

Reclamation Manual Transmittal Sheet

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Reclamation Manual

Directives and Standards

Subject:	Clearance Process for Positions Graded GS-14 and Higher
Purpose:	This Directive and Standard (D&S) sets forth instruction for obtaining clearance to establish, recruit, and fill positions graded GS-14 and higher, including equivalency in the Federal Wage System 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 in making staffing decisions.
Authority:	205 Departmental Manual (DM) 8.1, <i>General Delegations – Personnel Management</i>
Approving Official:	Director, Policy and Administration
Contact:	Human Resources Division, 84-58000

1. **Introduction.** This D&S sets forth requirements for obtaining clearance to establish, recruit, and fill positions graded GS-14 and higher, and for the Deputy Commissioners to review filling and approve selections at this level.
2. **Applicability.** This D&S applies to all Reclamation hiring officials who make selections to fill positions graded GS-14 and higher, including equivalency in the Federal Wage System based on level of responsibilities, or with a full performance level at GS-14 or higher. This D&S does not amend or replace any established approval processes required for filling specific positions such as public affairs, senior executive, and others which require Departmental approval.
3. **Definition.** The term “selection” includes, hiring, reassignment, promotion, and accretions.
4. **Responsibilities.**
 - A. **Deputy Commissioners.** Deputy Commissioners are responsible for approving or disapproving the establishment, recruitment, and/or selection for positions at the GS-14 grade level and higher, including equivalency in the Federal Wage System based on level of responsibilities.
 - B. **Hiring Officials.** Hiring officials are responsible for the establishment, recruitment, and selection of positions and must ensure their actions are consistent with merit principles and other applicable laws and regulations.
 - C. **Servicing Human Resources Professionals.** Servicing human resources (HR) professionals are responsible for advising hiring officials on position management, recruitment, and selection procedures that are designed to produce a high quality and highly diverse workforce.

Reclamation Manual

Directives and Standards

5. **Clearance Process.** Each hiring official, through his or her chain of command, as appropriate, will request approval from the appropriate Deputy Commissioner to establish, recruit, and make selections for positions graded GS-14 and higher, including equivalency in the Federal Wage System based on level of responsibilities, or for positions with a full performance level at GS-14 or higher. The request must include an organizational chart indicating the location of the proposed position; explain why the position needs to be filled; and plans for replacing the selectee. The hiring official will send the servicing HR professional, with a copy to their Deputy Commissioner, an electronic message when approval has been obtained from the Deputy Commissioner for the specific personnel action. The servicing HR professional will initiate appropriate personnel activities upon receiving notification of approval from the hiring official, and will include a copy of the e-mail response as part of the selection package. Verbal approval is not acceptable for documentation.