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April 10, 2013

Memorandum

To: Executive Leadership Team
Center Directors

From: William H. Werkheiser (*signed*)
Acting Deputy Director

Subject: USGS Implementation of Hiring Controls and Requests for Exceptions

The purpose of this memorandum is to communicate the U.S. Geological Survey (USGS) process for implementing controls regarding the hiring, conversion, and extension of positions, and the process for requesting exceptions to the controls. On February 21, 2013, Secretary Salazar signed a memorandum regarding preparations for the pending sequestration and imposed an immediate hiring freeze. Subsequently, the Department of the Interior (DOI) issued guidance outlining requirements for implementing hiring controls for all positions. The USGS has been delegated the authority for managing the prescribed hiring controls.

A hiring waiver is required for all positions that did not have offers made prior to February 21, 2013. A waiver is also required for extensions of temporary and term appointments that were not submitted in FPPS prior to February 21, 2013.

Hiring actions may be considered for an exception to the controls if there is a compelling need, and the need is fully documented and justified per the attached Request for Exception to Hiring Controls memo template. As their foundational basis, requests for hiring waivers must identify position requirements related to the protection of life, health, safety, and mission criticality, as well as funding considerations. Waiver requests must be submitted through an Executive Leadership Team (ELT) member for approval by the Deputy Director. To minimize the impact of sequestration, approved waiver requests will generally be granted with the understanding that the area of consideration for the position is limited to current USGS employees. If there is a need to expand the area of consideration (either outside of the bureau or open to the general public), the waiver request must provide a justification.

Vacancy announcements and extensions of Term and Temporary appointments for like positions (i.e., Field Assistants, Students under the Pathways Program) may be grouped into one request. Additional guidance regarding the hiring freeze, the waiver criteria, and the procedures for requesting a waiver are posted on the USGS Intranet at: <http://www.usgs.gov/humancapital/>

Please contact your [servicing HR Specialist](#) for assistance before submitting a waiver request.

[Attachment](#)

USGS Hiring Freeze Waiver (Exception Request Format)