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Personnel**

**INTERIM UPDATE 06-05**

**SUBJECT:** Agency Hiring Control Board (CB) and Procedures for Accretion of Duties

**NEW MATERIAL:** As a result of the shortfall to the Agency FY 06 Operating Expense budget, the Administrator, on January 10, 2006, instituted controls over all external hiring for the remainder of FY 06 recruitment. At the same time, the Administrator established a Hiring Control Board to review requests for external hires. Since December 16, 2005, the Control Board has reviewed 39 requests including requests (including resubmissions) for external hiring, position upgrades, accretion of duties, surge appointments, and expert/consultant appointments.

**EFFECTIVE DATE:** 04/20/2006

POLICY

USAID/General Notice  
M/HR/OD  
04/19/2006

Subject: Agency Hiring Control Board (CB) and Procedures for Accretion of Duties

As a result of the shortfall to the Agency FY 06 Operating Expense budget, the Administrator, on January 10, 2006, instituted controls over all external hiring for the remainder of FY 06 recruitment. At the same time, the Administrator established a Hiring Control Board to review requests for external hires. The Control Board membership includes Mosina Jordan, A/AID, Chair; Colleen Allen, A/AID; Theresa Stoll, PPC/RA/SBI; and Dennis Diamond, M/HR/OD. Deborah Lewis, M/HR/PPIM serves as the Executive Secretariat and participates in the Board's deliberations.

In reviewing the Administrator's mandate, the Control Board concluded that the following personnel actions must be reviewed and approved by the Control Board before M/HR/ is authorized to initiate any of the following hiring actions.

- All external recruitment actions
- Surge requests: new appointments and extensions; centrally and Bureau/mission funded

- Experts/Consultants
- Recall appointments
- Accretions
- Position upgrades

The Control Board established the following criteria for considering individual requests:

- Budget
- Agency need
- Agency priority

Since December 16, 2005, the Control Board has reviewed 39 requests including requests (including resubmissions) for external hiring, position upgrades, accretion of duties, surge appointments, and expert/consultant appointments. The following table reflects the Board's decisions by Bureau/Office as of April 14, 2006:

	APPROVED	DISAPPROVED
ANE	2	0
LAC	3	1
E&E	0	2
DCHA	1	2
GH	0	1
GC	0	5
M	5	7
EGAT	1	3
SEC	1	0
LPA	0	2
AFR	1	0
	14	23

The Control Board is also aware of the fact that there are numerous and regular requests of M/HR to upgrade vacant positions for internal and/or external recruitment or to review accretion of duties requests through desk audits for possible promotion. While the Control Board does not intend to freeze such requests, it, nevertheless, believes that the Agency must have an overall strategy and such decisions must be coordinated between the supervisor, the bureau/office administrative officer, and M/HR.

With regard to all requests for position upgrades for either internal or external recruitment, the Control Board will review the proposed action as if it is a request for external hiring.

With regard to the assignment of higher graded duties (accretion of duties), M/HR, in accordance with a directive from the Hiring Control Board (Board), has established a new review process concerning all requests for an accretion of duties for all civil service

positions. This process will ensure that a decision by any supervisor to accrete the duties of a subordinate will be reviewed by the bureau AMS and the HR Classification Unit before assigning higher graded duties.

An accretion of duties is defined as natural outgrowth of an incumbent's currently described duties. As such, it is a management decision that those duties should not be made without regard to the organizational structure within the division, office, and/or bureau. While the work of the unit needs to get done, there are numerous ways to accomplish this goal. They include, for example, assigning the work among several employees.

The review process is straightforward. Before a supervisor assigns higher level work to any employee in the operating unit, the supervisor must consult with their AMS Office and the HR Classification Unit to discuss the supervisor's intentions with regard to the additional duties. After exploring all options, Classification must agree that the assignment of additional higher graded work is appropriate under the circumstances. Once Classification agrees, the request will be reviewed by the Board for final approval.

Supervisors are not authorized to assign, as a natural outgrowth of an employee's currently assigned duties, higher graded duties to civil service employees on a continuing basis prior to review by the AMS, HR Classification Unit, and the Board. The purpose behind this review process is to engage the appropriate individuals in a meaningful discussion regarding the utilization of personnel and position management. It is not simply to inhibit accretions of duty. **SUPERVISORS ARE ACCOUNTABLE FOR THEIR DECISIONS REGARDING RESOURCES MANAGEMENT AND THESE DECISIONS WILL BE CONSIDERED DURING THE ANNUAL EVALUATION PROCESS.**

M/HR will process requests for any accretion of duties previously received and returned as a result of the Control Board's. Additionally, M/HR will accept new requests without the consultation described above no later than May 19, 2006. All requests to M/HR for an accretion of duties after May 19, 2006 must be accordance with the procedures set forth in this notice.

Point of Contact: Any questions concerning this Notice may be directed to Dennis Diamond, M/HR/OD, (202) 712-4456.

Notice 0462

<b>File Name</b>	<b>Notice Date</b>	<b>Effective Date</b>	<b>Editorial Revision Date</b>	<b>ADS CD No.</b>	<b>Remarks</b>
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