

Federal Grain Inspection Service

FGIS Directive 4300-1
5/9/84

30-DAY EMERGENCY APPOINTMENTS

1. PURPOSE

This Instruction:

- A. States the criteria and procedures for 30-day emergency appointments in the Federal Grain Inspection Service (FGIS).
- B. Contains reference for the usage of Form AD-347, Temporary Employment Action (Input).

2. DELEGATION OF AUTHORITY

Authority to make 30-day emergency appointments is delegated to the officials designated in exhibit C to FGIS Instruction 106-2, Rev. 2, Delegations of Administrative Authorities. Those officials are referred to in this Instruction as "short-term employment officers."

3. THIRTY-DAY EMERGENCY APPOINTMENT

An emergency situation must exist where the position must be filled immediately and time does not permit following the standard employment procedures under AMS/FGIS Instruction 333-1, Rev. 2, Requests for Personnel Action - SF-52. The appointment cannot exceed 30 calendar days (not necessarily 1 calendar month), unless an exemption is granted by an employment officer, Personnel Division (PE), Agricultural Marketing Service (AMS).

- A. In an unusual situation, when the 30-calendar day limitation will prevent adequate staffing, an exemption may be requested to permit the appointment for an additional 30 calendar days.
- B. To request an exemption, the short-term employment officer must address a memorandum to the Employment Branch (EB), PE, giving a full explanation of the situation and complete justification for exemption.

4. FORM AD-347, TEMPORARY EMPLOYMENT ACTION (INPUT)

Short-term employment officers must use form AD-347 to make short-term appointments and to separate short-term employees. See exhibits A and B for guidance in completing form AD-347.

- A. Distribution of Form AD-347- Form AD-347 is a 5-part snapout form. Distribute copies as follows:

- Original, Copy 1 and Copy 4 - *To EB, PE, AMS (through appropriate
- Copy 2 - To employee
- Copy 3 - Office file

* Accompanied by Form SF-61, Appointment Affidavits; Form SF-61B, Declaration of Appointee; Form SF-171, Personal Qualifications Statement; Form DD-214, Report of Separation From Active Duty (if applicable); and two copies of the position description.

B. Restriction on Use of Form AD-347 - Do not use form AD-347 to appoint a person:

1. Who will have access to classified ("Confidential," "Secret," or "Top Secret") material.
2. When no emergency exists, for the sole purpose of entering on the rolls pending the processing of the formal appointment under AMS/FGIS Instruction 333-1, Rev. 2.
3. Who has received another 30-day emergency appointment in the Department during the previous 12 months.
4. To any permanent position.
5. In the Senior Executive Service.
6. Who will be a "cooperative" type employee.
7. Who will be entitled to FECLI and/or FEHBA because of continuity of service.
8. Who will not be subject to FICA deduction (the use of form AD-347 for an accession action will mean automatic FICA deduction).
9. Who is a military retiree.
10. Who answers "Yes" to any questions in items 28 through 33 on the form SF-171. If the person is the only available and qualified applicant, call EB, FE, AMS for approval prior to taking any action.
11. Or to extend a service limitation imposed by a previous appointment.
12. Or to reemploy an annuitant.
13. Or to effect a change action (see section 5).

5. CHANGE ACTIONS

Do not use form AD-347 for a change action; i.e., an action which updates an original appointment action. Use the appropriate form as indicated below:

- A. Change of Employee's Residence and/or Check Mailing Address(es) Submit Form AD-349, Declaration Sheet.
- B. Change of Exemption for Federal or State Withholding Tax - Submit the appropriate tax form as specified in AMS Instruction 353-3, Withholding Federal Income and Employment Taxes; and AMS Instruction 353-1, Withholding State Income Taxes.
- C. Other Changes and Updating Actions - Submit Form SF-52, Request for Personnel Action (see AMS Instruction 353-1), through the appropriate supervisory channels.

6. SEPARATION OF SHORT-TERM EMPLOYEE

A. When a short-term employee is separated, the short-term employment officer must:

1. Complete form AD-347.

2. Distribute copies of the form AD-347 as outlined in section 4, paragraph A.

B. A short-term employee's appointment may be terminated before the NTE date for:

1. Lack of work,
2. Unsatisfactory performance, or
3. Reasons of conduct.

C. If the employee accepts another government position outside the Department of Agriculture, the employee must resign the appointment with FGIS. Following receipt of form SF-52, PE will take appropriate action.

/s/ Richard T. Certo
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Management