



Change Notice

DIRECTIVE AFFECTED: 3000.02
CHANGE NOTICE NUMBER: 39
DATE: 8/20/2003

1. **PURPOSE AND SCOPE.** To revise Executive Staff concurrence for selection of GS-13/14/15 grade level positions.

2. **SUMMARY OF CHANGES.** This Change Notice updates Chapter 2 of PS 3000.02, the Human Resource Management Manual, to reflect the following:

- Identifies **specific GS-13/14/15 management positions** by "type and level" rather than "series" which require full Executive Staff clearance and final approval from the Director and
- All other GS-13 and above positions will require the selecting Regional or Assistant Director to obtain concurrence from the selectee's Regional or Assistant Director, with final approval from the Director.

3. **TABLE OF CHANGES**

Remove

Table of Contents, Page iii
Listing of Attachments
Chapter 2, Pages 1 - 4

Insert

Table of Contents, Page iii
Listing of Attachments
Chapter 2, Pages 1 - 4

4. **ACTION.** File this Change Notice in front of PS 3000.02, the Human Resource Management Manual.

/s/
Harley G. Lappin
Director

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**HUMAN RESOURCE MANAGEMENT MANUAL
LISTING OF ATTACHMENTS**

ATTACHMENT	TITLE
2-1	RESERVED
2-2	FILING AND DISPOSITION OF FORMS AND DOCUMENTS USED EXCLUSIVELY BY THE BUREAU OF PRISONS
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3-1	VOLUNTEER SERVICE AGREEMENT
3-2	PANEL INTERVIEW WRITING SAMPLE (WITH VIDEO)
3-3	INSTRUCTIONS FOR ADMINISTERING THE PANEL INTERVIEW
3-4	PANEL INTERVIEW INDIVIDUAL RATING FORM
3-4a	PANEL INTERVIEW ASSESSMENT FORM
3-4b	PRE-EMPLOYMENT INTERVIEW WRITING SAMPLE
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3-5	APPLICANT NOTIFICATION OF FEDERAL BUREAU OF PRISONS REQUIREMENT TO MAINTAIN A TELEPHONE
3-6	REQUEST AND JUSTIFICATION FOR SELECTIVE FACTORS AND QUALITY RANKING FACTORS
3-7	INQUIRY OF AVAILABILITY
3-8	RECORD OF VERBAL DECLINATION
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3-10	NIC RETIREMENT COVERAGE CERTIFICATION
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3-25	RECRUITMENT BONUS AGREEMENT
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ATTACHMENT	TITLE
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4-1	TRAINING AGREEMENT FOR PHYSICIAN ASSISTANT
4-2	PERFORMANCE LOG
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6-9	LOCAL UNION PRESIDENT AGREEMENT MEMORANDUM
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7-1	CONFIDENTIAL EXIT SURVEY FOR SEPARATING EMPLOYEES
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7-4	NOTICE TO APPLICANT
7-5	AUTHORITY FOR RELEASE OF INFORMATION
7-6	VOUCHERING FORM
7-7	LAW ENFORCEMENT AGENCY CHECKS
7-8	CERTIFICATION OF INITIATION OF BACKGROUND INVESTIGATION
7-9	SAMPLE REQUEST FOR BACKGROUND INVESTIGATION UPDATE
7-10	WAIVER OF SUBJECT INTERVIEW
7-11	AGREEMENT TO SUBJECT INTERVIEW
7-12	SAMPLE NOTICE TO EMPLOYEE - BACKGROUND INVESTIGATION ISSUES
7-13	NOTICE OF RIGHTS TO (APPLICANT OR SUBJECT)

ATTACHMENT	TITLE
7-14	SAMPLE INTERROGATORIES
7-15	SAMPLE CERTIFICATION OF RESPONSE TO INTERROGATORIES
7-16	CONTRACTOR PRE-EMPLOYMENT FORM
7-17	STATEMENT OF REGISTRATION STATUS
8-1	APPLICATION FOR FEDERAL PRISON RETIREES ASSOCIATION
9-1	STAFF UNIFORM ALLOWANCES
9-2	AUTHORIZED STAFF UNIFORMS

250.1 **DELEGATION OF AUTHORITY, PERSONNEL MANAGEMENT**

1. **PURPOSE AND SCOPE.** To redelegate the Director's authority on management of human resources (HR).

2. **DIRECTIVES AFFECTED**

Directives Referenced

 5 U.S.C. Chapter 51
 DOJ HR Order 1200.1

3. **DELEGATIONS.** The Director delegates through the Assistant Director, Human Resource Management Division (HRMD), to the respective Chief Executive Officer (CEO), the authority to take action on the appointment, direction, and general administration of personnel.

a. Classification and Selection Authority. For purposes of position classification, all positions will be classified into one of the following categories: Standardized, Exception to Standardized, or Unique.

- The **Standardized** category includes the most common positions within the Bureau. A single position description (PD) is used for all like positions nationwide.
- The **Exception to Standardized** category includes positions identified as Standardized that have been approved at a grade other than the standardized grade.
- The **Unique** category includes few of a kind positions not included in the Standardized or Exception to Standardized category.

The following chart designates the appropriate level of classification and selection authorities.

<p style="text-align: center;">DELEGATION OF SELECTION AND CLASSIFICATION AUTHORITIES</p>	<p style="text-align: center;">C L A S S I F Y</p>	<p style="text-align: center;">S E L E C T</p>
<p>Classification of STANDARDIZED positions at all grade levels is delegated to PPM.</p>		
<p>IAs to STANDARDIZED positions require approval of an SF-52 by the delegated levels listed below.</p>		
<p>Classification of EXCEPTIONS TO STANDARDIZED positions are approved by the next higher level of classification authority listed below.</p>		
<p>Classification of UNIQUE positions are approved according to the delegations listed below.</p>		
<p>Senior Executive Service (SES)</p>	<p>PPM</p>	<p>D</p>
<p>GS-13 and above (except medical and dental officer, attorney, law clerk, law student)</p>	<p>PPM</p>	<p>D</p>
<p>Trainee positions controlled by Central Office</p>	<p>PPM</p>	<p>AD</p>
<p>FWS and GS-12 and below located in Regional Offices</p>	<p>HRA</p>	<p>RD</p>
<p>Institution department head and assistant department head at and below GS-12/FWS equivalent (including UNICOR)</p> <p>Department head selection after consultation with the appropriate Assistant Director - To be included: employee development manager, case management coordinator, psychologist, chaplain, correctional supervisor (including special investigative agent), and general foreman</p> <p>Selection for the following UNICOR field positions at the GS-12 level and below: factory manager, assistant factory manager, general foreman (or lead foreman supervising staff), industrial manager, industrial specialist, business manager/plant controller, quality assurance manager, and computer specialist</p>	<p>HRA</p>	<p>RD</p> <p>AD</p>
<p>GS-12 and below engineer, architect, regional communication specialist, community programs manager, B&F, paralegal, and computer specialist</p> <p>Selection after consultation with the appropriate Assistant Director</p>	<p>HRA</p>	<p>RD</p>
<p>Ensure all classification for activating institutions (including UNICOR) is completed</p>	<p>HRA</p>	<p>n/a</p>

Selection for all UNICOR positions at an activating factory until initially filled	n/a	AD
Central Office (including NIC) GS-12 and below, FWS, and medical and dental officer	HRM	AD
GS-11 and below in staff training centers	HRM	STC Dir
GS-12 at staff training centers	HRM	AD HRMD
Institution FWS and GS (including UNICOR) below the assistant department head level (excluding those designated under regional director's authority)	HRM	CEO
Institution medical and dental officer (consultation with Assistant Director prior to selection of clinical director)	HRM	CEO
Attorney, law clerk, and law student	OARM	OGC -or- OARM
Ex-felon	n/a	D

LEGEND: AD..... Assistant Director (includes Director of the National Institute of Corrections (NIC), and Senior Deputy Assistant Director, Program Review Division or their designees)
 CEO..... Institution Chief Executive Officer
 D..... Director, Federal Bureau of Prisons
 DOJ..... Department of Justice
 HRA..... Regional Human Resource Administrator
 HRM..... Institution or servicing Human Resource Manager
 OARM..... Office of Attorney Recruitment and Management
 OGC..... Office of General Counsel
 PPM..... Pay and Position Management Section
 RD..... Regional Director
 STC Dir.. Staff Training Center Director

* The **Director** retains selection authority and final approval for the following:

- (1) **Promotion and Reassignment Selections for specific management positions.** For promotion and reassignment to the GS-13 level and above for Camp Administrator, Jail Administrator, Executive Assistant, Special Assistant, Superintendent of Industry, Associate Warden, Warden, Branch Chief, GS-15 level

Administrator, STC Director, Deputy Regional Director, and Deputy Assistant Director, the **full Executive Staff must concur with the potential selection, and the Director must approve the selection.**

- (2) **Promotion and Reassignment Selections for other positions.** For promotions and reassignments to other GS-13 and above positions, the selecting Regional or Assistant Director must obtain the concurrence of the selectee's Regional or Assistant Director. When the Regional Director is the selecting official, the concurrence of the Assistant Director over the discipline to be filled must be obtained. Final approval rests with the Director.

Reassignments of Associate Wardens between program areas (e.g., operations to programs) do not require Executive Staff involvement since the individual is remaining at the same location. *

Signatory authority for selections made through the Management Selection System is delegated to the Assistant Director, HRMD. For all other GS-13 and above positions when the Director retains selection authority, the appropriate Regional or Assistant Director may sign the promotion board documents upon the Director's concurrence.

(3) **Classification of UNICOR Positions.** Any change in the classification of a UNICOR position requires the approval of the Assistant Director, IE&VT. The appropriate paperwork is to be sent directly to the personnel liaison component of the UNICOR Central Office Support Division for the signature.