed to meet the demands of this high profile park. This position will allow Grand Canyon NP to be proactive rather than reactive to advance the mission of the NPS and to realize the NPS vision for park management, operations, and community engagement. With the high level of public, congressional, tribal, local government, and even international interest in this park; this position will provide the level of communication and engagement necessary to understand their interests in issues and topics important to them. This position will inform, educate, and coordinate information about Grand Canyon NP priorities, activities, issues, and programs to the local and national media, federal, tribal, state, regional, and local organizations. This position will prevent misinformation, misunderstanding, and a lack of information about Grand Canyon activities, priorities, and issues.	No	Yes	Yes	No	No	No	No	
810	NPS	6/15/2017	Public Affairs Officer	GS-12	12	Three Rivers, CA	Other	8 months	PAO conducts the public affairs programs for Sequoia and Kings Canyon National Parks and Cesar Chavez National Monument with responsibility for developing and providing staff direction involving all public information, internal information, community relations activities and is the official spokesperson for these parks. The PAO provides safety and visitor service information to over 1.9 visitors annually. Conveys park decisions to stakeholders, including over website and social media communications. Directly supervises 3 year round employees and two temporary employees who assist with public affairs functions, answer park phones, issue film permits.	With over 1.9 million visitors coming to SEKI annually, the work of the Public Affairs Specialist is a full-time, year-round position. Without a dedicated public affairs officer available to answer media inquiries, media requests may not be answered quickly, thus leaving the media to develop their own commentary about park decisions or incidents. The skilled PAO converses with the public, employees, constituency groups, and the media about controversial topics such as deaths, safety issues, search and rescue operations, park crowding, and more in a professional manner. Without this position, the reputation of the parks and the NPS would be at risk.	No	No	Yes	No	No	Yes	Yes	
1405	NPS	7/15/2017	Public Affairs Officer	GS-13	Above 12	Staten Island, NY	Other	2 years	This position is responsible for all Park communications in a highly political and complex environment. This position is the primary coordinator for emergency communication for the Park, which is situated in the densely populated New York City metro and surrounding areas. This position also oversees communications with local, state and federal elected officials. This position is responsible for press releases and visitor information, maintains the Park website, is the official Park Spokesperson for media contacts, manages community outreach programs, and coordinates internal communications for both regular operations and emergency situations.	The individual was selected for the position prior to the hiring freeze but NPS was unable to reach an agreement on the release date from the incumbent's previous agency, DOD. The incumbent is in the Marshall Islands under temporary assignment and is reaching the end of the time period allowed to request an extension.	No	No	No	No	No	Yes		Reviewed w/ updated criteria
460	NPS	5/15/2017	Public Affairs Specialist	GS-12	12	Grand Canyon NP / Arizona	Other	<1 month	This position will work closely with the GS-14 Director of Communications to develop and implement communication strategies, track emerging issues, plan and execute complex information campaigns, and develop strategies and approaches to inform and educate employees, visitors, tribal governments, communities, elected officials, educational institutions, media, interest groups, and others. Develops and executes news releases, media advisories, key messages, talking points, etc. Participate in numerous forums for federal, state, tribal and local governments; non-profits and stakeholders; international elected officials and delegations; dignitaries; media organizations; and others.	This position is an upgrade to the existing GS-11 Public Affairs Specialist position. It is the result of the accretion of duties needed to meet the demands of this high profile park. The goals of being proactive instead of reactive with communications will not be realized. Understanding the interests and topics of our public, congressional, tribal, local government, and international interests will be diminished. The ability to inform, educate, and coordinate information about Grand Canyon NP priorities, activities, issues, and programs will also be reduced. The possibility of misunderstandings, misinformation, and a lack of information will increase. This position will assure our public and stakeholders are properly informed.	No	Yes	Yes	No	No	Yes	Yes	
640	NPS	6/1/2017	Public Affairs Specialist	GS-12	12	SEKI NP / California	Other	7 months	Incumbent is the spokesperson for the park. Is proactive and responds to media requests. Advises park Leadership Team on potential public responses to decisions. Conducts public meetings.	The park does not have a public affairs professional responsible for providing critical information to the public and the media.	No	No	Yes	No	No	No	No	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	DAS HCD Rec	Deputy Secretary Approval	Comments
1277	NPS	7/15/2017	Regional Fire Communication and Education Specialist GS-1035	GS-12	12	Anchorage, AK	Other	1 year (April 2016) A detailer was assigned in this position in the fire season of 2016.	Provides leadership in, coordinates and/or authors or conducts internal and external wildland fire communication and education programs to present an integrated interdisciplinary fire program within a National Park Service Region, including at the Park Unit level. Key components include public fire education and fire prevention; wildfire response to critical events, controversial issues and initiatives; the role of fire in ecosystems; hazard fuel reduction programs; wildland-urban interface initiatives; and fire preparedness. In an effort to educate, mitigate potential threats to communities and to provide and facilitate wildland fire communication and education programs, the position collaborates with public and non-governmental partners, regionally and nationally, to provide and facilitate overall wildland fire communication and education programs and activities for communities, stakeholders, news media, and the general public.	Stakeholders will not receive timely, critical and coordinated information on wildfires. Deterioration of stakeholder (public and communities) wildfire risk mitigation engagement in communities, erosion of public trust regarding managing wildfire using cost effective and ecologically sound strategies and an increase to long term risk to communities. Note: Filling the position permanently was delayed due to reclassifying the position description to provide future broader recruiting pathways. Severe fire seasons are occurring with greater frequency in Alaska, and this position is critical to providing public information about fires on park lands.	No	No	No	No	No	Yes		Reviewed w/ updated criteria

Date of Request	(Multiple Items)
Location	Count
Washington, DC	58
Denver, CO	51
Albuquerque, NM	23
Reston, VA	11
Sacramento, CA	11
Herndon, VA	9
Billings, MT	9
San Francisco, CA	9
Lakewood, CO	6
Philadelphia, PA	6
Boulder City, NV	6
Flagstaff, AZ	6
Anchorage, AK	6
Boston, MA	6
Omaha, NE	6
Window Rock, AZ	5
Three Rivers, CA	5
Boise, ID	5
Lawrence, KS	5
Washington, DC	4
Grand Canyon, AZ	4
Minneapolis, MN	3
Atlanta, GA	3
Mariposa, CA	3
Mills, WY	3
Grand Teton National Park	2
GRCA, South Rim	2
Folsom Dam, CA	2
Hoover Dam, Clark County NV	2
Yosemite Valley, California	2
Staten Island, NY	2
Lake Mead NRA / Nevada	2
Menlo Park, CA	2
Tucson, AZ	2
Big Bend NP / Texas	2
Loveland, CO (Denver Area)	2
Gaffney, SC	2
Salt Lake City, UT	2
Luray, VA	2
Tuba City, AZ	2
Nationwide - Fulltime telework with management approval	2
Gulf Breeze, FL	2
Crownpoint, NM	2
Santa Fe, NM	2

Seattle, WA or San Francisco, CA	2
Glynco, GA	2
Golden Gate / California	1
WI, CA, TX, WA, OR, MN	1
El Portal, CA	1
Gillett, AR	1
TBD (Outside of Denver/DC)	1
Provo, UT	1
Fort Smith, MT	1
Redwood NP / California	1
New York, NY	1
Grand Coulee, WA	1
Pasadena, CA	1
Richland, WA	1
Amarillo Field Office	1
Greeneville, TN	1
Flat Rock, NC	1
Boulder City, NV; Twentynine Palms, CA; Barstow, CA; or Death Valley, CA	1
Harkers Island	1
Harpers Ferry, WV	1
Page, Arizona	1
Harrison, AR	1
Page, AZ	1
Savannah, GA	1
Lowell, MI	1
Seattle, WA	1
May be located in any of the 17 Western States	1
Carlsbad, NM	1
St. Petersburg, FL	1
Shasta Lake, CA	1
McCook, NE	1
Silver City, NM	1
Sedro-Woolley WA	1
St. Mary's, GA	1
San Francisco, CA or Seattle, WA	1
Stafford, VA	1
San Francisco	1
Homestead, FL	1
Moab, UT	1
Death Valley, CA	1
Kimberly, Oregon	1
Tuskegee Institute, AL	1
Moose, WY	1
Van Buren, MO	1
Asheville, NC	1
Vancouver, WA	1
Yuma Area Office, Yuma, AZ	1

Virginia	1
Temecula, CA	1
Hot Springs, AR	1
Seattle,WA or San Francisco,CA	1
Yakima, WA	1
Las Vegas, NV	1
Yorktown, VA	1
Los Alamos, NM	1
Yuma, AZ	1
Gainesville, FL	1
Austin, TX	1
Fairbanks, Alaska	1
Arizona	1
Twin Lakes, CO	1
Houghton, MI	1
Shasta Dam, CA	1
Lowell, MA	1
Mammoth Hot Springs, WY	1
Klamath Falls, OR	1
Boston, MA or Philadelphia, PA	1
Charlestown, MA	1
New York, New York	1
Bar Harbor, ME	1
Any Pacific West Region park office (CA, HI, ID, NV, OR or WA)	1
Denali NP	1
San Francisco, CA, Seattle, WA	1
Great Smoky Mountains NP	1
Boston or Philadelphia	1
Ajo, AZ	1
Crater Lake, OR	1
Bozeman, MT	1
Seattle, WA	1
Stanton, ND	1
Thousand Oaks, CA	1
Chillecothe, OH	1
Arco, ID	1
Hot Springs, SD	1
Washington, DC or Albuquerque, NM	1
Tupelo, MS	1
Nashville, TN	1
Flexible DS	1
Chinle, AZ	1
Twentynine Palms, CA	1
Reston, VA Albuquerque, NM or Lakewood, CO	1
PARA / Utah	1
Truth or Consequences, NM	1
DC	1

Raleigh, NC	1
Empire, MI	1
Hartford, CT	1
Shiprock, NM	1
Mammoth, WY	1
Estes Park, CO (Denver Area)	1
Point Reyes Station, CA	1
Flatiron (Loveland), CO (Denver Area)	1
Honaunau, HI	1
Byron, CA	1
Salt Lake City, UT OR Albuquerque, NM	1
Sioux Falls, SD	1
Thurmont, MD	1
<b>Grand Total</b>	<b>410</b>

Date of Request	(Multiple Items)
Location	Count
Ajo, AZ	1
Albuquerque, NM	23
Amarillo Field Office	1
Anchorage, AK	6
Any Pacific West Region park office (CA, HI, ID, NV, OR or WA)	1
Arco, ID	1
Arizona	1
Asheville, NC	1
Atlanta, GA	3
Austin, TX	1
Bar Harbor, ME	1
Big Bend NP / Texas	2
Billings, MT	9
Boise, ID	5
Boston or Philadelphia	1
Boston, MA	6
Boston, MA or Philadelphia, PA	1
Boulder City, NV	6
Boulder City, NV; Twentynine Palms, CA; Barstow, CA; or Death Valley, CA	1
Bozeman, MT	1
Byron, CA	1
Carlsbad, NM	1
Charlestown, MA	1
Chillecothe, OH	1
Chinle, AZ	1
Crater Lake, OR	1
Crownpoint, NM	2
DC	1
Death Valley, CA	1
Denali NP	1
Denver, CO	51
El Portal, CA	1
Empire, MI	1
Estes Park, CO (Denver Area)	1
Fairbanks, Alaska	1
Flagstaff, AZ	6
Flat Rock, NC	1
Flatiron (Loveland), CO (Denver Area)	1
Flexible DS	1
Folsom Dam, CA	2
Fort Smith, MT	1
Gaffney, SC	2
Gainsville, FL	1
Gillett, AR	1

Glynco, GA	2
Golden Gate / California	1
Grand Canyon, AZ	4
Grand Coulee, WA	1
Grand Teton National Park	2
GRCA, South Rim	2
Great Smoky Mountains NP	1
Greeneville, TN	1
Gulf Breeze, FL	2
Harkers Island	1
Harpers Ferry, WV	1
Harrison, AR	1
Hartford, CT	1
Herndon, VA	9
Homestead, FL	1
Honaunau, HI	1
Hoover Dam, Clark County NV	2
Hot Springs, AR	1
Hot Springs, SD	1
Houghton, MI	1
Kimberly, Oregon	1
Klamath Falls, OR	1
Lake Mead NRA / Nevada	2
Lakewood, CO	6
Las Vegas, NV	1
Lawrence, KS	5
Los Alamos, NM	1
Loveland, CO (Denver Area)	2
Lowell, MA	1
Lowell, MI	1
Luray, VA	2
Mammoth Hot Springs, WY	1
Mammoth, WY	1
Mariposa, CA	3
May be located in any of the 17 Western States	1
McCook, NE	1
Menlo Park, CA	2
Mills, WY	3
Minneapolis, MN	3
Moab, UT	1
Moose, WY	1
Nashville, TN	1
Nationwide - Fulltime telework with management approval	2
New York, New York	1
New York, NY	1
Omaha, NE	6
Page, Arizona	1

Page, AZ	1
PARA / Utah	1
Pasadena, CA	1
Philadelphia, PA	6
Point Reyes Station, CA	1
Provo, UT	1
Raleigh, NC	1
Redwood NP / California	1
Reston, VA	11
Reston, VA Albuquerque, NM or Lakewood, CO	1
Richland, WA	1
Sacramento, CA	11
Salt Lake City, UT	2
Salt Lake City, UT OR Albuquerque, NM	1
San Francisco	1
San Francisco, CA	9
San Francisco, CA or Seattle, WA	1
San Francisco, CA, Seattle, WA	1
Santa Fe, NM	2
Savannah, GA	1
Seattle, WA	1
Seattle, WA	1
Seattle, WA or San Francisco, CA	2
Seattle, WA or San Francisco, CA	1
Sedro-Woolley WA	1
Shasta Dam, CA	1
Shasta Lake, CA	1
Shiprock, NM	1
Silver City, NM	1
Sioux Falls, SD	1
St. Mary's, GA	1
St. Petersburg, FL	1
Stafford, VA	1
Stanton, ND	1
Staten Island, NY	2
TBD (Outside of Denver/DC)	1
Temecula, CA	1
Thousand Oaks, CA	1
Three Rivers, CA	5
Thurmont, MD	1
Truth or Consequences, NM	1
Tuba City, AZ	2
Tucson, AZ	2
Tupelo, MS	1
Tuskegee Institute, AL	1
Twentynine Palms, CA	1
Twin Lakes, CO	1

Van Buren, MO	1
Vancouver, WA	1
Virginia	1
Washington, DC	58
Washington, DC	4
Washington, DC or Albuquerque, NM	1
WI, CA, TX, WA, OR, MN	1
Window Rock, AZ	5
Yakima, WA	1
Yorktown, VA	1
Yosemite Valley, California	2
Yuma Area Office, Yuma, AZ	1
Yuma, AZ	1
<b>Grand Total</b>	<b>410</b>

Date of Request	8/15/2017
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Location	Count
DC	24
Denver	10
Other	91
Grand Total	125

Deputy Secretary Approval	(blank)
Date of Request	(All)

Bureau	Count
<b>BIA</b>	<b>29</b>
Hold	19
(blank)	10
<b>BIE</b>	<b>40</b>
ERB	1
Chief Academic Officer	1
(blank)	39
<b>BLM</b>	<b>6</b>
(blank)	6
<b>BOR</b>	<b>68</b>
Hold	22
No	1
Yes	1
(blank)	44
<b>NPS</b>	<b>30</b>
ERB	1
Superintendent, National Mall and Memorial Parks	1
Yes	1
(blank)	28
<b>SOL</b>	<b>1</b>
ERB	1
Regional Solicitor - Northeast Region	1
<b>USGS</b>	<b>15</b>
Hold	2
(blank)	13
(blank)	
(blank)	
<b>Grand Total</b>	<b>189</b>

**From:** Pletcher, Mary  
**To:** [Nguyen, Nhien \(Tony\)](#)  
**Cc:** [McDowall, Lena](#); [Michael Reynolds](#); [Bob Vogel](#); [Jessica Bowron](#); [Anne O'Dell](#); [Christopher B Lawson](#)  
**Subject:** Re: complete list of decisions for July 15 and August 1 hiring waivers  
**Date:** Sunday, August 27, 2017 10:21:35 AM  
**Attachments:** [NPS Hiring Waiver Requests Decisions 2017-08-15.pdf](#)  
[NPS IT Hiring Requests Decisions\\_071517\\_and\\_080117.pdf](#)

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Attached are the decisions on the hiring waiver requests for the August 15 submissions as well as the IT related requests submitted on July 15 or August 1.

Thanks,  
Mary

On Fri, Aug 18, 2017 at 4:50 PM, Pletcher, Mary <[mary\\_pletcher@ios.doi.gov](mailto:mary_pletcher@ios.doi.gov)> wrote:  
Attached is the complete list of decisions for the July 15 and August 1 hiring waivers.

Thanks,  
Mary

On Fri, Aug 18, 2017 at 2:43 PM, Nguyen, Nhien (Tony) <[nhien\\_nguyen@nps.gov](mailto:nhien_nguyen@nps.gov)> wrote:  
Hi Mary,

Attached is the August 15th hiring waiver template for NPS. There are 23 new positions, and no re-submissions in this request.

I apologize for getting this to you late. We've been working through the division of labor, and moving forward, I will be submitting the waivers on behalf of Lena, Bob, and Mike, and our Comptroller's office. Lena will continue to review the positions before they are submitted to your office.

Please let me know if you have any questions.

Thanks,  
Tony Nguyen

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**N. Tony Nguyen**  
Associate Director, Workforce & Inclusion  
National Park Service  
U.S. Department of the Interior

[nhien\\_nguyen@nps.gov](mailto:nhien_nguyen@nps.gov)  
202 354-1990 main

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

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Mary Pletcher  
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Chief Human Capital Officer  
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No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1629	NPS	8/15/2017	Administrative Officer	11/12	12	Charleston, SC	Other	Not yet vacant	Yes	Responsible for multiple parks including Fort Sumter, Charles Pinckney, and Reconstruction Era. Provides budget oversight, IT infrastructure, travel, housing, payroll and other administrative functions. Supervises Concessions and Fee Program Manager. Serves as an adviser to the Superintendent and division chiefs regarding potential legal and fiscal impacts of proposed actions.	Management of the parks budget, concession fees, fee revenue and other funding sources would be negatively affected. Having this position vacant will have an adverse effect on park operations and could cause issues with, legal requirements, audits, contracts, IT support, personnel, and a variety of other administrative services.	No	No	No	No	No	Yes	
1620	NPS	8/15/2017	Chief of Resource Management	GS-12	12	Gallitzin, PA	Other	New position	Yes	Serves as chief for natural and cultural resource management for five Western Pennsylvania park units. Supervises curator, cultural resource specialist, natural resource specialist, and seasonal employees as needed. Member of Senior Leadership Team for the five park units.	Leaves a key position for resource management leadership vacant, affecting oversight and time to manage compliance, GIS, resource planning, collaboration with park stakeholders, and personnel management of the division.	No	No	No	No	No	Yes	
1622	NPS	8/15/2017	Civil Engineer	GS-12	12	Staten Island, NY	Other	12-18 months	No	Civil Engineer works in Project Management as a subject matter expert on all engineering related matters. Work includes managing facility projects that reduce deferred maintenance and correct required deficiencies with safety and life safety issues.	The Park will have insufficient capacity to address facility construction projects. Critical safety issues will be unable to be corrected, forcing more public site and facility closures. Deferred maintenance will not be addressed and will most likely increase as a result.	No	No	Yes	No	No	Yes	
1626	NPS	8/15/2017	Deputy Regional Comptroller/Financial Manager	GS-13	Above 12	San Francisco, CA, Seattle, WA, or Vancouver, WA	Other	6 months	Yes	The Deputy Comptroller provides oversight, coordination, and subject matter expertise to budgetary and financial operations at all Pacific West Region parks and programs. They supervise 3-5 junior budget analysts, each responsible for a range of budget programs, including discretionary operating and construction, mandatory receipt, and external trust programs. They provide technical assistance on a broad range of financial subject areas, develop PWR financial policy, and interpret fiscal law, policy, and regulation. Additionally, they provide regional leadership to the development and administration of a range financial and business management data systems.	Key impacts: - Curtailment of budget/finance training for park and program staff - Elimination of support for internal controls and workforce planning - Reduced validation of financial data - Reduced oversight of compliance with fiscal law and support to parks on interpretation of fiscal law - Reduced oversight of allocation and control of funds at PWR parks and programs - Significantly reduced high-level technical assistance to parks on fiscal processes	No	No	No	No	No	Yes	
1625	NPS	8/15/2017	Ecologist (Coastal)	GS-12	12	Narragansett, RI	Other	12-18 months	No	Position serves as field technical support for coastal ecology to parks in Northeast Region. He/she is expected to apply a field approach to the management of coastal/marine parks and water resource program activities as they interface with visitor services, recreational opportunities (e.g., fishing, birding), safe water quality standards, and related stewardship activities.  This position provides technical guidance on the application of ecological principles to parks in the preparation, revision, and updating of management plans and other documents, and assists parks and staff in the evaluation and coordination of management, monitoring, inventory, and research programs and strategies with park units and other stakeholders. The position also assists parks with visitor and employee safety issues relating to coastal and marine recreation and infrastructure.	Leaving this position unfilled leaves the NPS without field based capacity for parks to manage shorelines and coastal areas under changing conditions. The limits the NPS's ability to re-optimize visitor capacity and recreational activity in some of the nation's best loved coastal parks, such as Acadia and Cape Cod.	No	No	No	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1634	NPS	8/15/2017	Finance and Budget Manager	11	Below 12	Washington, DC	DC	9 months	No	The Finance and Budget Manager handles all financial aspects for the Division's operations, especially its financial assistance programs, from tracking balances, obligations and deobligations along with managing the formulation, execution, and control of the Division's and regional administrative budgets. The incumbent also assists with program evaluation, and control for state and local assistance financial assistance programs.	This position fills a critical function in the financial assistance process in the obligation and monitoring of grants. With the programs' supported through the President's budget requests and mandatory funds from the Gulf of Mexico Energy Security Act (GOMESA) for the indefinite future, the gap in covering the position hampers the program's efforts to get the State grant funds obligated in a timely manner. Moreover, this position also plays the central role of program's accountability efforts to prevent fraud, waste, and abuse of federal funds. Beyond the grant funds, this position administers the funding that supports over 25 staff in 7 offices throughout the country. While the function has been filled though details the program is running short of options to stabilize this important function.	No	No	No	No	No	Yes	
1633	NPS	8/15/2017	Financial Assistance Team Lead	13	Above 12	Washington, DC	DC	6 months	Yes	The Financial Assistance Team Lead provides leadership and national oversight administering the Land and Water Conservation Fund (LWCF) State and Local Assistance Program. This position oversees the program's team of grant managers in the region, ensuring consistency in compliance with and interpretation of applicable federal laws, regulations, policies, and other requirements governing the administration of grant-in-aid in general together with those specific to the Division's recreation grant programs, as well as in applying them to issues that arise in the course of implementing the programs.	At a minimum, mandatory funds from the Gulf of Mexico Energy Security Act (GOMESA) will continue to be directed to LWCF State and Local Assistance Program for the indefinite future. Forgoing refilling this position will continue to hamper the program's efforts to get the State grant funds obligated in a timely manner. The Department and National Park Service have seen a spike in inquiries from Congress and others asking about the status of particular projects which is in part tied to this vacancy. Furthermore, the specific OMB/DOI requirements governing financial assistance to strengthen the prevention of fraud, waste, and abuse continue to change necessitating active guidance of this position to ensure the program is meeting these important obligations.	No	No	No	No	No	Yes	
1617	NPS	8/15/2017	Fire Management Officer	GS-12	12	Mesa Verde, CO	Other	Not yet vacant	Yes	The incumbent serves in a key fire management position in a field fire management organization as a Fire Management Officer (FMO). This position is located in a unit with a high fire management program complexity level as defined by an OPM classification standard, not the IFPM Standard. The FMO plans, develops, implements, coordinates, and evaluates an integrated fire management program to achieve resource management objectives. The FMO is also responsible for the aviation management program in the park. FMO maintains safety first as the foundation for all aspects of fire and aviation management.	Without having the Fire Management Officer in place, the park runs the risk of having a Wildland Fire Program that does NOT manage fires in a manner that protects the public, park communities, infrastructure, conserves natural and cultural resources, and maintains or restores natural ecosystem processes.	No	Yes	Yes	No	No	Yes	
1621	NPS	8/15/2017	Fire Management Officer	GS-12	12	Luray, VA	Other	3 months	Yes	The Fire Management officer oversees the Wildland fire program for Shenandoah National park and the Mountains to the Sea group(18 park units)	Prescribed and Wildland fire response could be compromised by lack of over site and coordination.	No	Yes	Yes	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1627	NPS	8/15/2017	Interdisciplinary Cultural Resources Program Manager	GS-12	12	Death Valley, CA	Other	Not yet vacant	Yes	The Cultural Resources Program Manager is responsible for the developing, implementing, and overseeing cultural resources management and preservation programs and/or are expert resource people who participate in the development and implementation of cultural resources policies and guidelines. Death Valley National Park maintains two museums and contains thousands of complex historic and prehistoric archaeological resources, many which have not yet been discovered. The park has 81 historic cabins, more than 17,000 mining features, multiple sites on the national register of historic places and many culturally significant mining districts. Additionally, the park is home to the Timbisha Shoshone tribe and this position serves as the tribal liaison on behalf of the park superintendent. This position serves as a staff expert and consultant for matters dealing with the management and preservation of cultural resources for both park and partnership preservation programs and has Extensive knowledge of compliance legislation and regulations to the degree that the incumbent participates in consulting or participating in the development or revision of them and/or develops implementing policies and guidelines for the service. The Cultural Resource Program Manager presents information on cultural resource topics, issues, and programs in oral and written form to NPS managers, colleagues, other professionals, and the public. The Cultural Resource Program Manager works with a variety of university and national organizations to accomplish the preservation mandate for cultural resources. The incumbent has the ability to recognize the interrelationships of all resource management disciplines such as museum services, archaeology, cultural landscapes, building preservation, ethnography, and maintenance and to work within this divisional/discipline framework to accomplish cultural resource preservation projects and goals.	The park will not have the expertise in house to meet our NHPA regulatory compliance needs. This position is essential for the park to preserve the history of the park and address our deferred maintenance backlog without losing the historic treasures that public trusts we will protect.	No	No	No	No	No	Yes	
1623	NPS	8/15/2017	Landscape Architect	GS-12	12	Staten Island, NY	Other	Other	No	Landscape Architect works in Project Management as a subject matter expert on all landscape and public facility/amenities related matters. Work includes managing facility projects that reduce deferred maintenance and correct required deficiencies with safety and life safety issues.	The Park has approx. 40,000 acres classified as maintained landscapes. The Park will have insufficient capacity to address facility construction projects. Critical safety issues will be unable to be corrected, forcing more public site and facility closures. Deferred maintenance will not be addressed and will most likely increase as a result.	No	No	Yes	No	No	Yes	
1638	NPS	8/15/2017	Management Support Specialist	12	12	Washington, DC	DC	24 Months		This position is responsible for providing administrative, clerical, technical, and management assistance in support of the executive management of the agency. Serves as management and confidential assistant to the Office of the Chief.	This position not being filled has critically impeded the administrative functions in support of the Office the Chief. This position provides responses to high level executive branch correspondence and telephonic communications. This position is responsible for working on special assignments, monitoring the preparation and accomplishments of USPP goals and objectives.	Yes	No	Yes	No	No	Yes	Park Police
1635	NPS	8/15/2017	Regional and Compliance Manager	12	12	Washington, DC	DC	New Position	Yes	Regional Compliance Manager serves both regional and nationwide compliance needs for the Land and Water Conservation Fund State and Local Assistance program. Regionally, the position works with grant staff to ensure federal financial assistance applications are compliance with applicable federal laws and regulations as well as enforces statutory requirements that assisted State and local parks remain open to the public for recreation purposes. Nationally, all compliance managers are part of the National Compliance Team whose purpose is to develop program policy and ensure nationwide consistency in the interpretation, application, and enforcement of applicable laws, regulations, requirements and policies in the administration of the LWCF Program.	This position fills a crucial service in support of States addressing issues related to ensuring the 20,000+ assisted park sites remain open to the public and in recreation use as mandated by the LWCF Act. Doing without these positions further expands the backlog of unresolved issues important to community's, increases the response times to State Partner request, intensifies the possibility of attracting negative Congressional attention and increases the litigation risk to the NPS. On the financial assistance side, significant mandatory funds from the Gulf of Mexico Energy Security Act (GOMESA) will continue to be directed to LWCF State and Local Assistance Program for the indefinite future, while the lack staff will continue to constrain the timely processing of state and local grant applications for much needed state and local park projects.	No	No	No	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1636	NPS	8/15/2017	Regional and Compliance Manager	12	12	Atlanta, GA	Other	New Position	Yes	Regional Compliance Manager serves both regional and nationwide compliance needs for the Land and Water Conservation Fund State and Local Assistance program. Regionally, the position works with grant staff to ensure federal financial assistance applications are compliance with applicable federal laws and regulations as well as enforces statutory requirements that assisted State and local parks remain open to the public for recreation purposes. Nationally, all compliance managers are part of the National Compliance Team whose purpose is to develop program policy and ensure nationwide consistency in the interpretation, application, and enforcement of applicable laws, regulations, requirements and policies in the administration of the LWCF Program.	This position fills a crucial service in support of States addressing issues related to ensuring the 20,000+ assisted park sites remain open to the public and in recreation use as mandated by the LWCF Act. Doing without these positions further expands the backlog of unresolved issues important to community's, increases the response times to State Partner request, intensifies the possibility of attracting negative Congressional attention and increases the litigation risk to the NPS. On the financial assistance side, significant mandatory funds from the Gulf of Mexico Energy Security Act (GOMESA) will continue to be directed to LWCF State and Local Assistance Program for the indefinite future, while the lack staff will continue to constrain the timely processing of state and local grant applications for much needed state and local park projects.	No	No	No	No	No	Yes	
1637	NPS	8/15/2017	Regional and Compliance Manager	12	12	Atlanta, GA	Other	New Position	Yes	Regional Compliance Manager serves both regional and nationwide compliance needs for the Land and Water Conservation Fund State and Local Assistance program. Regionally, the position works with grant staff to ensure federal financial assistance applications are compliance with applicable federal laws and regulations as well as enforces statutory requirements that assisted State and local parks remain open to the public for recreation purposes. Nationally, all compliance managers are part of the National Compliance Team whose purpose is to develop program policy and ensure nationwide consistency in the interpretation, application, and enforcement of applicable laws, regulations, requirements and policies in the administration of the LWCF Program.	This position fills a crucial service in support of States addressing issues related to ensuring the 20,000+ assisted park sites remain open to the public and in recreation use as mandated by the LWCF Act. Doing without these positions further expands the backlog of unresolved issues important to community's, increases the response times to State Partner request, intensifies the possibility of attracting negative Congressional attention and increases the litigation risk to the NPS. On the financial assistance side, significant mandatory funds from the Gulf of Mexico Energy Security Act (GOMESA) will continue to be directed to LWCF State and Local Assistance Program for the indefinite future, while the lack staff will continue to constrain the timely processing of state and local grant applications for much needed state and local park projects.	No	No	No	No	No	Yes	
1631	NPS	8/15/2017	Space Leasing Specialist	GS-12/13	Above 12	Denver, CO	Denver	12 months	No	Works with GSA and provides advice and support to NPS leadership on acquisition, utilization, and disposition of leased space in order to maximize utilization of space at minimum cost. Interprets Federal Property Management Regulations, Executive Orders and other regulations and mangement procedures. Monitors and reports on NPS' space management goals including annual required reporting by OMB.	Without this position, NPS is lacking in internal control reviews and will be unable to complete required reporting. Staff at the field level is not receiving the support required from this centralized function to properly meet regulatory requirements and receive expertise and resolution of space management problems. NPS will fall behind on tracking rent payments on both GSA and direct accounts, and be unable to evaluate potential space for suitability for park leasing.	No	No	No	No	No	Yes	
1630	NPS	8/15/2017	Space Leasing Specialist (Senior)	GS-14	Above 12	Denver, CO	Denver	23 months	Yes	Responsible for the orderly management including space utilization studies and assignment of all leased space and NPS-owned office space, the relocation of offices that result from realignment or forced moves, the daily operation of the NPS delegated Lease Management Program, and the acquition and release of space. The incumbent also assists and advises other field offices, service and training centers and parks in all matters related to leased space and NPS-owned office space. The incumbent serves as the Senior Service-wide Space Management Specialist, Real Property, and Leasing Officer for the Washington Office.	This vacancy has caused an unreasonable workload for the one remaining employee now handling both the Eastern and Western space leasing geographical areas, as well as the duties of this position. The lack of a dedicated employee causes delays, lack of program organization and management, and ultimately, could lead to defaults in compliance and regulatory requirements such as the Federal Managers' Financial Integrity Act reporting and corrective action. NPS is limited in its ability to negotiate on behalf of the NPS in regards to rent, building standards/requirements, purchases, appeals, etc., and could miss opportunities to address security and public health needs in NPS rented and owned facilities.	No	No	No	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1619	NPS	8/15/2017	Superintendent, National Mall and Memorial Parks	ES	Above 12	Washington, DC	DC	Not Yet Vacant; will be vacant on 9/2/2017	Yes	The Superintendent provides direction, management, supervision and evaluation of park programs with an annual operating budget of \$31 million, ensuring effectiveness and cost efficiency. The Superintendent manages and directs a park staff of 350 + employees, and are responsible for maintaining a positive working relationship with the park employees including community representatives and a variety of officials within and outside the Bureau concerning the delegated authorities related to the management and preservation of the cultural, historical, and natural resources of the park. The NAMA Superintendent also provides coordination, direction and guidance to the United States Park Police (USPP) in the accomplishment of basic law enforcement and security functions and in planning and presentation of special events and programs.	The NAMA Superintendent manages all park resources which are heavily impacted by a complex urban metropolitan area and as the seat of National and local governments. An equally important and highly sensitive responsibility of the Superintendent is to serve as the preservation, maintenance and logistical support arm for the Executive Residence at the White House. The park serves as a setting for numerous Federal buildings, the Smithsonian Institution, and other memorials of historical significance and as a result must be impeccably maintained. In the downtown Washington, D.C. area over 150 major historic parks, squares circles and triangles are managed by the Superintendent, many with their own constituencies. With visitation exceeding 25 million annually the Superintendent is responsible for one of the largest and most complex maintenance programs in the National Park Service, and provides expert advice and support to many other parks, organizations and agencies, including the White House, General Services Administration, Department of Interior, and the Army Corp of Engineers.  The Superintendent's position and the management of NAMA is extremely complicated. The NAMA parks experience heavy public use, extremely difficult conservation and protection problems, and intricate external relationships with neighbors and with cooperating public and private organizations, concessioners and representatives of Federal, State, and local governmental organizations. This position must be filled by a highly knowledgeable SES Superintendent to maintain the level of leadership expected, and needed, in a globally renowned park; without it we are subjecting the park to the possibility of a catastrophic event(s) that will impact negatively the DOI, NPS, NAMA staff, The White House, and NAMA	No	No	Yes	No	No	ERB	ERB - Review.
1639	NPS	8/15/2017	Supervisory Human Resource Specialist	13	Above 12	Washington, DC	DC	New Position		The incumbent will provide leadership in reestablishing the US Park Police Human Resource Servicing Office (SHRO). The USPP SHRO will develop policies, procedures, and techniques relative to staffing and recruitment. The incumbent will manage, advise and provide guidance to the Human Resources Specialists, Workman's Compensation Manager and Background Investigators.	This position not being filled diminishes the Force's continuity of operation and hiring a skilled workforce. Failing to fill this position will contribute to the lack of an effective oversight program throughout the entire USPP HR function and impacts the ability to provide effective HR services. Filling this position supports the law enforcement activities by ensuring systemic compliance issues to not impede HR service delivery and the ability to provide effective and efficient HR services to USPP.	No	No	No	No	No	Yes	
1640	NPS	8/15/2017	Supervisory Information Technology Specialist	14	Above 12	Washington, DC	DC	New Position		This position provides the full spectrum of supervision of Information Technology, telecommunications, radio, and Geographic Information System (GIS) fields in the National Capital Region. This position ensures the application of information security policies and practices to protect USPP data and information technology (IT) systems from cyber-security threats.	This position not being filled reduces the Forces ability to ensure the rigorous application of information security polices, principles, procedures and practices to protect Force data and IT systems from threats to confidentiality, integrity, accountability and authenticity.	Yes	No	Yes	No	No	Yes	
1641	NPS	8/15/2017	Supervisory Management Analyst	12	12	Washington, DC	DC	36 Months		This position performs analytical work in managing and regulating the acquisition, distribution and accountability of property.	This vacancy has created critical challenges to the oversight of the Records and Data Processing functions between the public and the Force. This positions serves as the liaison with the NPS, National Archives, Department of Justice, U S. Attorney's Office, various jurisdictional courts and other agencies concerning records processing, storage, disposal, retrieval and dissemination.	Yes	No	Yes	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments	
1624	NPS	8/15/2017	Supervisory Park Ranger (Chief Ranger)	GS-14	Above 12	Philadelphia, PA	Other	< 1 month	Yes	<p>Position directly oversees all law enforcement and security operations at Independence National Historical Park, and is directly responsible for the safety and security of Independence Hall, the Liberty Bell, and many other key sites related to the founding of the nation, and the creation of the Declaration of Independence and the U.S. Constitution. Both the Liberty Bell and Independence Hall are designated as World Heritage sites due to their international importance as symbols of liberty and freedom, and both have been designated as National Icons by the Department of Homeland Security and DOI. This designation recognizes that the park is a highly valued target to enemies of the U.S.A. through terrorist activities.</p> <p>The position manages the largest law enforcement operation in the Northeast Region, providing 24/7 law enforcement operation, a large dispatch operation, and a \$3 million contract security program. The position manages a budget of over \$5 million. The position is responsible for public safety of more than 5 million annual visitors to the park. The position coordinates directly with other Federal, State and local partners for joint operations and large scale events that overlap into adjacent jurisdictions. The position managed 2 NSSE events in the last 3 years. The position also manages the parks multi-million dollar security infrastructure.</p>	<p>Without this position, the park will not have a senior law enforcement officer for the park's large law enforcement operation. This will put the park in violation of both NPS and DOI policy. The park will not have the capacity to coordinate security operations, or coordinate with cooperating agencies such as the Secret Service and the Philadelphia Police. The park will lose capacity to manage dignitary protection. Visitors to the park include POTUS, VPOTUS and Heads of State. A long-term vacancy will directly and negatively impact all public safety operations. The park's capacity to monitor and prevent terrorism attacks would be reduced. Capacity to coordinate and mount complex investigations will be reduced.</p>	Yes	No	Yes	No	No	No	Yes	
1615	NPS	8/15/2017	Supervisory Park Ranger (I) (East District)	GS-12	12	Denali National Park ,AK	Other	New Position	Yes	<p>This position serves as the East District Supervisor and Assistant Chief of Interpretation. Oversees permanent, seasonal and volunteer staff in the Fee Program, Partner Coach Program and Interpretation Program in the East and South Districts. Serves a key role in partnerships with commercial partners in and outside of park. Public safety is enhanced through the education outreach of this position which directly affects visitor education of how to recreate safely in park.</p>	<p>Program and partnership oversight/supervision would be diminished and/or programs or partnerships may be removed from park operations. Effective supervision of staff would decrease due to the level of expertise available. This position has major impacts on the visitor experience and safety - both NPS and Partner staff performance.</p>	No	No	Yes	No	No	No	Yes	
1618	NPS	8/15/2017	Supervisory Park Ranger (Law Enforcement)	GS-12	12	St. Louis, MO	Other	1 month	Yes	<p>This position serves as the Assistant Chief Ranger in the Visitor Protection Division of Jefferson National Expansion Memorial, an Icon park. The position is supervised by the Chief Ranger and supervises 3 GS-11 Supervisors and is second level supervision for approximately 20 GL-09 Law Enforcement Rangers. The position supervises and directs the day to day operational activities including law enforcement, visitor and resource protection, emergency services, maintenance of cooperative relations with other public agencies, planning, budget preparation and crime prevention. The Assistant Chief Ranger is a key player in the local and regional anti terrorism and homeland security interagency task force sharing and receiving information between federal, state and local law enforcement agencies. The position develops and implements planning efforts for events and regular operations for the division and the Park.</p>	<p>In order to fulfill its congressional mission and mandate, the NPS must administer the areas under its care in such manner that they are free of criminal activity that threatens or compromises the health and integrity of protected natural and cultural resources and/or disrupts an atmosphere conducive to public safety and enjoyment. Without this position, the park's ability to carry out this mandate would be severely impaired. Without program leadership, supervision, and management, public health and safety would be compromised, an uptick in resource degradation could ensure. Furthermore, relationships with local law enforcement agencies would suffer, and the necessary coordination that relies on these relationships would be diminished.</p>	Yes	No	Yes	No	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments	
1616	NPS	8/15/2017	Supervisory Park Ranger (Protection) (Deputy Chief Ranger)	GS-12	12	Ajo, AZ	Other	5 months	Yes	<p>Serves as Monument's Deputy Chief Ranger. Position provides field leadership and direction to a law enforcement division that includes upwards of 16 officers. Manages all-risk resource and visitor protection programs/operations in Organ Pipe Cactus NM. This includes the specialized tasks of functioning as the de facto law enforcement specialist, maintaining a high standard of quality control and oversight of the work group's significant felony level case prosecutions. This position also serves as the evidence custodian, responsible for the management of thousands of pieces of evidence and personal property. The division's base budget is approximately 1.5 million dollars.</p> <p>Functions supervised include law enforcement; emergency medical services; visitor services; wildland fire; aviation; search and rescue; resource protection; and public safety.</p> <p>The Monument's exposure to the US/Mexico international border and associated cross-border criminal activity (i.e. human and drug smuggling) presents complex and dynamic safety, security and humanitarian challenges. This position is directly responsible for developing and guiding strategies and operations to interrupt and deter smuggling activity and proactively protect high visitor use</p>	<p>Limited capacity to respond to cross border violators, negatively impacting the physical safety of the visiting public and the natural/cultural resources.</p> <p>Limited capacity to effectively manage complex, often long-term multi-agency enforcement operations, targeting overlapping goals and objectives.</p> <p>Limited capacity to develop additional methods to continue to advance border enforcement strategies (camera/sensor systems, canine operations, unmanned aerial systems, etc.).</p> <p>Limited capacity to build and maintain close working relationships with a variety of local, state and federal cooperators (i.e. United States Border Patrol, Office of Field Operations, Pima County Sheriff's Department, Arizona Department of Public Safety, etc)</p>	Yes	No	Yes	No	Yes	Yes	Yes	
1632	NPS	8/15/2017	Supply Systems Analyst (Fleet Specialist)	GS-12/13	Above 12	Herndon, VA	DC	19 months	No	<p>Research, prepare and document numerous fleet projects and initiatives in the areas of fleet acquisition, fleet maintenance, fleet reports, fleet audits and fleet dispositions. Works with several fleet-related systems such as the Financial and Business Management System (FBMS), Federal Motor Vehicle Registration System (FMVRS), and Auto Choice and Remedy. Responsible for being the team lead in the coordination of the Nation-wide Motor Vehicle Management and Real Property Management Disposal Programs (McKinney Vento Act), and performing a range of support duties.</p>	<p>It is essential to replace the Fleet Specialist position due to the extreme work load in fleet management. Fleet management responsibilities are presently performed by the Junior Fleet Specialist. This is one of two Fleet Management positions within the NPS and filling this position is critical to NPS compliance with required tracking and reporting on NPS leased and owned fleet.</p>	No	No	No	No	No	Yes		
1642	NPS	8/15/2017	Telecommunications Manager	13	Above 12	Washington, DC	DC	New Position		<p>This position oversees all matters related to radio system operation, telecommunications and information systems. This position is responsible for the design, configuration, installation and management of associated IT networks associated with the telecommunications assets as assigned.</p>	<p>This position not being filled critically diminishes the full examination of managing a complex radio communication systems which supports the agencies operational needs. This position is responsible for the acquisition, life cycle, and de-commissioning of assets critical to the radio program and information technology systems.</p>	Yes	No	Yes	No	No	Yes		
1643	NPS	8/15/2017	Training Instructor	12	12	Washington, DC	DC	10 Months		<p>The incumbent plans, develops, coordinates and directs USPP law enforcement training program. The incumbent evaluates and designs training materials related to firearms program and physical skills educational techniques.</p>	<p>This position not being filled has critically impedes the long range development of interpretive training for USPP. This position collaborates with the Department of Interior for training standards, implementation, and compliance of the law enforcement training standards</p>	Yes	No	Yes	No	No	Yes		
1628	NPS	8/15/2017	Wildland Fire Management Specialist	GS-12	12	Atlanta, GA	Other	Not yet vacant	No	<p>This is a professional position in an organization having a firefighting mission. This position serves as a technical/specialized authority for a Regional office providing specialized and professional guidance for parks within the region in the development, management, and implementation of wildland fire programs and the use of wildland fire to achieve resource benefits. Acts as a liaison between the Regional Director, park Superintendents, and regional and national multi-agency coordinating groups for deciding appropriate management strategies. Develops and evaluates methods for the documentation, analysis, and prediction of prescribed fire and wildland fire behavior and effects. Serves as fire training and qualifications coordinator.</p>	<p>This position serves a critical role in safety as it relates to wildland fire and aviation management. The products and services provided are vital to the 70 National Park Service (NPS) units in the Southeast Region as well as intra-agency and interagency units across the Nation. If this position remains unfilled, the wildland fire management mission that the NPS is responsible for will be compromised with regards to life and property of NPS, neighboring public, visiting public, and cooperating agencies. In addition to serving a critical role in the protection of life and property, this position provides essential training and career development for future NPS wildland fire managers, therefore the pool of qualified candidates will be degraded if this position is not filled.</p>	No	Yes	Yes	No	No	Yes		

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1542	NPS	8/1/2017	Information Technology Specialist	GS-12	12	Glynco, GA	Other	2 months	Position directly supports DOI Law Enforcement mission. Position provides IT support for all NPS Law Enforcement students/trainees and DOT employees assigned to Federal Law Enforcement Training Center (DOI Agent, NPS, FWS, BLM, USPP, basic training, field training, advanced training students seasonal law enforcement training students and seven partner academies.) Position is WASO, however is located in Glynco, GA at the Federal Law Enforcement Training Center.	If this position is not filled, agency law enforcement staff and students will not have support to maintain technical computer systems, phones, property management functions, the seven seasonal academies (students and Program Directors) will not have daily support necessary to maintain Moodie (and other) training and testing systems used to manage the curriculum in seasonal training academies. This is an integral NPS position which supports multiple agencies within the Department of the Interior. Provides IT support for law enforcement employees, instructors, and students throughout the NPS, BLM, FWS DOI Agents, and U.S. Park Police.	Yes
1309	NPS	7/15/2017	Information Technology Specialist (CyberSecurity)	GS-12	12	San Francisco, CA	Other	6 months	Incumbent will ensure the application of security/information assurance policies, principles, applications and practices to protect National Park Service's (NPS) and Information Technology (IT) systems from threats to confidentiality, integrity, availability, accountability, and authenticity in the delivery of all IT services. The incumbent will ensure adequate protection for all information and IT systems that collect, process, transmit, store, and/or disseminate information.	Failure to fill this position will create a compromise in DOI IT Security. Cyber Security mandates and requirements, as delivered by NPS, DOI, DHS, OMB, etc will be delayed. Security Assurance statements across the region will not be implemented, possibly inaccurate, and/or non-existent. Assistance to park operations as it relates to IT Security will not serviced and the lack of a Subject Matter Expertise across the region will not exist.	Yes
1544	NPS	8/1/2017	IRM Program Specialist	GS-14	Above 12	DC	DC	Position will become vacant in 1 month.	This is a key position in which the incumbent supports the Directorate's Senior Executive (ACIO) by participating in overseeing the functions, operations, and personnel within the Directorate; coordinates and/or manages operational, organizational and workplace activities that cut across all components of the Directorate; serves as a key consultant and strategic advisor to the ACIO and senior managers on matters relating to workforce and performance regulations, memoranda, policies, and DOI and NPS initiatives (e.g., FITARA, OMB M-17-22, etc.); and leads to and/or serves a key role in the development and implementation of Information Resources Management (IRM) organizational and workforce goals, objectives, strategies, plans, tactical approaches, procedures, and policies. In addition, the incumbent works behind the scenes to solve problems, mediate disputes, and deal with issues before they bubble up to the Associate CIO. The incumbent is also concerned with employee satisfaction, recruiting efficiency, training, and facilities.	In carrying out a vital and demanding mission, the NPS has evolved over the years into a complex and unique organization involved in a variety of mission critical programs and projects where information technology is playing a key enabling and often unique role. The IRM Directorate has also grown and become more and more complex over the years with ever increasing demands for greater efficiencies in IT investment, stronger cybersecurity, and better alignment with private sector best practices. The NPS IT workforce faces human capital challenges in the areas of skills capacity, deployment and succession planning. If this key position is not filled, the Directorate will not have adequate, skilled resources for addressing these and other challenges, including strategic workforce and performance planning, reporting, and other requirements imposed by higher echelons.	Yes

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1304	NPS	7/15/2017	IT Specialist	12/13	Above 12	Herndon, VA	DC	<1 month	The incumbent serves as a senior programmer/analyst for new development and maintenance of the Administrative Financial System (AFS) application. This position is also responsible for the full software development life-cycle and accuracy of AFS queries and reports; which are used by all levels of the NPS organization for decision-making in the areas of budget planning and formulation, financial tracking, and reporting. Review system designs from an IT security standpoint and propose well-documented solutions and implement changes as required.	This position is for a senior technical application/web developer that can provide security and programming for the Administrative Financial System (AFS). AFS is a web-based system for budget planning and formulation as well as financial tracking and reporting and is used in more than 500 parks/offices in the National Park Service. Not having this position filled will severely impact our ability to program changes in AFS. With limited budgets and hiring constraints, it is even more important now for the parks to track their budgets in AFS and to do their forecasting for future years. This position is critical to the continuity of the AFS team to be able to provide support and services to our users. Without this position, we will be unable to address security upgrades timely therefore becoming more vulnerable to potential threats. We also will not be able to act quickly when programming changes are need due to changing business or budget requirements. Lastly, the position will ensure that we avoid any single point of failure and allow us to maintain system stability.	Yes
1310	NPS	7/15/2017	IT Specialist	GS-12	12	Asheville, NC	Other	< 1 month	Incumbent has responsibility as an advisor and technical expert on the application of technology in a variety of functional areas including business process improvements, facilities design, security, specialist events, law enforcement operations; resource management; visitor services and/or telecommunications where incumbent provides strategic, compliance and operational expertise on matters relating to information management and technology, including IT acquisition planning, selection of IT-related procurements, financials plans and IT capital planning. Applies IT concepts, principles, methods, standards and practices in carrying out difficult and complex assignments.	This position is critical to the IT security of the Blue Ridge Parkway, a 469 mile National Park Service Unit traversing through North Carolina and Virginia. Without this position the park will be without the necessary knowledge and expertise necessary to maintain and address the many complex requirements of managing the IT infrastructure for the park including the operation of and support of IT systems and applications and the consistency and reliability of services ensuring compliance with IT laws, regulations, policies. Park employees would be without the necessary expertise and support in addressing day to day operational needs and requirements. Incumbent also provides support for smaller park units on an as needed basis.	Yes

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1302	NPS	7/15/2017	IT Specialist	GS-12	12	Bar Harbor, ME	Other	7 Months	<p>This position is responsible for maintaining The park's Wide Area Network system for Acadia NP, Saint Croix NHS , the Schoodic peninsula. The system includes PCs, servers, switches, routers, storage arrays. This position serves as the primary resource supporting over 260 end users. The park also has a Cisco VOIP phone system and a dispatch operation, which the incumbent is responsible for maintaining. This position is responsible for the management of a complex computer network with geographically dispersed file servers, routers, workstations, and peripherals. The position also maintains the parks Point of Sale register and reporting systems. The Fee program generates approximately \$5M in revenue annually.</p>	<p>Acadia is about to enter its busy operational period and add approximately 160 temporary employees who will require a number of IT services that will quickly overwhelm the one IT seasonal. Additionally Campgrounds and fee stations will open requiring troubleshooting and IT services to operate. Acadia's IT infrastructure is complex and deployed over a wide geographic area, Schoodic peninsula is an hour away and St Croix NHS is located 2 hours away. IT issues at either location take an IT specialist a full day to address leaving no IT resources for Acadia. Currently we are only addressing helpdesk issues that can be accomplished by the GS-07 temporary IT specialist. Large or complex projects are suspended until a new GS-12 IT specialist can be hired. With our large and complex IT infrastructure it is only a matter of time before there is a significant IT issue that exceeds the knowledge and capacity of your IT seasonal. Without this positon Acadia will be without any IT support starting in late September. IT support is needed year round by the staff. There is no seasonal nature to our IT need, therefore subject to furlough is not an appropriate appointment for this critical positon.</p>	Yes

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1303	NPS	7/15/2017	IT Specialist	GS-13	Above 12	Herndon, VA	Other	12 months	Position directly supports the security operations of the Office of the Comptroller and the Accounting Operations Center General Support System such as, conducting risk and vulnerability assessments and participating in system security evaluations, audits, and reviews. Supports the Information Officer in development and implementation of security standards and acts as alternate RITSM for Office of the Comptroller. Administrate the data loss prevention solution and investigate incidences related to privacy data. Review system logs for personally identifiable information and follow incident response procedures as needed. Implement security controls, perform ongoing maintenance and prevent, detect, analyze and respond to security incidents. Provide evidence as needed to remediate IT incidents. Develop and implement programs to ensure that systems, network and data users are aware of, understand, and adhere to systems security policies and procedures. Facilitate the gathering, analysis and preservation of evidence used in the prosecution of computer crimes. Ensure the rigorous application of information security/information assurance policies, principle and practices in the delivery of IT services.	The AOC is unable to keep up with the many IT Security requirements to secure systems and data. Tasks such as software patching, continuous diagnostics and monitoring, Federal Information Technology Acquisition Reform Act (FITARA) implementation, server and networking hardware and software upgrades, computer security incident response, Federal Information Systems Management Act (FISMA) compliance, Personally Identifiable Information (PII) safeguarding, maintaining certification and accreditation (C&A) of a federal system with Authority to Operate (ATO), ensuring the security posture of the Administrative Financial System (AFS), and responding to and implementing direct mandates from the DOI CIO and DOI CISO are taking longer to implement due to the shortage of staff. The previous incumbent of this position is now the supervisor of IT; the employee is unable to fulfill the duties associated with implementation of current and future IT security regulations due to the necessity to continue duties of the vacant IT Specialist position. The impact of not filling the position means there is a risk of a breach of IT security and the possible loss of data (some of which contains PII), systems failure, or corruption of confidentiality, integrity, and accountability of data within the NPS. Filling the position supports all of the Information Technology initiatives that are on-going to protect our systems from security threats, data loss, systems availability, and ensure compliance with multiple Federal IT security policies and acts.	Yes
1308	NPS	7/15/2017	IT Specialist (Network/Systems Administrator)	GS-12	12	Hot Springs, SD	Other	1 month	This position manages and supports life and safety systems (dispatch operations, IP connected building automation systems, digital security systems), telecommunications systems, and structural cabling plants. These systems are designed to ensure visitor and employee safety on Internet connected computer systems. These modern systems require specialized skills that are uncommon to park-based support staff. Disruptions at sites could result in fatalities or impact the reputation of the National Park Service. This position, located within a park-based operation, will provide direct support to 16 parks and support life and safety systems equipment.	This position is critical to ensuring the continued reliability of highly specialized life and safety systems in parks, digital security systems, and the implementation of other modern systems that enhance employee productivity. Previous physical and cyber security incidents, threats and vulnerabilities dictate the need to protect our computer networks and equipment as well as modernize systems to provide visitor protection. A number of identified shortcomings in parks continue to impact IT infrastructure investments, effective cyber security, and employee productivity. Park staff do not have the knowledge or expertise to implement technology including body camera software, video cameras or other technology. New technologies requested by our workforce and program areas also require technology professionals to ensure the tools are procured, deployed and maintained in accordance with agency guidelines and industry best practices.	Yes

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1305	NPS	7/15/2017	Supervisory Information Technology Specialist	GS-13	Above 12	Grand Canyon, AZ	Other	5 months	Supervises and directs information technology programs responsible for providing support and services to 500 park employees, and infrastructure improvements for an additional 2,000 park concessions and contract employees. Oversees contract responsibilities from multiple vendors to ensure communications for both emergency responses and day-to-day business operations. Provides support to the information technology needed to operate the water utility systems, fire and emergency dispatch functions, and cyber security and support.	Wifi services and access are nearly archaic in the park, currently slower than historic "dial up" modem speeds. The plan to develop and provide modern access for employees, business partners, and visitors would be halted. Computer acquisition and replacements needed to modernize technology and meet security standards would be slowed to virtually no updates.	Yes
1307	NPS	7/15/2017	Supervisory IT Specialist	15	Above 12	Denver, CO	Denver	2 weeks	The incumbent is accountable for all activities associated with National Information Service Center (NISC) programs and directly oversees a management team with responsibilities for a variety of mission critical information systems, essential functions and services in support of NPS operational readiness. In addition to overseeing information and technology operations, incumbent oversees the Directorate's administrative operations (i.e., budget and contracting and procurement) and the NPS Colorado Front Range building and property services management.	This incumbent of this position serves as the single management IT specialist with responsibility for overseeing and directing a highly technical staff that manages NPS gov, NPS Intranet, geospatial information, application development, collaboration tools such as SharePoint and the Denver data center. Without this position, there would be no local supervisor for the National Information Service Center which supports mission critical information systems, data management, and other vital NPS programs	Yes
1306	NPS	7/15/2017	Supervisory IT Specialist	GS-12	12	Moose, WY	Other	3 months	Immediate need to fill full-time Supervisory IT position leading IT staff to support 180 full-time and 250 seasonal employees at Grand Teton National Park and John D. Rockefeller, Jr. Memorial Parkway. This position serves as IT security and privacy manager for an extensive network and server operation, radio system, and park-wide alarm system, with multiple connectivity providers, over a 60-mile park span. The position oversees IT planning and daily operations with primary responsibility for security requirements. There is an urgent need to fill this position before the summer when all park development nodes and employees are on-line. There are no other available IT security resources available in the region to provide temporary or long-term assistance.	The park organization will lack professional level IT, Radio, Alarm management, including fully-qualified IT security program management, project management expertise, and qualified subject matter expertise leadership for IT/Radio/Alarm operations, the communications center, and park-wide emergency services radio system. In the past, a vacancy in this position has resulted in incomplete security documentation, prolonged repair times for complex systems, including emergency operations radio and dispatch systems, and lack of capacity to stay current with DOI and NPS systems and mandates.	Yes

**From:** Pletcher, Mary  
**To:** [James Burckman](#); [Michael Black](#); [Weldon Loudermilk](#); [James James](#); [Dearman, Tony](#)  
**Cc:** [Christopher B Lawson](#)  
**Subject:** BIA and BIE hiring waiver requests - 0815 submissions  
**Date:** Sunday, August 27, 2017 10:18:23 AM  
**Attachments:** [BIA and BIE Hiring Waiver Requests Decisions 2017-08-15.pdf](#)  
[BIA IT Hiring Requests Decisions 071517 and 080117.pdf](#)

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Attached are the decisions on the hiring waiver requests for the August 15 submissions as well as the IT related requests submitted on July 15 or August 1.

Thanks,  
Mary

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Mary Pletcher  
Department of the Interior  
Deputy Assistant Secretary for Human Capital and Diversity  
Chief Human Capital Officer  
(202) 208-4505

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1566	BIA	8/15/2017	Fire Management Specialist (BAER Assistant Director)	GS-0401-13	Above 12	To Be Determined	Other	1 month	Yes	Provides national policy leadership and program coordination of the Post Wildfire Recovery Program (Emergency Stabilization and Burned Area Rehabilitation). Ensure the integration of the issues and environmental concerns that affect the BAER program. Works and provides advice to tribes and other Bureau programs, directorates and with several agencies in the DOI and DOA by cooperating and providing input to interagency policy, guidance, development and results of implementation.	BAER is part of the wildland fire suppression program. Not filling this position would cause delays in providing prompt response and treatments to Indian trust lands to help prevent flooding impacts with life and safety and revegetation of burned forest and range lands.	No	Yes	Yes	No	No	Yes	
1568	BIA	8/15/2017	Fish and Wildlife Biologist	GS-13	Above 12	Bloomington, MN	Other	7/22/2017	No	This position serves as the Midwest Regional Office expert advisor and technical leader on all area fish and wildlife programs, and as such is responsible for the development, and management of long and short range program goals and objectives. The incumbent provides technical leadership, field program reviews, and coordination, both internally and externally, with other organizations; Responsible for ensuring all fish and wildlife activities that are subject to broad nationwide policy controls are carried out through the Region's Agency Superintendents. The operating jurisdiction of the Midwest Regional Office includes land in 56 counties in the states of Iowa, Michigan, Minnesota, and Wisconsin. Thirty-eight tribal groups and Bands have applicable land resource as a source of income. The Conservation Enforcement, Conservation Court and Fish and Wildlife Programs are contracted through 638 process to the Tribes and this position is responsible for the Bureau's contractual requirements, technical support, oversight and review.	The impact of not filling this position will contribute to a direct economic loss of treaty entitled commercial and sustenance resources (commercial fishing, wild rice harvest, and sustenance) by Tribes and individual Indians, as well as impact non-native communities, due to lack of resource restoration project funding. The programs and funds delivered under the position's direction stimulate economic activity in the local communities of approximately seven (7) states. For example, local contractors are hired to assist in fish hatchery construction, river restoration and invasive species removal. (i.e.-in FY16, the position implemented 56 projects that supported successful ongoing resource restoration programs).	No	No	No	No	No	Yes	
1573	BIA	8/15/2017	Physical Scientist	13	Above 12	Portland, OR	Other	1/15/2016	Yes	The Physical Scientist will serve as the lead federal official who is responsible for all oversight and administration of environmental programs and must ensure, within varying branch of federal programs and tribal community, to preserve, protect, and conserve tribal assets, resources, properties, and communities.	This position is mission critical. It focuses on a full spectrum of environmental planning and documentation including research, report preparation, public involvement and agency coordination services in accordance with environmental laws and regulations. There are 2 pending hazardous material cleanup sites and this position is necessary to monitor the clean up efforts in compliance with CERCLA requirements. If this position is not filled, NEPA documents may not be approved thus delaying projects that are critical to the tribes for economic purposes; creating and implementation action plans to address specific environmental concerns will not be fulfilled causing BIA to be in non compliance with EPA laws and regulations; scheduling and coordinating public and agency meetings will be delayed; interaction with internal and external stakeholders will come to a standstill; analyzing, preparing, and documenting environmental project related correspondence will not get done; and of critical concern is that tribal environmental reviews and site assessments will not be reviewed and will become invalid for untimely completion jeopardizing the tribes land investments and economic development projects. This position requires professional environmental experience and a selection was made in January but the offer has not been extended because of the hiring freeze. BIA would like to offer the position to the selected individual. Because of the specific scientific qualifications of this applicant we seek approval to hire. At this time there are no employees in DC or Denver area that possess the qualifications necessary for this position.	No	No	Yes	Yes	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1574	BIA	8/15/2017	Physical Scientist (field)	11/12	12	Portland, OR	Other	1 month	No	The Physical Scientist will serve as the senior federal field official responsible for environmental field work such as investigations, remediations, and other physical or natural science based project work such as environmental site assessment, environmental audits, and environmental cleanup.	The Northwest Region serves 45 federally recognized tribes and the region is responsible for full spectrum of environmental compliance, planning and development, permitting inspections/enforcement, and technical support services to the tribes. If this position is not filled, field work to investigate the nature of environmental contamination will not be conducted and BIA; performing on-site environmental site assessments will be delayed and become invalid and tribes will have to reinvest unnecessary resources for validity purposes; BIA will not be able to assist and monitor site remediation for compliance; environmental audits will not be completed; implementation of environmental management system will be delayed; and of critical concern is the BIA can receive an administrative action with penalties from the US EPA. This position requires professional environmental experience we seek approval to hire. At this time there are no employees in DC or Denver area that possess the qualifications necessary for this position.	No	No	Yes	No	No	Yes	
1571	BIA	8/15/2017	Rangeland Management Specialist	12	12	Portland, OR	Other	2/4/2017	No	This position will oversee the range and agriculture functions for the northwest region (2.5 million acres).	Specific issues not being met include oversight of the current GAO examination of the wild/feral horse program (5 tribes) as well as the noxious weed/invasive species program for nearly 20 tribes. We are also unable to conduct inspections or review projects, site or program requiring geologic and geomorphic interpretation, including flood risk and damage, stream bank erosion control, surface expression of the presence of economic industrial rocks or minerals, and the affects of surface mining or other surface disturbing activities on the land and environment. Nor can we review leases and update inventory of minerals related activities. This type of technical assistance is unable to be given as we do not have the technical expertise for the region which covers over 5 million acres for these programs.	No	No	Yes	No	No	Yes	
1570	BIA	8/15/2017	Superintendent	13/14	Above 12	Nespelem, WA	Other	1/17/2017	Yes	The Colville Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Confederated Tribes of the Colville Reservation. The Superintendent is the Department of Interior's representative for the Colville Tribes and manages the Bureau's trust responsibilities, land and natural resource management activities held in Trust and programs services for the tribe.	The Colville Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 9,500, and a land base of 1.4 million acres. Recent fires on the reservation require close coordination between the federal government and the tribal programs to rebuild the economy and the infrastructure that was impacted by these fires. The superintendent will provide the leadership necessary to facilitate this coordination to ensure the work progresses in an orderly manner. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role.	No	Yes	Yes	Yes	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1572	BIA	8/15/2017	Superintendent	12/13	Above 12	Warm Springs, OR	Other	8/1/2016	Yes	The Warm Spring Agency superintendent maintains the sovereign government-to-government relationship between the federal government and the Confederated Tribes of the Warm Springs and the Burns-Paiute Tribe. The Superintendent is the Department of Interior's representative.	The Warm Spring Agency Superintendent is responsible for providing the oversight to protect and improve the trust assets for the tribe and individual Indians. Failure to not fill this position creates a risk of litigation to the Department for breach of trust responsibility for mismanagement of trust assets and potential claims for failure to provide health and safety obligations as the fiduciary for dependent beneficiaries and tribal members who rely on revenues from the sale or lease of trust resources. There may be an overall negative social and economic impact to the tribal communities. A Superintendent also serves as the federal government representative in our government to government relationship between the Tribal leadership and federal programs to fulfill the mission of the Agency. This absence of leadership has been noted by the Tribes which has a population of approximately 6,500 and a land base of 650,000 acres. Recent fires on the reservation require close coordination between the federal government and the tribal programs to rebuild the economy and the infrastructure that was impacted by these fires. The superintendent will provide the leadership necessary to facilitate this coordination to ensure the work progresses in an orderly manner. We have considered existing DC and Denver Staff to fill this position but they do not possess the experience, qualifications and knowledge to provide the necessary leadership required of this role. The position is has been accepted by the top candidate and has been waiting over 6 months. For approval, we need an Entrance on Duty (EOD) date negotiated.	No	Yes	Yes	Yes	No	Yes	
1567	BIA	8/15/2017	Supervisory Forester	GS-14	Above 12	Bloomington, MN	Other	1/21/2017	Yes	The Supervisory Forestry position is critically needed in order maintain our current level of services to 36 Tribes and tribal forestry programs. The incumbent oversees 1,046,935 acres of forest land in the States of Minnesota, Wisconsin, Michigan and Iowa. The position is responsible for providing supervision, coordination, management, planning, oversight, and monitoring for activities related to development, enhancement and protection of trust forest resources. \$9 million was generated for tribes and individual tribal land owners through the harvest of 78 million board feet of timber in FY16. The position oversees the Fire Program, which ensures the protection of property and natural resources from Wildland fires as well as providing prevention education, supporting forest management through the use of prescribed fires. The position also oversees the distribution of over \$5 million in forestry program funds to three agency offices, and 18 tribal programs.	The impact of not filling this position is the potential loss of millions of dollars' worth of timber harvest revenues by tribes and individual Indian land owners of their forestry trust assets. For example, in FY 2016, this position was instrumental in ensuring nearly 78 million board feet of timber (valued over \$9 million) was harvested for the benefit of tribes and individual Indian landowners. This equates to an estimated 54-72 million dollar economic impact to the local economies both on and off reservations served. Finally, not filling this position, in its management of the Region's Fire Program, will potentially result in lack of protection of trust forestry assets and property as well as providing arson investigations, and forest management through the use of prescribed fire. Note: Region's workforce plan for FY 2018 includes the Supervisory Forester position as fully funded.	No	No	No	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments	
1569	BIA	8/15/2017	Supervisory Forester	GS 12/13	Above 12	Gallup NM	Other	1/17/2017	Yes	The Supervisory Forester in support of the Fire Management Division, recommends to the Fire Management Officer and serves in Burned Area Rehabilitation Response (BAER) teams and during suppression works in qualified fire management positions and assist in the development of a wildfire prevention plan. The position is critically needed in order maintain our current level of services to Navajo Nation and the tribal forestry program. The incumbent oversees a total of 5,415,543 acres of forest and woodlands. The position is responsible for providing supervision, coordination, management, planning, oversight, and monitoring for activities related to sale, development, enhancement and protection of trust forest resources. The position supervises forestry management contracts totaling \$1,283,772. The Supervisory Forester will be engaged in discussions and developing with the Navajo Nation selling Carbon Certificates that is projected to provide \$2 million of revenue in the first year and 1 million a year annually.	Without the federal leadership of this position, the BIA faces liability without direct oversight of the 5.4 million acre forest. Work delays such as project inspections, timber sale contract reviews, and PL-93-638 contract monitoring are not conducted. Staff temporarily fill in and foresters have to reduce the amount of hours dedicated to fieldwork such as Burned Area Rehabilitation Response (BAER) teams work and increased hours dedicated to administrative in employee supervision and other administrative requirements such as budget, payroll, data calls, audits and reviews, and regular administrative reporting to next level supervisors.	No	Yes	No	No	No	No	Yes	
1565	BIA	8/15/2017	Supervisory Wildland Fire Management Specialist (Wildland Fire Operations)	GS-0401-13, 14	Above 12	Boise, ID	Other	Incumbent is retiring Nov. 2017	Yes	Provides senior management and oversight for BIA wildland fire operations. Serves as a liaison with the twelve BIA Regional Offices, Department of Interior, Office of Wildland Fire (OWF), Bureau of Land Management (BLM), National Park Service (NPS), Fish and Wildlife Service (FWS), United States Forest Service (USFS), National Association of State Foresters (NASF), and Federal Emergency Management Agency (FEMA). Responsible for a full range of national fire operations program, provides staff leadership and management in administering programs related to fire operations at the national level.	If this position is not filled, BIA Regions will not have national leadership and technical assistance for wildland fire operations. There will be no direction for the wildland fire preparedness program to ensure adequate resources in the following areas: facilities, engine program, crew management, wildland fire training and qualifications. Coordination efforts will be comprised with no BIA representation on national multi-agency groups working on wildland fire operations management, priority setting, and resource allocation during high fire activity.	No	Yes	Yes	No	No	Yes		
1609	BIE	8/15/2017	Budget Analyst (Construction)	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Responsible for coordinating and providing lead expertise for all Bureau activities associated with the federal budget process including planning, formulation, presentation and justification.	Serves an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, and budget operations policies and procedures.	No	No	No	No	No	Yes		
1608	BIE	8/15/2017	Budget Analyst (Execution)	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Responsible for coordinating and providing lead expertise for all Bureau activities associated with the federal budget process including planning, formulation, presentation and justification.	Serves an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, construction, and budget operations policies and procedures.	No	No	No	No	No	Yes		
1607	BIE	8/15/2017	Budget Analyst (Formulation)	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Responsible for coordinating and providing lead expertise for all Bureau activities associated with the federal budget process including planning, formulation, presentation and justification.	Serves an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, construction, and budget operations policies and procedures.	No	No	No	No	No	Yes		

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1606	BIE	8/15/2017	Budget Officer	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Responsible for all aspects of the federal budget process for the BIE including planning, formulation, presentation, justification and execution, which is critical to providing effective fiscal accountability and oversight.	Serves an immediate and critical role in BIE's response to its recent placement on the GAO's high risk agency list. BIE has been directed by GAO to create comprehensive policies and procedures regarding financial management and oversight, school construction, and school safety. This position will be responsible for assisting the BIE with the research, drafting, and implementation of financial management, oversight, construction, and budget operations policies and procedures.	No	No	No	No	No	Yes	
1599	BIE	8/15/2017	Chief Academic Officer	SES	Above 12	Washington, DC	DC	February 2016		The CAO is a top level official in the BIE that contributes to the mission and provides oversight of operating efficiency and effectiveness. The CAO oversees BIE's efforts to provide technical assistance, professional development, community engagement, and coordinates the work of the associate deputy directors.	Much needed oversight of academic capacity building for tribes and schools will be seriously effected. Leadership, vision and strategic direction for the BIE's academic program will also be negatively impacted especially since BIE is on the cusp of engaging in negotiated rulemaking on standards and assessments as statutorily required by the Every Student Succeeds Act.	No	No	No	No	No	ERB	ERB - Review.
1604	BIE	8/15/2017	Communications Specialist (Web and Social Media)	GS-12	12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Responsible for internal and external communication strategy, web content development, management and control, digital information and social media, press releases, and technical assistance	BIE's ability to communicate internally with schools and staff as well as with external agencies and stakeholders in an accurate and timely basis will be limited. The BIE will also be negatively impacted by untimely program and event information on the BIE website and through social media which is crucial to maintaining transparency and trust with the public.	No	No	No	No	No	Yes	
1597	BIE	8/15/2017	Director of Housing	GS-12	12	Lawrence, KS	Other	December 2016	Yes	Supervisor of Residential Housing, Staff, Schedules	Safety risks	No	No	Yes	No	No	Yes	
1595	BIE	8/15/2017	Education Program Specialist (Native Language, History, Culture)	GS-13	Above 12	Minneapolis, MN	Other	February 2016	No	Coordinates with schools and tribal communities to assist them with development of effective native language and culture initiatives. This is an important component of the BIE reorganization.	Limited services to schools/Tribes surrounding the area of Native Language, Culture and History.	No	No	No	No	No	Yes	
1596	BIE	8/15/2017	Education Program Specialist (Native Language, History, Culture)	GS-13	Above 12	Albuquerque, NM	Other	May 2017	No	Coordinates with schools and tribal communities to assist them with development of effective native language and culture initiatives. This is an important component of the BIE reorganization.	Limited services to schools/Tribes surrounding the area of Native Language, Culture and History.	No	No	No	No	No	Yes	
1594	BIE	8/15/2017	Education Program Specialist (residential life)	GS-13	Above 12	Minneapolis, MN	Other	February 2016	No	Provides program training and professional development to TCS dormitories in student wellness, student rules & regulations, parent outreach, positive self-esteem, cultural knowledge, etc. Work with Dormitory administrators in development and implementation of school and student safety programming. Provide statistical data as expected by program reviews, Interior and Congressional requests.	Support to dormitories will be limited as well as critical monitoring support functions.	No	No	No	No	No	Yes	
1614	BIE	8/15/2017	Education Program Specialist (SEP)	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Authoritative technical expert in the implementation of the Every Student Succeeds Act (ESSA) (P.L. 114-95), including fulfilling statutory functions and ensuring significant opportunity for children to receive a fair, equitable, and education, and to close educational achievement gaps.	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1591	BIE	8/15/2017	Education Program Specialist (SpED)	GS-13	Above 12	Chinle, AZ	Other	February 2016	No	The position is the authoritative technical expert in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17), including fulfilling statutory functions and ensuring students with disabilities receive a free and appropriate public education (FAPE).	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1592	BIE	8/15/2017	Education Program Specialist (SpED)	GS-13	Above 12	Shiprock, NM	Other	February 2016	No	Technical expert in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17), including fulfilling statutory functions and ensuring students with disabilities receive a free and appropriate public education (FAPE).	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	

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1612	BIE	8/15/2017	Education Program Specialist (SpEd)	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Authoritative technical expert in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17), including fulfilling statutory functions and ensuring students with disabilities receive a free and appropriate public education (FAPE).	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1601	BIE	8/15/2017	Education Research Analyst	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Coordinator of comprehensive assessment program activities, and provides data support for research and initiatives. Develops data elements of research plans and relevant strategies, models and simulations; develops and validates statistics to measure program specific objectives. Provides support to the district/region and school leaders in the development of meaningful assessments, and ways of incorporating data of student success and assessment results into the strategic planning process of the district/region/schools; Develops and implements data collection for outcomes and program reviews.	The BIE central office serves as a subject matter expert on educational research studies and findings on behalf of the DOI for the DOI's constituents. If the position remains vacant, BIE may not be able to respond adequately and timely to data requests from the Department, Congress, and OMB.	No	No	No	No	No	Yes	
1602	BIE	8/15/2017	Education Research Analyst	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Coordinator of comprehensive assessment program activities, and provides data support for research and initiatives. Develops data elements of research plans and relevant strategies, models and simulations; develops and validates statistics to measure program specific objectives. Provides support to the district/region and school leaders in the development of meaningful assessments, and ways of incorporating data of student success and assessment results into the strategic planning process of the district/region/schools; Develops and implements data collection for outcomes and program reviews.	The BIE central office serves as a subject matter expert on educational research studies and findings on behalf of the DOI for the DOI's constituents. If the position remains vacant, BIE may not be able to respond adequately and timely to data requests from the Department, Congress, and OMB.	No	No	No	No	No	Yes	
1603	BIE	8/15/2017	Education Research Analyst	GS-13	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Coordinator of comprehensive assessment program activities, and provides data support for research and initiatives. Develops data elements of research plans and relevant strategies, models and simulations; develops and validates statistics to measure program specific objectives. Provides support to the district/region and school leaders in the development of meaningful assessments, and ways of incorporating data of student success and assessment results into the strategic planning process of the district/region/schools; Develops and implements data collection for outcomes and program reviews.	The BIE central office serves as a subject matter expert on educational research studies and findings on behalf of the DOI for the DOI's constituents. If the position remains vacant, BIE may not be able to respond adequately and timely to data requests from the Department, Congress, and OMB.	No	No	No	No	No	Yes	
1598	BIE	8/15/2017	Education Specialist (DOS)	GS-12	12	Lawrence, KS	Other	2015	Yes	Essential Service - Dean of Students. Supervisor of multiple departments and staff.	Core mission and accreditation jeopardized	No	No	No	No	No	Yes	
1593	BIE	8/15/2017	Education Specialist (School Boards)	GS-13	Above 12	Seattle, WA	Other	February 2016	No	Provides professional consultant services to Tribally Controlled Schools, Tribal Education Offices and Tribally Controlled Schools school boards who have authority and responsibility for implementing and enforcing educational laws of the tribe with Self-Determination efforts towards assuming direction and control of Indian Education with a focus on improved student academic achievement	BIE's ability to provide customer service and oversight to its self-determination grantees and funding will be limited.	No	No	No	No	No	Yes	
1581	BIE	8/15/2017	Education Talent Recruiter	GS-13	Above 12	Albuquerque, NM	Other	February 2016	No	Responsible for conducting outreach efforts in the recruitment of teachers and principals for the BIE operated schools throughout the nation.	If this positions is not filled, BIE will be faced with a shortage of best qualified teachers and principals.	No	No	No	No	No	Yes	
1575	BIE	8/15/2017	Environmental Protection Specialist	GS-14	Above 12	Albuquerque, NM	Other	February 2016	No	Ensures that all construction, renovation, demolition and decommissioning of BIE assets comply with environmental laws, statutes, EPA guidance and Executive Orders passed to protect federal facilities, students and employees at Bureau operated and Trially controlled school, offices, facilities and grounds.	If this positions is not filled, the BIE will not be able to adequately manage its environmental/energy and sustainability program and monitor compliance with environmental safety standards, which has been considered a key need to address GAO concerns.	No	No	Yes	No	No	Yes	

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1576	BIE	8/15/2017	Facilities Management Specialist	GS-12	12	Albuquerque, NM	Other	February 2016	No	Responsible for education facility assessment, facility maintenance, improvement and repair, employee housing repair and maintenance, demolition program, energy and sustainability program, environmental and sustainability compliance, technical assistance and guidance.	If this position is not filled, the BIE will not be able to adequately assess school conditions and address safety and health deficiencies and will be hindered in ensuring a safe, healthy and appropriate work and learning environment for students and staff.	No	No	Yes	No	No	Yes	
1579	BIE	8/15/2017	Facilities Management Specialist	GS-12	12	Shiprock, NM	Other	February 2016	No	Responsible for education facility assessment, facility maintenance, improvement and repair, employee housing repair and maintenance, demolition program, energy and sustainability program, environmental and sustainability compliance, technical assistance and guidance.	If this position is not filled, the BIE will not be able to adequately assess school conditions and address safety and health deficiencies and will be hindered in ensuring a safe, healthy and appropriate work and learning environment for students and staff.	No	No	Yes	No	No	Yes	
1589	BIE	8/15/2017	Financial Analyst	GS-12	12	Minneapolis, MN	Other	February 2016	No	Provides budget support in addition to other business operations responsibilities critical to addressing fiscal oversight and monitoring needs and school accountability.	If this position is unfilled, the BIE will be hindered in providing much-needed oversight of schools, making recommendations for improvements in the management of school budget and school spending and the overall management of operations and accountability.	No	No	No	No	No	Yes	
1590	BIE	8/15/2017	Financial Analyst	GS-12	12	Minneapolis, MN	Other	February 2016	No	Provides budget support in addition to other business operations responsibilities critical to addressing fiscal oversight and monitoring needs and school accountability.	If this position is unfilled, the BIE will be hindered in providing much-needed oversight of schools, making recommendations for improvements in the management of school budget and school spending and the overall management of operations and accountability.	No	No	No	No	No	Yes	
1582	BIE	8/15/2017	Grants Management Specialist	GS-13	Above 12	Minneapolis, MN	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1583	BIE	8/15/2017	Grants Management Specialist	GS-13	Above 12	Minneapolis, MN	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1584	BIE	8/15/2017	Grants Management Specialist	GS-13	Above 12	Minneapolis, MN	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1588	BIE	8/15/2017	Grants Management Specialist	GS-12	12	Shiprock, NM	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1585	BIE	8/15/2017	Grants Management Specialist - Minneapolis, MN	GS-12	12	Minneapolis, MN	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1586	BIE	8/15/2017	Grants Management Specialist - Seattle, WA	GS-12	12	Seattle, WA	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to the tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Supervisor	Description of Position	Mission Impact	Law Enforcement	Wildland Fire	Public Safety	Energy Priority	Border Priority	Deputy Secretary Approval	Comments
1587	BIE	8/15/2017	Grants Management Specialist	GS-12	12	Shiprock, NM	Other	February 2016	No	Serves as the Grants Officer providing authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy and procedures governing these processes associated with the effective transfer of BIE functions to tribes and tribal organizations under P.L. 93-638 and P.L. 100-297.	Grants monitoring and auditing as well as technical assistance provided to grant schools may not be done in an efficient manner. Background investigations are critical and could be delayed. Required Departmental reporting on overdue audits may be hindered and could impact financial accountability.	No	No	No	No	No	Yes	
1580	BIE	8/15/2017	Personnel Specialist (Workforce Planner)	GS-13	Above 12	Albuquerque, NM	Other	February 2016	No	Projects and responds to BIE staffing needs and identifies key workforce issues, goals, objectives and strategies.	If this position is not filled, BIE's workforce and succession planning needs will not be met.	No	No	No	No	No	Yes	
1600	BIE	8/15/2017	Program Analyst (Research)	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Performs complex research projects to facilitate program planning and development, and tribal government work; develops plans for education research on BIE-funded schools, post-secondary institutions, and tribal education departments evaluation, and statistics; evaluates BIE programmatic activities at the Educational Resource Centers, including technical assistance implementation and student academic interventions; establishes and maintains databases, assures quality assurance of data for continuous improvement; and analyzes data and synthesizes information from American Indian education research.	The BIE central office serves as a subject matter expert on educational research studies and findings on behalf of the DOI for the DOI's constituents. If the position remains vacant, BIE may not be able to respond adequately and timely to data requests from the Department, Congress, and OMB.	No	No	No	No	No	Yes	
1610	BIE	8/15/2017	Program Support Assistant (OA) (DPA Admin)	GS-09	Below 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	August 2017		Supports the Associate Deputy Director (ADD) of the Division of Performance and Accountability (DPA) in overseeing and guiding supervisors and staff in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17) and the Every Student Succeeds Act (ESSA) (P.L. 114-95), including fulfilling statutory requirements/functions and central purposes of the respective public laws.	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1611	BIE	8/15/2017	Program Support Assistant (OA) (DPA Admin)	GS-09	Below 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Supports the Associate Deputy Director (ADD) of the Division of Performance and Accountability (DPA) in overseeing and guiding supervisors and staff in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17) and the Every Student Succeeds Act (ESSA) (P.L. 114-95), including fulfilling statutory requirements/functions and central purposes of the respective public laws.	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1613	BIE	8/15/2017	Program Support Assistant (OA) (SpEd)	GS-09	Below 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Supports the Supervisory Education Specialist of Special Education in overseeing and guiding supervisors and staff in the implementation of the Individuals with Disabilities Education Act (IDEA) (P.L. 105-17), including fulfilling statutory functions and central purposes of the public law.	Critical functions will not be fulfilled and statutory responsibilities will not be met, such as programmatic and fiscal monitoring. Most significantly, students may not be adequately served.	No	No	No	No	No	Yes	
1578	BIE	8/15/2017	Property Management Specialist	GS-11	Below 12	Albuquerque, NM	Other	February 2016	No	Responsible for real property inventory, documentation and accountability; personal property inventory, documentation and accountability and fleet management.	If this position is not filled, the BIE will not be able to adequately manage real and personal property, including fleet management.	No	No	No	No	No	Yes	Waiver not required.
1577	BIE	8/15/2017	Property Management Specialist (Chief Property Program Office)	GS-12	12	Albuquerque, NM	Other	February 2016	Yes	Oversees the management of real and personal property at all levels of BIE. The major functions include real property inventory, documentation and accountability; personal property inventory, documentation and accountability; and fleet management.	If this position is not filled, the BIE will not be able to adequately manage real and personal property, including fleet management.	No	No	No	No	No	Yes	
1605	BIE	8/15/2017	Supervisory Information Technology Specialist (Division Chief)	GS-14	Above 12	Albuquerque, NM or Phoenix, AZ or Minneapolis, MN or Washington DC	DC	February 2016		Serves as the supervisor providing leadership and operational support in education technology key to supporting school access to critical learning infrastructure.	This position is critical to BIE's efforts to increase the availability of technology to its schools and students. GAO, Tribes and Congress have identified internet access and services as a significant goal.	No	No	No	No	No	Hold	

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1451	BIA	8/1/2017	Associate Privacy Officer	13/14	Above 12	Albuquerque, NM	Other	2 years	Federal privacy laws require agencies to establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records to protect against threats and hazards.	The absence of leadership or digital examination analysis could impair efforts to support Law Enforcement personnel to properly complete incident response activities or to properly hold perpetrators accountable for their actions against the United States Government. Bureau Identity Theft Task force activities required by law may not be met if this position is not filled immediately. The Privacy Officer provides the leadership and oversight of this program to ensure that Federal, Departmental, and Bureau-level privacy requirements and controls are implemented, assessed, monitored, and maintained.	Yes
1469	BIA	8/1/2017	Data Center Manager	GS-13	Above 12	Sioux Falls, SD	Other	New Position	This position will be responsible for operating the ADC that supports the IA mission and external customers and is classified as a DOI High Value Asset (HVA). According to the U.S. Office of Management and Budget (OMB), HVA's refer as contains sensitive data or support mission-critical operations. The loss or disruption of HVA's, due to inadequate staffing, could have serious effect on agency operations and assets.	Loss of IA Support Systems Availability - OIMT operates IA's primary enterprise data center that hosts and provides connectivity to network resources and applications services for law enforcement, social services, border protection, wildland fire and other essential IA mission functions. Loss of Externally Hosted Agency connectivity and applications - OIMT hosts both Indian Health Service (IHS) and Health and Human Services (HHS) customers systems which provide management of health related records and information for providing essential and life saving health services at all IHS health facilities to include emergency rooms. OIMT hosts one of HHS trusted internet connectivity (TIC) sites which provides connectivity to resources for the CDC and other national security missions that the HHS agency performs.	Yes
1457	BIA	8/1/2017	Data Center Manager	GS-14	Above 12	Albuquerque, NM	Other	New Position	This position will be responsible for operating the ADC that supports the IA mission and external customers and is classified as a DOI High Value Asset (HVA). According to the U.S. Office of Management and Budget (OMB), HVA's refer as contains sensitive data or support mission-critical operations. The loss or disruption of HVA's, due to inadequate staffing, could have serious effect on agency operations and assets.	Loss of IA Support Systems Availability - OIMT operates IA's primary enterprise data center that hosts and provides connectivity to network resources and applications services for law enforcement, social services, border protection, wildland fire and other essential IA mission functions. Loss of Externally Hosted Agency connectivity and applications - OIMT hosts both Indian Health Service (IHS) and Health and Human Services (HHS) customers systems which provide management of health related records and information for providing essential and life saving health services at all IHS health facilities to include emergency rooms. OIMT hosts one of HHS trusted internet connectivity (TIC) sites which provides connectivity to resources for the CDC and other national security missions that the HHS agency performs.	Yes

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1453	BIA	8/1/2017	IT Customer Support (Desktop)	7/9/11	Below 12	Lakewood, CO	Denver	New Position	This position will assist the Indian Affairs (IA) service desk which receives 400 to 500 support calls daily from throughout the Indian Affairs (IA) region. Interacts with customers, is the first contact in support of Tier 1 services, creates tickets and resolves many tier 1 issues immediately. Works to resolve end user issues with email, Wide Area Network (WAN) Local Area Network (LAN), Indian Affairs (IA) applications, identity management	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Trust Services.	Yes
1464	BIA	8/1/2017	IT Specialist	9/11/12	12	Albuquerque, NM	Other	New Position	Immediate need for staff to assist OIMT Change Management team with meeting the Federal Information Technology Acquisition Reform Act (FITARA), Office of Management and Budget (OMB), and Department of the Interior (DOI) requirements for Asset Management (Software and Hardware). This announcement closed on January 26th, 2017.	Limited Software Asset Management - Position would perform required tasks to address a GAO audit and bring Indian Affairs into compliance with the OMB Memo M-16-12, which requires every Federal Agency to perform effective software license management. Required tasks include performing software license management using the Asset Management tool for each type of software purchased and maintained throughout Indian Affairs. Limited Hardware Asset Management - Position would perform required activities to track IT hardware assets across Indian Affairs, throughout their entire life cycle. These tasks must be completed to address the OMB Memo M-16-02, which requires Federal Agencies to perform effective hardware asset management for laptops and desktops. Required tasks include performing hardware asset management using the Asset Management tool for each type of hardware purchased and maintained throughout Indian Affairs. Will impact our current FITARA approved timeline and deliverables, as well as, adherence to internal and/or external audit requirements and corrective action plans.	Yes

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1463	BIA	8/1/2017	IT Specialist, Configuration Management	GS-13	Above 12	Albuquerque, NM	Other	3 years	Immediate need for staff to assist OIMT Change Management team with meeting the Federal Information Technology Acquisition Reform Act (FITARA), Office of Management and Budget (OMB), and Department of the Interior (DOI) requirements for Asset Management (Software and Hardware). This announcement closed on January 26th, 2017.	Limited Software Asset Management - Position would perform required tasks to address a GAO audit and bring Indian Affairs into compliance with the OMB Memo M-16-12, which requires every Federal Agency to perform effective software license management. Required tasks include performing software license management using the Asset Management tool for each type of software purchased and maintained throughout Indian Affairs. Limited Hardware Asset Management - Position would perform required activities to track IT hardware assets across Indian Affairs, throughout their entire life cycle. These tasks must be completed to address the OMB Memo M-16-02, which requires Federal Agencies to perform effective hardware asset management for laptops and desktops. Required tasks include performing hardware asset management using the Asset Management tool for each type of hardware purchased and maintained throughout Indian Affairs. Will impact our current FITARA approved timeline and deliverables, as well as, adherence to internal and/or external audit requirements and corrective action plans.	Yes
1465	BIA	8/1/2017	IT Specialist, Customer Support	11/12	12	Albuquerque, NM	Other	New Position	This position will assist the Indian Affairs (IA) service desk which receives 400 to 500 support calls daily from throughout the Indian Affairs (IA) region. Interacts with customers, is the first contact in support of Tier 1 services, creates tickets and resolves many tier 1 issues immediately. Works to resolve end user issues with email, Wide Area Network (WAN) Local Area Network (LAN), Indian Affairs (IA) applications, identity management	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Trust Services.	Yes
1466	BIA	8/1/2017	IT Specialist, Customer Support	11/12	12	Albuquerque, NM	Other	New Position	This position will assist the Indian Affairs (IA) service desk which receives 400 to 500 support calls daily from throughout the Indian Affairs (IA) region. Interacts with customers, is the first contact in support of Tier 1 services, creates tickets and resolves many tier 1 issues immediately. Works to resolve end user issues with email, Wide Area Network (WAN) Local Area Network (LAN), Indian Affairs (IA) applications, identity management	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Trust Services.	Yes

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1468	BIA	8/1/2017	IT Specialist, Customer Support	GS-12	12	Minneapolis, MN	Other	One Month	This is a backfilled position. This position is requested for Midwest Region Information Technology Services. This position provides technical leadership for current lower graded technicians in the MRO and implements all technical solutions for the regions. This position also serves as the main technical advisor to the MR FSM, acts in the absence of the MR FSM, works as a project manager under the guidance of the PMO office of all regional technology projects. This position has the ability to design and/or implement technical service strategies including improved security compliance, imaging and software delivery methodologies.	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Office of Trust Services.	Yes
1460	BIA	8/1/2017	IT Specialist, Sysadmin	11/12/13	Above 12	Albuquerque, NM	Other	4 years	This position works in direct support of systems administration to support Indian Affairs (IA) customers such as Tribal Enrollment Reporting and Payment System (TERPS), Trust Asset Accounting Management System (TAAMS), Integrated Transportation Information and Management System (ITIMS). This position works with a larger team of sysadmin experts to support all aspects of the Indian Affairs (IA) infrastructure. Support includes systems integration, virtualization, storage, isolated domains, Works as a member of a highly technologically proficient team to derive workflows, integrate systems. Serves in support of integration within Indian Affairs (IA) in order to meet future initiatives that have been set for Office of Information Management Technology (OIMT).	Loss of knowledge required to support customer applications within Indian Affairs (IA) - Currently many of Indian Affairs (IA) customers are in defining phase of the software life cycle for upgrading or replacing applications. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Office of Trust Services. Current Integrated Transportation Information and Management System (ITIMS) migration project time would increase. Project timelines will increase which will cause Indian Affairs (IA) customers to reevaluate working with Office of Information Management Technology (OIMT). Loss of ability to support high profile systems such as Tribal Enrollment Reporting and Payment System (TERPS), Trust Asset Accounting Management System (TAAMS). Contract requirements would suffer and require renegotiations.	Yes
1461	BIA	8/1/2017	IT Specialist, Sysadmin	12/13	Above 12	Albuquerque, NM	Other	New Position	This position works in direct support of application development such as interfaces between Tribal Enrollment Reporting and Payment System (TERPS), Trust Asset Accounting Management System (TAAMS), Integrated Transportation Information and Management System (ITIMS), that are supported within Indian Affairs (IA). This position works to solve highly complex integration problems brought to IA by customers. Works as a member of a highly technologically proficient team to derive workflows, integrate systems. Serves as the expert in applications integration within Indian Affairs (IA) in order to meet future initiatives that have been set for OIMT.	Loss of knowledge required to support customer applications within Indian Affairs (IA) - Currently many of Indian Affairs (IA) customers are in defining phase of the software life cycle for upgrading or replacing applications. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Office of Trust Services. Current Integrated Transportation Information and Management System (ITIMS) migration project time would increase. Loss of ability to support high profile systems such as Tribal Enrollment Reporting and Payment System (TERPS), Trust Asset Accounting Management System (TAAMS). Contract requirements would suffer and require renegotiations.	Yes

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1462	BIA	8/1/2017	IT Specialist, Sysadmin	12/13	Above 12	Albuquerque, NM	Other	New Position	This position works in direct support of systems integration, systems OS integrations, such as interfaces between Tribal Enrollment Reporting and Payment System (TERPS), TAAMS, Integrated Transportation Information and Management System (ITIMS) that are supported within Indian Affairs (IA). This position works to to solve highly complex integration problems brought to Indian Affairs (IA) by customers. Works as a member of a highly technologically proficient team to derive workflows, integrate systems. Serves as the expert in applications integration within IA in order to meet future initiatives that have been set for Office of Information Management Technology (OIMT).	Loss of knowledge required to support customer applications within Indian Affairs (IA) - Currently many of Indian Affairs (IA) customers are in defining phase of the software life cycle for upgrading or replacing applications. Loss of knowledge required to support customers of OIMT such as Office of Special Trustee, Roads, Realty, Office of Trust Services. Current Integrated Transportation Information and Management System (ITIMS) migration project time would increase. Project timelines will increase which will cause Indian Affairs (IA) customers to reevaluate working with OIMT.	Yes
1456	BIA	8/1/2017	Supvy IT Specialist (Division Chief)	15	Above 12	Albuquerque, NM	Other	3 months	This position is responsible for all operations staff that support Indian Affairs' (IA) diverse missions, Law Enforcement, Public Safety, Social Services, Border Protection, Wildland Fire, Trust Assets, and Indian Education. This position is also responsible for overseeing and managing the IA Albuquerque Data Center (ADC) which is one of DOI six core data centers.	The ADC operates computer systems that support the IA mission and external customers and is classified as a DOI High Value Asset (HVA). According to the U.S. Office of Management and Budget (OMB), HVA's refer as contains sensitive data or support mission-critical operations. The loss of disruption of HVA's, due to inadequate staffing, could have serious effect on agency operations and assets. This position has an important role in providing leadership and technical directions to all IA IT operations (headquarters and in-the-field) and responsible for implementing, operating, maintaining all IA-related information systems and technology solutions. It provides management and supervision in the areas of core data center management, telecommunications, systems, user services, help desk, technical services, disaster recovery, and operational security. Continued vacancy will adversely affect all services and missions, including the physical and virtual safety of our customers throughout Indian country. Without leadership in this essential supervisor position OIMT will not be able to keep up with the IT demands of our customers or our employees.	Yes

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1458	BIA	8/1/2017	Supvy IT Specialist (INFOSEC)	GS-14	Above 12	Albuquerque, NM	Other	New Position	The mission of DIS is to provide cybersecurity leadership and technical direction to all Indian Affairs (IA) Information Technology customers in the areas of IT security operations and control. Federal law requires agencies to implement adequate management, operational, and technical safeguards to ensure the confidentiality, integrity, and availability of Information and IT systems. The DIS Branch Chiefs will provide supervisory support and oversight for DIS to ensure that Federal, Departmental, and bureau level IT security requirements are implemented, performing as intended, and monitored to ensure ongoing value in support of Mission delivery.	The IA Albuquerque Data Center (ADC) is one of the DOI six core data centers. As such, the ADC operates computer systems that support the missions of both internal and external customers and is classified as a DOI High Value Asset (HVA). According to the U.S. Office of Management and Budget (OMB), HVAs refer to those IT systems, facilities, and data that are of particular interest to nation-state adversaries, such as foreign military and intelligence services. Specifically, HVAs often contain sensitive data or support mission-critical operations. The loss or disruption of HVAs, due to inadequate cybersecurity staffing, could have a serious adverse effect on agency operations, assets, or individual. Initially implementing cybersecurity controls to a secure state is not sufficient to ensure ongoing protection against exploitation. The continuous monitoring of controls is essential for maintaining the security of the DOI HVAs and to ensure that they remain securely configured. Without adequate supervisory support and oversight these activities, as required by law, may not meet compliance requirements and may result in a compromise of information or information systems. Data centers, such as the ADC, are vulnerable to a variety of disruptions such as power outages, hardware failures, or equipment destruction resulting from fire or other catastrophic events. If appropriate steps are not taken to mitigate or to properly respond to these events, the organization may be unable to perform critical business functions or may be held accountable for personal safety due to negligence related to not adequately staffing IT security positions. The proposed DIS branch chiefs will	Yes

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1452	BIA	8/1/2017	Supvy IT Specialist (INFOSEC)	GS-14	Above 12	Albuquerque, NM or Sioux Falls, SD	Other	New Position	The mission of DIS is to provide cybersecurity leadership and technical direction to all Indian Affairs (IA) Information Technology customers in the areas of IT security operations and control. Federal law requires agencies to implement adequate management, operational, and technical safeguards to ensure the confidentiality, integrity, and availability of Information and IT systems. The DIS Branch Chiefs will provide supervisory support and oversight for DIS to ensure that Federal, Departmental, and bureau level IT security requirements are implemented, performing as intended, and monitored to ensure ongoing value in support of Mission delivery.	The IA Albuquerque Data Center (ADC) is one of the DOI six core data centers. As such, the ADC operates computer systems that support the missions of both internal and external customers and is classified as a DOI High Value Asset (HVA). According to the U.S. Office of Management and Budget (OMB), HVAs refer to those IT systems, facilities, and data that are of particular interest to nation-state adversaries, such as foreign military and intelligence services. Specifically, HVAs often contain sensitive data or support mission-critical operations. The loss or disruption of HVAs, due to inadequate cybersecurity staffing, could have a serious adverse effect on agency operations, assets, or individual. Initially implementing cybersecurity controls to a secure state is not sufficient to ensure ongoing protection against exploitation. The continuous monitoring of controls is essential for maintaining the security of the DOI HVAs and to ensure that they remain securely configured. Without adequate supervisory support and oversight these activities, as required by law, may not meet compliance requirements and may result in a compromise of information or information systems. Data centers, such as the ADC, are vulnerable to a variety of disruptions such as power outages, hardware failures, or equipment destruction resulting from fire or other catastrophic events. If appropriate steps are not taken to mitigate or to properly respond to these events, the organization may be unable to perform critical business functions or may be held accountable for personal safety due to negligence related to not adequately staffing IT security positions. The proposed DIS branch chiefs will	Yes
1454	BIA	8/1/2017	Supvy IT Specialist, Customer Support	13/14	Above 12	Reston, VA or Washington, DC	DC	2 years	This is a supervisory position that will assist customers in the main interior building. This position will assist the Indian Affairs (IA) service desk which receives 400 to 500 support calls daily from throughout the Indian Affairs (IA) region. Interacts with customers, is the first contact in support of Tier 1 services, creates tickets and resolves many tier 1 issues immediately. Works to resolve end user issues with email, Wide Area Network (WAN) Local Area Network (LAN), Indian Affairs (IA) applications, identity management issues.	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Trust Services.	Yes
1467	BIA	8/1/2017	Supvy IT Specialist, Customer Support	GS-13	Above 12	Sacramento, CA	Other	New Position	This position will assist the Indian Affairs (IA) service desk which receives 400 to 500 support calls daily from throughout the Indian Affairs (IA) region. Interacts with customers, is the first contact in support of Tier 1 services, creates tickets and resolves many tier 1 issues immediately. Works to resolve end user issues with email, Wide Area Network (WAN) Local Area Network (LAN), Indian Affairs (IA) applications, identity management	Loss of ability to meet customer needs for Tier 1 support in a timely manner. Wait times will increase for customer support issues. Wait times for service desk support calls would rise. Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Trust Services.	Yes

No.	Bureau	Date of Request	Position Title	Grade	Above / Below 12	Location	DC or Denver / Other	Vacant	Description of Position	Mission Impact	Deputy Secretary Approval
1459	BIA	8/1/2017	Supvy IT Specialist, Systems Lead	GS-14	Above 12	Albuquerque, NM	Other	3 years	<p>This position works with all aspects of Indian Affairs (IA) technology functionality and works to implement updates and security remediation to Indian Affairs applications such as Financial Assistance Social Services Case Management System (FASS-CMS), Integrated Transportation Information and Management System (ITIMS), Maximo, Tribal Enrollment Reporting and Payment System (TERPS), and many applications developed within Indian Affairs (IA). This position works to solve highly complex integration problems brought to Indian Affairs (IA) by customers. Works with highly technological proficient team members to derive workflows, integrate systems at the Operating System (OS) level. Serves as the expert in virtual technologies development within IA in order to meet future initiatives that have been set for Office of Information Management Technology (OIMT). Works within Software Development Life Cycle (SDLC) and Information Technology Infrastructure Library (ITIL) to plan, define, design, build, test and deploy virtualization initiatives for the Indian Affairs (IA). Supports the Federal Law Enforcement Training Center (FLETC) migration project which allows federal Bureau of Indian Affairs, Border Patrol trainees to be certified for field work</p>	<p>Loss of knowledge required to support virtualization initiatives within Indian Affairs (IA) - State of the art technology topologies are needed to keep the Indian Affairs (IA) environment secure from outside influence  Loss of knowledge required to support customers of Office of Information Management Technology (OIMT) such as Office of Special Trustee, Roads, Realty, Office of Trust Services, Federal Law Enforcement. Current Integrated Transportation Information and Management System (ITIMS) migration project time would increase. Loss of ability to support the Tribal Enrollment system. Project timelines will increase including vulnerability remediation timelines.</p>	Yes