

Reclamation Manual

Directives and Standard

TEMPORARY RELEASE

(Expires 03/22/2017)

Subject:	Information Management and Technology (IMT) Position Hiring Controls
Purpose:	The purpose of this Directive and Standard (D&S) is to outline how the Bureau of Reclamation will implement hiring controls on positions significantly engaged in IMT. The benefit of this D&S is to support the Department of the Interior in efforts to implement the Federal Information Technology Acquisition Reform Act (FITARA).
Authority:	Clinger-Cohen Act of 1996 (40 U.S.C. 1401(3)); Federal Information Security Management Act (FISMA), Office of Management and Budget (OMB) Circular A-130 , <i>Management of Federal Information Resources</i> ; OMB Memorandum M-09-02 , <i>Information Technology Management Structure and Governance Framework</i> , Federal Information Technology Acquisition Reform Act (FITARA)
Approving Official:	Director, Information Resources Office, 84-21000
Contact:	IR Planning and Compliance 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. The hiring controls have been developed under initial departmental guidance on the implementation of FITARA's organization and workforce components.
2. **Applicability.**
 - A. This D&S applies to all positions within Reclamation that are significantly engaged in IMT, such as but not limited to the following Office of Personnel Management (OPM) job series:
 - (1) 0390 (Telecommunications Processing Series)
 - (2) 0391 (Telecommunications Series)
 - (3) 0392 (General Telecommunications Series)
 - (4) 0854 (Computer Engineering Series)
 - (5) 0856 (Electronics Technical Series)
 - (6) 1550 (Computer Science Series)

Reclamation Manual

Directives and Standard

TEMPORARY RELEASE

(Expires 03/22/2017)

(7) 2210 (IT Management Series)

- B. In addition to the Information Technology series listed in 2.A, this D&S also applies to positions significantly engaged in information management activities such as the records management, Freedom of information Act and Privacy Act programs.
- C. Hiring of personnel meeting the above criteria require that an IMT Hiring Approval Request Form (7-2630) be submitted to the Associate Chief Information Officer (ACIO) prior to advertising IMT positions.
- D. In addition to hiring IMT personnel, ACIO approval is also required for the following personnel actions affecting IMT positions: details, reassignments, reclassifications, and creation of new positions.
- E. This D&S will remain in effect until further guidance has been received from the Department, but not to exceed one year. At the end of one year, the need for continued guidance will be evaluated. This D&S does not supersede any existing Department, OMB, or other legal requirements regarding employee hiring.

3. Definitions.

- A. **FITARA.** The Federal Information Technology Acquisition Reform Act requires reform in the governance, budget formulation, budget execution, acquisition, and organization and workforce of Federal Government IMT. The Departmental implementation of FITARA establishes an Associate Chief Information Officer (ACIO) within the Bureau, requires accountability on all IMT functions through the ACIO, and requires establishment of hiring controls and workforce planning for IMT positions.
- B. **Significantly Engaged.** Any position that devotes at least 25% of the time performing IMT duties.

4. Responsibilities.

- A. **Associate Chief Information Officer.** The ACIO is responsible for reviewing and approving or disapproving hiring requests for all IMT positions within Reclamation.
- B. **Reclamation Directors, Regional Directors and Assistant/Deputy Regional Directors (Senior Management).** Reclamation's Senior Management is responsible for reviewing and providing a recommendation to the ACIO on the hiring of all IMT positions within their specific directorate through the IMT Hiring Approval Request Form (7-2630).

Reclamation Manual

Directives and Standard

TEMPORARY RELEASE

(Expires 03/22/2017)

- C. **Regional IT Managers and Supervisors over IMT Functions.** Regional IT Managers and IMT supervisors are responsible for ensuring that the hiring actions proposed align with Reclamation's FITARA implementation, are included IMT Workforce Plans, and support their Region's mission responsibilities. They are also responsible for completing and submitting IMT Hiring Approval Request Forms (7-2630), and providing a copy of completed 7-2630 forms to their local HR offices when initiating hiring actions.
- D. **Human Resources (HR) Office.** The HR offices are responsible for monitoring and conducting hiring activities for positions within the scope of this D&S to ensure conformance.
5. **Disapproval of Hiring Requests.** If a request is disapproved, additional information will be provided explaining the rationale for disapproval and recommendations for obtaining the necessary services. Local requesting offices will have the ability to appeal to the approving official.
6. **Maintenance of Hiring Request Forms.** Original forms will be maintained by the local requesting office and copies will be provided to the local servicing HR office.

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: _____