

APPENDIX A

REFERENCE GUIDE FOR STAFFING SES POSITIONS 1

APPOINTMENT TYPE:	Career	Non- career	Limited Term	Limited Emergency
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Selection

1.	Candidate required to meet qualification standards.	Yes	Yes	Yes	Yes
2.	Must be competitively appointed.	Yes ²	No	No	No
3.	Requires OPM approval.	Yes	No ³	Yes	Yes
4.	Requires Secretary's approval.	Yes	Yes	Yes	Yes
5.	Must serve 1-year probationary period.	Yes	No	No	No
6.	Serves at discretion of the Secretary.	No	Yes	Yes	Yes
7.	Requires completion of full-field investigation prior to entering on duty.	Yes	Yes	Yes	Yes

Reassignments/Transfers/Reinstatements

1.	May be reassigned to general position.	Yes	Yes	Yes	Yes
2.	May be reassigned to career-reserved position.	Yes	No	No	No
3.	Must meet qualification standards.	Yes	Yes	Yes	Yes
4.	Requires 15-days advance written notice of a reassignment within commuting area.	Yes	No	No	No
5.	Requires, before written notice, consultation				

	with employee on reasons for, and employee's preference with respect to, proposed reassignment outside commuting area.	Yes	No	No	No
6.	Requires 60-days advance written notice of a reassignment outside commuting area.	Yes	No	No	No
7.	Requires OPM approval.	No	No	No	No
8.	Requires Secretary's approval.	Yes	Yes	Yes	Yes
9.	May be transferred to another agency.	Yes	Yes	No	No
10.	Has reinstatement privileges.	Yes	No	No	No

Details

1.	May be detailed to a general position.	Yes	Yes	Yes	Yes
2.	May be detailed to a career-reserved position. 4	Yes	No	No	No
3.	Requires OPM approval.	No	No	No	No
4.	Requires Secretary's approval.	No	No	No	No
5.	Requires Assistant Secretary for Administration's approval.	Yes	Yes	Yes	Yes

Notes:

1. Requests to staff positions are documented on HUD Form 831, Executive Staffing Request (see Appendix A-1). The form and supporting materials are forwarded to the Chairperson of the ERB. The HUD 831 is also used to initiate actions such as pay adjustments and removals.

2. Positions competitively staffed must be advertised a minimum of 15 days.
3. FPM Bulletin 920-68, dated January 26, 1984, reverts all noncareer SES appointment authorities to the Office of Personnel Management. The Bulletin has been reissued until January 20, 1986, and may be extended by OPM on a year-to-year basis.
4. Career GS/GM-15's and Schedule C's detailed to an SES position are not entitled to SES pay, and they must have completed a full-field investigation prior to being detailed.

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF PERSONNEL
EXECUTIVE STAFFING REQUEST
PART I -- IDENTIFICATION

INSTRUCTIONS: Complete Parts I, II, and III as needed. Forward completed copy of form HUD-831 together with the required attachments to Executive Services Branch.

Position Title _____

Grade/Rate _____ Position Series _____

Position Location (Office/Division) _____

Requesting Official (Signature) _____

Position Status

- | | |
|----------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> SES General | <input type="checkbox"/> Supergrade |
| <input type="checkbox"/> SES Career Reserved | <input type="checkbox"/> Other (Specify) _____ |

SES Space Allocation

No. Authorized _____	No. Pending _____	No. of
No. In Use _____	No. of Career _____	Non-Career _____

PART II -- PROPOSED ACTION

Staffing

- | | |
|-----------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Merit Staffing | <input type="checkbox"/> Non-Career Appointment (White House Clearance Initials) _____ |
| <input type="checkbox"/> Detail | <input type="checkbox"/> Pay Adjustment (Justification required) |
| <input type="checkbox"/> Reassignment | <input type="checkbox"/> Other (Specify) _____ |

Candidate _____
 (For Actions Other Than Merit Staffing)

Position

- Fill Existing Position
 (No Change in Duties)
- Cancel Position
 (Permanent)

- Establish New Position
 (Justification Required)
- Cancel Position
 (Temporary)

- Redescription of Duties
- Additional Space Allocation
 (Justification Required)

- Other (Specify) _____

PART III - QUALIFICATIONS REQUIRED

MANDATORY	DESIRABLE	
NAME(S) OF BEST QUALIFIED CANDIDATE(S)	Interviewed	
	Yes	No
1.		
2.		
3.		
4.		
5.		
6.		
SIGNATURE OF PANEL MEMBER	DATE	
SIGNATURE OF PANEL MEMBER	DATE	
SIGNATURE OF PANEL MEMBER	DATE	
SIGNATURE OF PANEL MEMBER	DATE	
SIGNATURE OF INTERVIEWING OFFICIAL(S)	DATE	
CANDIDATE SELECTED (INSERT NAME)		

PART IV -- APPROVALS/CONCURRENCES (Signatures)

ASSISTANT SECRETARY OR EQUIVALENT	DATE	APPROVED	DISAPPROVED
DIRECTOR, OFFICE OF PERSONNEL			
DEPUTY UNDER SECRETARY FOR FIELD COORDINATION			

ASSISTANT SECRETARY FOR
ADMINISTRATION

SECRETARY, DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT

ATTACHMENTS REQUIRED

- | | |
|------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Action Justification | <input type="checkbox"/> OF-8 (Position Description) |
| <input type="checkbox"/> SF-52 | <input type="checkbox"/> SF-171 |
| <input type="checkbox"/> Statement of Recommendation | <input type="checkbox"/> Other (Specify) _____ |
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HUD-831 (2-83)
