

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
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In Reply Refer to:

1400-300 (OR-953/915) P

November 19, 2002

EMS TRANSMISSION 11/20/02

Instruction Memorandum No. OR-2003-016

Expires: 9/30/2004

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director

Subject: Policy on Term Appointments for Facility and Recreation Maintenance Positions

Program Area: Competitive Sourcing Studies and Human Resources Management

Purpose: This Instruction Memorandum (IM) provides guidance in extending the term appointments of employees who occupy facilities and recreation maintenance positions within Oregon/Washington (OR/WA) during the competitive sourcing express and streamlined study period.

Policy/Action: Specific policy and actions affecting the extension of term appointments during the express and streamlined competitive sourcing study are provided below.

This is to confirm the implementation of policy as discussed in the November 5-6, 2002, State Leadership Team meeting in Portland, Oregon, with regard to the extension of term appointments for facility and recreation maintenance positions during the express and streamlined competitive sourcing study period.

5 CFR 316.301 permits agencies to make term appointments for a period of not more than four years. However, agencies may extend term appointments made for more than 1 year but less than four years up to the 4-year limit in increments determined by the agency.

Thus, during fiscal year 2003, term employees who are performing duties in facilities and recreation maintenance, and who have been identified as being in positions that are being studied, may have their expiring term appointments extended up to a total of four years, but not longer than September 30, 2003. All of the affected term employee's benefits (health and life insurance, retirement, etc.) continue during the extension period of their appointment. Any extensions beyond September 30, 2003 will depend on the decisions made with respect to these studies which are anticipated in FY 03.

Extension of individual term appointments is subject to district workload and budget consideration and will allow facilities and recreation maintenance work to continue without interruption during the study period.

Timeframe: Effective immediately.

Background: Savings are undetermined; however, any savings generated from staffing limitations may be reprogrammed to appropriate mission critical activities.

Manual/Handbook Sections Affected: None.

Coordination: All OR/WA supervisors and employees in facilities and recreation maintenance should be advised of this policy.

Contact: For staffing and recruitment questions, contact Gayle Donahue or Richard Scott in the Oregon State Office, Branch of Human Resources, (OR-953) or your local human resources staff. For questions related to budget and position management, contact Jerry Hubbard in the Management and Budget Staff (OR-915).

Districts with Unions are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Kathy J. Eaton
Acting, State Director

Authenticated by
Cindy Fredrickson

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