

Reclamation Manual

Directives and Standards

Subject:	Approval Process for Positions Graded GS-14 and Higher
Purpose:	This Directive and Standard (D&S) sets forth instruction for obtaining prior approval to recruit and make selections to fill positions graded GS 14 and higher or 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 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 for obtaining prior approval from the Deputy Commissioners to recruit and make selections to fill positions with a full performance grade level of GS-14 or higher, including equivalency in the FWS based on level of responsibilities.
2. **Applicability.** This D&S applies to all Reclamation hiring officials who recruit and make selections. This D&S does not amend or replace any approval process requirements for specific positions such as public affairs (RM D&S, Positions in Professional Public Affairs Positions and Other Related Positions, ADM 03-03), information resources management (RM D&S, Information Management and Technology Position Hiring Controls, IRM 05-01), senior executives, and others which require Departmental approval.
3. **Procedures and Processes.** 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 recruit and select for positions with a full performance of GS-14 or higher, including equivalency in the FWS based on level of responsibilities.
 - A. Requests will be in writing (electronic correspondence) and will include:
 - (1) an organizational chart indicating the location of the position; and
 - (2) an explanation regarding why the position needs to be filled.
 - B. The decision received from the appropriate Deputy Commissioner must be in writing (electronic correspondence).

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- C. The servicing human resources specialist will initiate the appropriate personnel activities upon receiving notification of approval from the hiring official.
 - D. A copy of the email received from the hiring official approving the recruitment and selection will be included as part of the official documentation contained in the vacancy announcement case file for the position.
4. **Review Period.** The originating office will review this release every 4 years.