

**Bureau of Ocean Energy Management, Regulation and Enforcement  
Interim Policy Document**

**Effective Date:** June 29, 2011

**IPD No. 2011-01**

**Series:** Administrative

**Title:** Hiring Controls on Positions and Personnel Significantly Engaged in Information Technology Management and Operations

**Originating Office:** Information Technology Division

**1. Purpose and Scope.** This Interim Policy Document (IPD) establishes policy, responsibilities, and procedures to Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE) personnel regarding the process for hiring Information Technology (IT) staff.

**2. Objective.** To provide a uniform standard for complying with IT staff hiring controls according to Departmental requirements.

**3. Authority.** Department of Interior Chief Information Officer (CIO) memorandum of April 21, 2011 establishing Hiring Controls on Positions and Personnel Significantly Engaged in Information Technology Management and Operations.

**4. Policy.**

A. It is BOEMRE policy to comply with Departmental IT staff hiring controls.

B. All requests to fill vacancies on a permanent basis in the job series and positions described below will follow the procedures outlined in paragraph 5, Procedures.

0390 (Telecommunications Processing Series)

0391 (Telecommunications Series)

0392 (General Telecommunications Series)

0854 (Computer Engineering Series)

0856 (Electronics Technical Series -non radio/incident support personnel)

1550 (Computer Science Series)

2210 (IT Management Series -Does not apply to software developers, data base administrators, or custom, non operating systems software maintenance personnel)

C. Managers are to avoid filling vacancies as they arise in these positions. If it is necessary to fill a vacancy in order to fulfill critical mission support, managers are encouraged to fill vacancies in these positions by using details offered to existing employees or by filling positions on a term or temporary basis. Durations for term and temporary positions should follow normal, established Human Resources hiring procedures. Additionally, where practical, managers may consider using contractors and/or interns through the Student Temporary Employment Program.

D. It is recognized that mission specific situations may arise which warrant an exception to the restrictions outlined herein. The Department's CIO delegates management of exceptions to the BOEMRE Assistant Director for Information Resources (ADIR). The exception criteria are:

- 1) The vacated position is NOT impacted, directly or indirectly by IT Transformation (i.e. the position is directly related to mission application support and not mission application infrastructure); AND
- 2) There is no opportunity to fill the need from a position that is impacted by IT Transformation; OR
- 3) The vacated position represents a mission critical need for the Bureau, and the need cannot be met by contractors, detailees from other Bureaus, collateral duty from other IT staff within the Bureau or from other Bureaus, or internal hires.

E. BOEMRE is required to maintain detailed documentation supporting decisions made to fill positions in the job series above.

**5. Procedures.**

A. The requesting/selecting official is required to prepare a "BOEMRE Request to Fill Information Technology Vacancy," Attachment 1, to fill a position that meets the criteria referenced above.

B. The requesting/selecting official submits the waiver request to the Regional Director, Division Chief or equivalent position for review and approval.

C. The Regional Director, Division Chief or equivalent position submits the waiver request to the ADIR for review and decision.

**6. Cancellation.** This IPD will remain in effect through the BOEMRE reorganization, and until incorporated into Bureau Manual(s), cancelled, or suspended by another IPD.



Robert E. Brown  
Associate Director for  
Administration and Budget

<b>BOEMRE</b>			
<b>Request to Fill Information Technology Vacancy</b>			
<b>Date of Request:</b>			
<b>Grade and Title of Position:</b>			
<b>Office and Location:</b>			
<b>Vacancy Type:</b>	<b>New</b>	<b>Backfill</b>	<b>Within Ceiling?</b>
	<b>Yes</b>	<b>No</b>	
<b>Requesting Official Name:</b>			
<b>Requesting Official Title:</b>			
<b>Requesting Official Signature:</b>			
<b>Description of Duties:</b>			
<b>Is the position affected by the DOI IT Transformation?</b> <i>All IT positions except mission application support are affected.</i>	<b>Yes</b>	<b>If yes, how does this position meet exception requirements?</b> <i>Describe below the alternatives considered to fill this position's requirements, (i.e. details, collateral duties, internal hires of staff in positions impacted by the IT transformation, temporary/term appointments, contractors, internships, etc.), and why these alternatives are not feasible. Also describe why this must be a government position.</i>	
	<b>No</b>		
<b>Exception Description:</b>			
<b>Regional Director/Division Chief/ Equivalent Name:</b>			
<b>Regional Director/Division Chief/ Equivalent Signature:</b>			
<b>ADIR Decision &amp; Date:</b>			
<b>ADIR Signature:</b>			