

Reclamation Manual

Directives and Standards

Subject:	Approval Process for Recruiting Positions Graded GS-14 and Higher
Purpose:	This Directive and Standard (D&S) sets forth requirements and instruction for obtaining prior approval to recruit for positions with a full performance grade level of GS-14 or 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 (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> and Reclamation Manual (RM), <i>Delegations of Authority</i>
Approving Official:	Deputy Commissioner – Policy, Administration and Budget (PAB)
Contact:	Human Resources Division, Human Resources Policy Office (84-12100)

1. Introduction.

This D&S sets forth requirements and instruction for obtaining prior approval from the Deputy Commissioners to recruit for positions with a full performance grade level of GS-14 or higher, including equivalency in the FWS based on level of responsibilities (“applicable positions”).

2. Applicability.

This D&S applies to all Reclamation hiring officials recruiting for applicable positions. This D&S does not amend or replace any approval process requirements for specific positions such as public affairs (ADM 03-03, *Positions in Professional Public Affairs Positions and Other Related Positions*), information resources management (IRM 05-01, *Information Management and Technology Position Hiring Controls*), senior executives, and others which require Departmental approval. Personnel serving in an acting role for a hiring official may request approval to recruit, but they are not authorized to make the final selection for permanent applicable positions.

A. Appointment Type (Status).

Hiring officials will request approval to recruit for applicable positions permanently. Hiring officials will request approval to recruit applicable positions temporarily when the temporary appointment is expected to exceed 120 days or when the temporary appointment, of any duration, will lead to a permanent appointment. Applicable positions filled temporarily for less than 120 days do not require approval to recruit.

B. Hiring Process.

Hiring officials will request approval to recruit for applicable positions whether considering the use of competitive or non-competitive hiring process.

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3. Requesting Approval to Recruit.

Each hiring official will request approval from the appropriate Deputy Commissioner, through the appropriate chain of command, to recruit for applicable positions.

- A. The hiring official will submit a request for approval to recruit in writing (electronic correspondence) and will include:
 - (1) an organizational chart indicating the location of the position;
 - (2) an explanation regarding why the position needs to be filled; and
 - (3) the intention to recruit competitively or non-competitively. If a hiring official has the intention to select a non-competitive candidate, the candidate's name must be disclosed in the request.
- B. The Deputy Commissioner will provide a decision in writing (electronic correspondence).
- C. Upon approval, the hiring official will provide a copy of the approval to recruit (electronic correspondence) to the servicing human resources specialist to initiate the appropriate hiring process.

4. Recordkeeping.

A copy of the request and approval to recruit (electronic correspondence) and associated organizational chart will be included as part of the official recruitment case file documentation in USA Staffing. Competitive recruitment documentation will be maintained in the Vacancy Identifying Number (VIN) record. Non-competitive documentation will be maintained in the selected candidate's New Hire record.

5. Definitions.

A. Applicable Positions.

Positions with a full performance grade level of GS-14 or higher, including equivalency in the FWS based on level of responsibilities.

B. Competitive Hiring Process.

The process of hiring a candidate through a structured process where applicants compete for a position.

C. Non-Competitive Hiring Process.

The process of hiring a candidate without requiring them to compete for a job based on a non-competitive eligible status (e.g., internal lateral reassignment) or using a special hiring authority (e.g., Schedule A, Persons With Disabilities).

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- D. Recruit.**
The process of competitively or non-competitively selecting a candidate to fill an applicable position.
 - E. USA Staffing.**
Reclamation's talent acquisition system used to recruit, evaluate, assess, certify, select, and onboard talent.
- 6. Review Period.**
The originating office will review this release every four years.