

**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) P

October 22, 2003

EMS TRANSMISSION 10/23/2003  
Instruction Memorandum No. OR-2004-011  
Expires: 9/30/2005

To: DMs, DSDs, Staff and Branch Chiefs  
From: State Director  
Subject: Policy on Staffing Maintenance Activity Positions During A-76

**Program Area:** Competitive Sourcing and Human Resources Management

**Purpose:** This Instruction Memorandum (IM) provides updated guidance in staffing positions associated with Oregon/Washington (OR/WA) maintenance activities during the A-76 competitive sourcing study period. This IM also supercedes IM No. OR-2003-016, dated November 19, 2002, and IM No. OR-2003-036, dated January 22, 2003.

**Policy/Action:** Specific policy and actions during the competitive sourcing study are provided below.

All vacant positions identified with the OR/WA maintenance activities A-76 competitive sourcing study may be filled on either a temporary limited appointment basis, or through temporary promotion/detail, as long as these appointments do not exceed September 30, 2004. These include both road maintenance and other maintenance functions (facilities and recreation). However, supervisory (GS and WS) positions may be filled on a permanent basis with prior approval (see process below).

Consistent with the guidance provided in Washington Office (WO) IM-2002-182, Change 1, these staffing limitations apply to all maintenance activity positions where the duties involve the performance of Ahands-on maintenance. @ The primary affected occupational series are: road maintenance, WG-5716 (Engineering Equipment Operator) and WG-5803 (Heavy Mobile Equipment Mechanic); and other maintenance functions, WG-4749 (Maintenance Worker/ Mechanic), GS-025 (Recreation Technician/Park Ranger). Other occupational series (e.g. GS-462, Forestry Technician and GS-455, Range Technician) may also be affected.

These staffing and hiring limitations are necessary to provide flexibility and facilitate any placement efforts associated with the competitive sourcing study. Any vacant supervisory positions to be filled on a permanent basis must be submitted to the Oregon State Office, Attn: OR-915, for position management review and approval. An Outreach and Recruitment Strategy Plan (ORSP) should be submitted for each position you seek approval to fill.

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 one year, but less than four years, up

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to the four-year limit in increments determined by the agency. Temporary appointments that are not expected to last longer than one year should be done under temporary limited appointment authority (5 CFR 316.401).

During fiscal year 2004, term employees who are performing duties in maintenance, and who have been identified in positions being studied, may have their expiring term positions extended up to a total of four years, but no longer than September 30, 2004. 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, 2004, will depend on the decisions made with respect to the A-76 competitive sourcing study.

Employees serving on term appointments beyond the implementation of the competitive sourcing decision cannot be terminated without using reduction-in-force procedures. We want to avoid taking reduction-in-force actions wherever possible.

**Timeframe:** Effective immediately.

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

**Background:** See Bureau WO-IM-No. 2002-182, Change 1, as referenced.

**Manual/Handbook Sections Affected:** None.

**Coordination:** All OR/WA supervisors and employees in maintenance activities should be advised of this staffing limitation.

**Contacts:** 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  
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Associate State Director

Authenticated by  
Mary O'Leary  
Management Assistant

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