

# Reclamation Manual

## Directives and Standards

---

- Subject:** Information Management and Technology (IMT) Position Hiring Controls
- Purpose:** The purpose of this Directive and Standard (D&S) is to meet the requirements for the Department of the Interior's Chief Information Officer delegation of IMT hiring authority to the Associate Chief Information Officer (ACIO). The Bureau of Reclamation must ensure that the ACIO has adequate control over IMT hiring throughout the bureau and has established formal policies, processes, procedures, and internal controls for managing the IMT hiring process. The benefit of this D&S is to support the Department in efforts to implement the Federal Information Technology Acquisition Reform Act (FITARA).
- Authority:** [Clinger-Cohen Act of 1996](#) (40 U.S.C. 1401(3)); [National Defense Authorization Act for Fiscal Year 2015](#) (January 3, 2014), Division A, Title VIII, Subtitle D-Federal Information Technology Acquisition Reform, Sections 831-837 (Pub. L. 113-291); [Federal Information Security Management Act of 2014](#) (FISMA) (December 18, 2014) (Pub. L. 113-283); Office of Management and Budget (OMB) [Circular A-130, Managing Information as a Strategic Resource](#); [OMB Memorandum M-15-14, Management and Oversight of Federal Information Technology](#); [112 Departmental Manual \(DM\) 24](#); [212 DM 24](#)
- Approving Official:** ACIO, Information Resources Office (IRO) (84-21000)
- Contact:** IMT Service Strategy Division (84-21200)
- 

1. **Introduction.** The purpose of this D&S is to outline how Reclamation will implement hiring controls on positions significantly engaged in IMT, per Departmental guidance on the implementation of FITARA.
2. **Applicability.**
  - A. This D&S applies to positions classified in the following Office of Personnel Management (OPM) job series:
    - (1) 0306 (Government Information Series)
    - (2) 0308 (Records and Information Management Series)
    - (3) 0335 (Computer Clerk and Assistant Series)
    - (4) 0390 (Telecommunications Processing Series)

# Reclamation Manual

## Directives and Standards

---

- (5) 0391 (Telecommunications Series)
  - (6) 0392 (General Telecommunications Series)
  - (7) 0854 (Computer Engineering Series)
  - (8) 0856 (Electronic Technical Series - non-radio/incident support personnel)
  - (9) 1550 (Computer Science Series)
  - (10) 2210 (Information Technology Management Series)
  - (11) Any other OPM job series such as 0343, 0301, etc., if the position description contains 25 percent or more IMT responsibilities.
- B. Hiring of personnel meeting the above criteria requires that an electronic IMT position action be submitted to, and approved by, the ACIO prior to advertising IMT positions.
- C. In addition to hiring IMT personnel, ACIO approval is also required for the following personnel actions affecting IMT positions:
- (1) details greater than 1 year;
  - (2) filling of new position(s);
  - (3) reassignments; and
  - (4) reclassification.
3. **Program Administration.**
- A. **ACIO.** The ACIO will provide oversight for the implementation of hiring controls to ensure compliance for all relevant requirements.
- B. **IMT Service Strategy Division.** The IMT Service Strategy Division must:
- (1) establish an internal control and auditing program for IMT position action requests;
  - (2) maintain the electronic IMT position action request form and process;
  - (3) update the Information Resource Management Council (IRMC) and deputy/assistant regional director approval lists as advised; and

# Reclamation Manual

## Directives and Standards

---

- (4) respond to IMT workforce data calls from the Office of the Chief Information Officer.
4. **IMT Position Action Request Process.** The entire process for initiating, reviewing, and approving/disapproving of IMT position action requests is conducted using an electronic workflow process located [HERE](#).
- A. Initiating the IMT Position Action Request.**
- (1) The hiring manager initiates an IMT position action request by completing form 7-2630 within the electronic workflow process.
  - (2) The hiring manager must submit the completed form for local IRMC member review.
- B. IRMC Member Actions.**
- (1) The local IRMC member must:
    - (a) review the form;
    - (b) verify that the IMT position action request proposed aligns with Reclamation's FITARA implementation plan;
    - (c) verify the IMT position action request supports Reclamation's mission responsibilities; and
    - (d) either approve or disapprove the form.
  - (2) Upon IRMC member approval, the IRMC member will submit the form to their respective deputy/assistant regional director for review through the electronic workflow process.
- C. Deputy/Assistant Regional Director Actions.**
- (1) The local deputy/assistant regional director must:
    - (a) review the form;
    - (b) verify the IMT position action request is aligned with the IMT strategic direction for Reclamation; and
    - (c) either approve or disapprove the form.

# Reclamation Manual

## Directives and Standards

---

- (2) Upon deputy/assistant regional director approval, the deputy/assistant regional director will submit the form to the ACIO for final review and approval through the electronic workflow process.

### D. ACIO Actions.

- (1) The ACIO will review the form and either approve or disapprove prior to the bureau initiating IMT position actions covered under this D&S.
- (2) Upon ACIO approval, the originating office/hiring manager will be notified via an automated email, and the form will be forwarded to the servicing human resources (HR) office.<sup>1</sup>

### E. Servicing HR Office and Related Actions.

- (1) The servicing HR office must:
  - (a) verify conformance of IMT position hiring activities outlined in Paragraph 2;
  - (b) monitor and conduct hiring actions for IMT positions outlined in Paragraph 2.A;
  - (c) finalize the electronic IMT position action request by entering the vacancy announcement number (if applicable); and
  - (d) maintain the final approved document as part of the position action file when completed under the competitive process.
- (2) The hiring manager will ensure approval of the IMT position action request prior to initiation of applicable personnel actions listed in Paragraph 2.C.

5. **Expiration.** An approved IMT position action request is effective until the position is filled.

### 6. Definitions.

- A. **Details Greater than 1 Year.** A temporary placement of an employee to a different position (a classified position description or an unclassified set of duties) for a specified period. While on detail, the employee retains the same status and pay of their position of record.
- B. **Filling of New Position(s).** Filling a newly established position or an existing vacancy.

---

<sup>1</sup>If at any point during the review/approval process an IMT position action request is rejected, it will be returned to the hiring manager via an automated email.

# Reclamation Manual

## Directives and Standards

---

- C. **FITARA.** The FITARA requires reform in the governance, budget formulation, budget execution, acquisition, and organization and workforce of Federal government IMT. The Department's FITARA implementation plan requires the establishment of an ACIO and that bureaus/offices consolidate all IMT authority under their respective ACIOs to manage IMT throughout their bureau/office.
  - D. **Reassignments.** A change of an employee from one position to another at the same grade or level in the same agency.
  - E. **Reclassification.** A process through which Federal jobs are assigned to a pay system and pay plan, occupational series, official title, and grade based on consistent application of position classification standards developed by OPM. When major changes are made the position may need to be reclassified.
7. **Review Period.** The originating office will review this release every 4 years.

## 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: \_\_\_\_\_