

Reclamation Manual Transmittal Sheet

Effective Date: _____

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Directives and Standard

TEMPORARY RELEASE

(Expires 11/24/2012)

- Subject:** Information Technology (IT) Position Hiring Controls
- Purpose:** The purpose of this Directive and Standard (D&S) is to outline how the Bureau of Reclamation will temporarily implement hiring controls on positions significantly engaged in IT management and operations. The benefit of this D&S is to support the Department of the Interior's IT Transformation and minimize, to the fullest extent possible, adverse impacts to our employees.
- Authority:** [Clinger-Cohen Act of 1996](#) (40 U.S.C. 1401(3)); Federal Information Security Management Act, Office of Management and Budget (OMB) [Circular A-130](#), *Management of Federal Information Resources*; OMB Memorandum [M-09-02](#), *Information Technology Management Structure and Governance Framework*, Office of the Secretary Order [3309](#), *Information Technology Management Functions and Establishment of Funding Authorities*, Department of the Interior Chief Information Office (OCIO) Memorandum dated April 21, 2011, *Hiring Controls on Positions and Personnel Significantly Engaged in Information Technology Management and Operations*
- Approving Official:** Director, Information Resources (IR), 84-21000
- Contact:** IT Policy and Security Division, 84-21200
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1. **Introduction.** The purpose of this D&S is to outline how the Reclamation will temporarily implement hiring controls on positions significantly engaged in IT management and operations. The hiring controls have been developed in conjunction with the human resources (HR) community to support the Department of the Interior's IT Transformation and minimize, to the fullest extent possible, adverse impacts to employees.
2. **Applicability.**
 - A. This D&S applies to all positions within Reclamation that are significantly engaged in IT management and operations, such as the following Office of Personnel Management (OPM) job series:
 - (1) 0390 (Telecommunications Processing Series)
 - (2) 0391 (Telecommunications Series)
 - (3) 0392 (General Telecommunications Series)

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- (4) 0854 (Computer Engineering Series)
 - (5) 0856 (Electronics Technical Series)
 - (6) 1550 (Computer Science Series)
 - (7) 2210 (IT Management Series)
- B. Hiring of personnel meeting the above criteria require that an IT position hiring waiver be completed following the procedures identified in Paragraph 6, including positions that have been identified as permanent.
- C. Although this D&S is not intended for positions in the above seven IT job series who are assigned to non-IT organizational components and who directly support mission-specific activities, it will be necessary to have all vacancies in those job series undergo the waiver process to determine the applicability of this D&S.
- D. This D&S will remain in effect until formal guidance has been received from the Department, but not to exceed 1 year. At the end of 1 year, the need for continued requirements will be evaluated. This D&S does not supersede any existing Department, OMB, OPM, or other legal requirements regarding employee hiring.
3. **Definitions.**
- A. **IT Transformation.** IT Transformation is an initiative to modernize how the Department and its bureau's provide mission support using IT as a tool, build upon or improve the delivery of IT services to employees, and lower IT costs throughout the Department by applying a new business model (enterprise).
 - B. **Significantly Engaged.** Any position that devotes at least 25 percent of the time performing duties that fall within IT management and operations.
 - C. **Waiver Process. Process of identification and evaluation followed by** approval/disapproval and documentation of exceptions to the OCIO Memorandum dated April 21, 2011, *Hiring Controls on Positions and Personnel Significantly Engaged in Information Technology Management and Operations* (Appendix A)

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4. Responsibilities.

- A. **Deputy Commissioner – Policy, Administration, and Budget (PAB).** The Deputy Commissioner - PAB is responsible for reviewing and approving (in consultation with the Deputy Commissioner – Operations) waivers for positions within the IR directorate.
- B. **Director, IR.** The Director, IR is responsible for reviewing and approving waivers for IT positions outside the IR directorate and for providing a recommendation to the Deputy Commissioner - PAB for approval of internal IR positions.
- C. **Reclamation Directors, Regional Directors and Assistant/Deputy Regional Directors (Senior Management).** Reclamation's Senior Management is responsible for reviewing and providing a recommendation for waivers on all IT positions within their specific directorate.
- D. **IT Investment Council (ITIC).** The ITIC is responsible for reviewing waivers, and providing guidance to the Director, IR from the IT business perspective. The ITIC is responsible for ensuring that investment and portfolio documentation is updated as necessary. The ITIC is also responsible for ensuring a consistent approach of the waiver process exists across Reclamation.
- E. **Information Technology Council (ITC).** The ITC is responsible for reviewing waivers and providing guidance to the Director, IR from the technology perspective. The ITC will ensure that the actions proposed align with the IT Transformation effort and support Reclamation's mission responsibilities and to identify if options exist to utilize current technology staff.
- F. **Regional IT Manager.** All regional IT managers' sit on the ITC and are responsible for providing a recommendation and ensuring that the actions proposed align with the IT Transformation effort and support their region's mission responsibilities.
- G. **Requesting Office.** The requesting office is responsible for identifying positions subject to this D&S, evaluating alternative means of providing the necessary functions, completing the waiver when it is determined that recruiting for staff is in the best interest of the Government, and submitting the waiver following the procedures listed below.
- H. **HR Office.** The HR offices are responsible for monitoring and conducting hiring activities for positions within the scope of this D&S to ensure conformance with the OCIO Memorandum and this D&S.

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5. **Alternatives to Hiring Permanent Positions.** Consideration must be given to the following alternatives to hiring permanent positions when current mission requirements necessitate use of additional resources.
- A. **Temporary Appointment.** Positions that can be filled for a period of not more than 1 year that may be extended for a total service time of 2 years.
 - B. **Term Appointment.** Positions that are expected to last more than 1 year that may be extended for a total service time of not more than 4 years.
 - C. **Reassignment.** The opportunity to reassign existing personnel with the skills and experience necessary.
 - D. **Contracting for Services.** Employing contractors to provide services for a specific amount of time.
6. **Waiver Procedures.**
- A. IT positions including positions that are significantly engaged in IT management and operations in job series described in Paragraph 2 require completion of the waiver included as Appendix B.
 - (1) Local requesting office senior management will complete and sign the waiver request. The completed waiver request will be forwarded to the IT regional manager.
 - (2) The regional IT manager will approve/disapprove the waiver request. Approved waiver requests will be forward by the regional IT manager to the ITC and ITIC chairpersons.
 - (3) The ITC and ITIC will have 1 week from receipt to review and advise the Director, IR on any concerns and/or recommendations regarding the waiver request.
 - (4) The Director, IR will then have 1 week to return the signed approved/disapproved waiver request to the requesting office.
 - B. IT positions including positions that are significantly engaged in IT management and operations in job series described in Paragraph 2, located within the IR directorate require completion of the waiver form included as Appendix C.

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- (1) The local requesting office will complete the waiver request to the ITC and ITIC chairpersons.
 - (2) The ITC and ITIC will have 1 week from receipt to review and advise the Director, IR on any concerns and/or recommendations regarding the waiver request.
 - (3) For GS-12 and below positions, the Director, IR will then have 1 week to complete the waiver process and return the signed approved/disapproved waiver request to the requesting office.
 - (4) For GS-13 and above positions, the Director, IR will then have 1 week to provide a formal recommendation for approval to the Deputy Commissioner - PAB in consultation with Deputy Commissioner - Operations. Disapprovals will be returned to the requesting office.
- C. Formal approved/disapproved waivers will adhere to Paragraph 8.
7. **Disapproval of Waivers.** If a waiver is disapproved, information will be provided explaining the rationale for disapproval and recommendations for obtaining the necessary services. Local requesting offices may appeal to the approving official.
8. **Maintenance of Waivers.**
- A. **Original.** Original waivers will be maintained by the local requesting office. The requesting office is responsible for supplying their local HR office with the signed/approved waiver to begin the recruitment process.
 - B. **Copies.** Copies of waivers will be provided to:
 - (1) Director, IR;
 - (2) local servicing HR office; and
 - (3) Denver HR office.