

Reclamation Manual

Directives and Standards

Subject:	Clearance Process for Positions Graded GS-14 and Higher
Purpose:	This Directive and Standard (D&S) sets forth instruction for obtaining clearance to establish, recruit, and fill positions graded GS-14 and higher, including equivalency in the Federal Wage System (FWS) based on level of responsibilities. The benefits of this D&S are to allow senior leadership review of Bureau of Reclamation management positions and ensure the most effective use of funds when making staffing decisions.
Authority:	205 Departmental Manual 8.1, <i>General Delegations – Personnel Management</i>
Approving Official:	Director, Policy and Administration
Contact:	Human Resources (HR) Policy and Programs Division, 84-58000

1. **Introduction.** This D&S sets forth requirements for obtaining clearance to establish, recruit, and fill positions graded GS-14 and higher, and for the Deputy Commissioners to approve filling and selections at this level.
2. **Applicability.** This D&S applies to all Reclamation hiring officials who recruit and make selections to fill positions graded GS-14 and higher, including equivalency in the FWS based on level of responsibilities, or with a full performance grade level of GS-14 or higher. This D&S does not amend or replace any established approval processes required for filling specific positions such as public affairs, senior executive, or others which require Department of the Interior approval.
3. **Definitions.** Selection is the process of evaluating candidates for a specific job and selecting an individual for employment.
4. **Responsibilities.**
 - A. **Deputy Commissioners.** Deputy Commissioners are responsible for approving or disapproving the establishment, recruitment, and/or selection for positions at the GS-14 grade level or higher, including equivalency in the FWS based on level of responsibilities, as described in Paragraph 6.I.(1)(h) of the Reclamation Manual [Delegations of Authority](#).
 - B. **Servicing HR Professionals.** Servicing HR professionals are responsible for advising hiring officials regarding position management, recruitment, and selection procedures that are designed to produce a high quality and highly diverse workforce.

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- C. **Hiring Officials.** Hiring officials are responsible for the establishment, recruitment, and selection for positions, and ensuring their actions are consistent with merit principles and other applicable laws, regulations, and Paragraph 6.I.(1)(h) of the [Delegations of Authority](#).
5. **Clearance Process.** Each hiring official, through his or her chain of command (see Paragraph 6.I.(1)(h) of the [Delegations of Authority](#)), as appropriate, will request approval from the appropriate Deputy Commissioner to establish, recruit, and select for positions graded GS-14 or higher, including equivalency in the FWS based on level of responsibilities and for positions with a full performance grade level of GS-14 or higher.
- A. Requests will be in writing (email is acceptable) and will include:
- (1) an organizational chart indicating the location of the proposed position;
 - (2) an explanation regarding why the position needs to be filled; and
 - (3) plans for replacing the individual selected to fill the position.
- B. The decision received from the appropriate Deputy Commissioner must be in writing (email is acceptable) as verbal approval is not acceptable documentation.
- C. The hiring official will send the servicing HR professional, with a copy to their Deputy Commissioner, an email with a copy of the approval from the Deputy Commissioner for the specific personnel action.
- D. The servicing HR professional will initiate the appropriate personnel activities upon receiving notification of approval from the hiring official.
- E. A copy of the email received from the hiring official will be included as part of the official documentation contained in the vacancy announcement case file for the position.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____