

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
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Portland, OR 97208

In Reply Refer to:

1400-300 (OR-953/915) P

January 22, 2003

EMS TRANSMISSION 01/23/2003

Instruction Memorandum No. OR-2003-036

Expires: 9/30/2004

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director

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

Program Area: Competitive Sourcing Studies and Human Resources Management.

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

Policy/Action: Specific policy and actions affecting the extension of term appointments during the express and streamlined competitive sourcing study were provided by IM No. OR-2003-016, dated November 19, 2002. This new IM updates this guidance and allows for new term appointments or extension of current term appointments through February 28, 2004.

5 CFR 316.301 permits agencies to make term appointments for a period of not more than 4 years. However, agencies may extend term appointments made for more than 1 year but less than 4 years up to the 4-year limit in increments determined by the agency. Temporary appointments that are not expected to last longer than 1 year should be done under temporary limited appointment authority (5 CFR 316.401).

IM No. OR-2003-016, authorized expiring term appointments to be extended up to four years, but not longer than September 30, 2003. This IM amends this policy to allow extensions of expiring term appointments up to a total of four years, but not longer than February 28, 2004. In addition, this IM authorizes new term appointments to be made for facilities and recreation maintenance positions as long as these appointments do not exceed February 28, 2004. Any extensions or appointments of term appointments with not-to-exceed dates beyond February 28, 2004, will depend on the decisions made with respect to competitive sourcing studies which are anticipated in FY 2003 or early FY 2004.

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Extension of individual term appointments is subject to district workload and budget considerations 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
Charles E. Wassinger
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

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