



United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY - INDIAN AFFAIRS
Washington, D.C. 20240



IN REPLY REFER TO:

National Policy Memorandum

Assistant Secretary - Indian Affairs
Deputy Assistant Secretary – Management

Effective: 01/01/2014

Expires: 01/01/2015

Number: NPM-HR-14

Title: Hiring Controls

1. Purpose

The purpose of this memorandum is to establish Indian Affairs (IA) policy and procedures for Hiring Controls, to meet the requirements of the Department of the Interior (DOI).

2. Scope

This policy applies to all IA headquarters, field, and program staff under the authority of the Assistant Secretary - Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).

3. Policy

IA will adhere to DOI's policy on a hiring freeze for IA organizations funded by direct appropriations, franchise funds or working capital accounts. IA will establish Full-Time Equivalent (FTE) ceilings for each location to ensure compliance with DOI hiring controls. Exemptions will be handled on a case by case basis pursuant to established procedures.

4. Background

DOI has instituted hiring controls, including a hiring freeze and a process for requesting an exemption from the freeze. The Department will allow each bureau to determine and administer the process for hiring freeze exemptions if the agency establishes policy and procedures for implementing hiring controls that meet the Department's overall objectives on the hiring freeze.

5. Process and Procedures

The IA Office of Human Capital Management (OHCM) is responsible for ensuring compliance with hiring controls and FTE ceilings, and will maintain the Administrative Record for each request.

- A. IA will establish FTE ceilings based on the Fiscal Year (FY) 2014 budget request for FTE by location. Ceiling limits will be adjusted after enactment of the 2014 budget and/or completion of an operating plan.
- B. OHCM has established an inventory of positions as of January 1, 2014 by location. It includes any vacancies which have been approved by the DOI hiring controls exemption board. OHCM will use the inventory to determine whether to approve a request for an exemption to the hiring freeze. Positions not on the inventory must include a justification for establishing and an offset with another position to stay within the established FTE ceiling for that location/office. Any requests which are above the established FTE ceiling must be: 1) reviewed by OHCM to ensure that the request is consistent with IA workforce plans (including VERA/VSIP programs); and 2) approved by both the IA Budget Officer and the Deputy Assistant Secretary – Management (who is the final decision maker).
- C. It is the responsibility of the Director or Regional Director for each location/office to adhere to the FTE ceiling. Regional Directors (RDs) can determine the distribution of FTEs throughout their Region without Headquarters approval, but must ensure the FTE ceiling is not breached. The FTE ceiling must include an appropriate number of positions to support the administrative functions located in each Region. Requests for new positions must be accompanied by a justification for the need for the new position and reasoning why the offset position is no longer needed.
- D. All previously issued delegations of authority from the Department, including Law Enforcement, Fire, Irrigation and Power, and Social Services positions, will be revoked and covered under the procedures in this National Policy Memorandum.
- E. DAS-M will establish position rosters for each region to support administrative functions; bureau directors and regional directors will adhere to the rosters.
- F. OHCM will:
- Provide electronic formats to request an exemption to the hiring freeze.
 - Maintain the inventory of approved positions (based on current status).
 - Provide decisions on exemption requests within 7 working days of receipt of request (if all requirements have been submitted.)
- G. Monthly Management Review:** A workforce management meeting will be conducted monthly with the AS-IA; the DAS-Management, Director, OHCM, Director-BIA and Director-BIE to discuss FTE ceilings; exceptions are valid; and that regional and local directors are recruiting personnel in compliance with VERA, VSIP and the IA support function decentralization plan. DAS-M will provide periodic reports to PMB.

6. Disputes

Should an office/location dispute the decision made by OHCM (based on IA policy and procedures), that office has 10 working days to submit a request for reconsideration to the Deputy Assistant Secretary – Indian Affairs (Management). The DASM will work with the respective Director and make a determination on the reconsideration request. That decision will be final for IA.

7. Approval



1/9/14

Deputy Assistant Secretary – Indian Affairs (Management)

Date