115 FW 3

Approval for Communications and Outreach Positions

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3.1 What is the purpose of this chapter? This chapter describes the Service's policies and procedures for creating new communications and outreach positions and obtaining concurrence for employees to fill those positions.

3.2 What is the objective of this chapter? Our objective is for employees to understand their obligation to seek Headquarters and Department of the Interior approval when creating or filling communications and outreach positions.

3.3 What is the scope of this chapter?

A. This chapter applies to positions in the following Office of Personnel Management (OPM) classification series, whether found in Headquarters, Regional offices, or field offices:

(1) 1035 Public affairs series,

(2) 1071 Audiovisual series,

(3) 1082 Writing series,

(4) 1083 Technical writing and editing series,

(5) 1084 Visual information series,

(6) 1087 Editorial assistant series,

(7) 0306 Public information management series, and

(8) Any other positions in any professional or administrative series performing similar outreach and communications functions, including those in External Affairs and in administrative and resource management programs at the field, Regional, and Headquarters levels.

B. If you have a question about whether this chapter applies to a position, contact your servicing Human Capital or External Affairs office.

3.4 What are the authorities for this chapter?

A. Departmental Manual (DM) 470, Public Communications.

B. Standards for Ethical Conduct for Employees of the Executive Branch (5 CFR 2635.702(b) and 5 CFR 2635.807(b)).

3.5 What is the Service's policy on creating and filling new communications and outreach positions? Supervisors must obtain approval from the Assistant Director – External Affairs and the Department's Office of Communication (DOI OCO) before creating a new position or filling a new or established position in any of the series or fields we describe in section 3.3A. Separate concurrence letters must be developed for each action.

3.6 What documentation must supervisors provide to obtain approval for a new communications and outreach position, or to fill approved communications and outreach positions?

A. The responsible supervisor should draft a concurrence letter addressed to the Communications Director, DOI OCO. The letter must be approved by the Assistant Director – External Affairs.

B. If the position will be at the Regional or field level, the letter must be approved by the appropriate Regional Director and Assistant Regional Director – External Affairs before it's sent to the Assistant Director – External Affairs for concurrence.

C. Letters requesting approval to establish a new communications position must include:

(1) A position description that has been classified and approved by the appropriate Human Capital office,

(2) Justification for the position that establishes the need for the position and explains why the work cannot be performed by existing positions, and

(3) A copy of the relevant organizational chart showing where the position will be located and to whom the the person filling the position will report.

D. Letters requesting approval for a selection to fill a previously approved position, whether new or existing, must include:

(1) A description of the hiring process that describes efforts to attract diverse applicants,

(2) Justification for the candidate selected that describes the qualities and experience that led the manager to make the selection,

(3) The selection candidate's resume, and

(4) A copy of the certificate for the advertisement, with the selection clearly noted.

3.7 What should supervisors do to obtain concurrence for new communications and outreach positions, or approval for a selection to fill an established position, once these documents have been collected?

A. The supervisor should create a review package in the Service's Data Tracking System (DTS) containing the documentation in section 3.6 and route it through the following chain of command (which varies depending on where the originating office is):

(1) For a field office:

(a) The appropriate program Assistant Regional Director (ARD),

(b) The ARD – External Affairs,

(c) The Regional Director,

(d) The Assistant Director – External Affairs (as the Director's designee), and

(e) The Director – DOI OCO.

(2) For a Regional office:

(a) The ARD of the program.

(b) The ARD – External Affairs,

(c) The Regional Director,

(d) The Assistant Director – External Affairs (as the Director's designee), and

(e) The Director – DOI OCO.

(3) For Headquarters:

(a) The program's representative Directorate member,

(b) The AD – External Affairs (as the Director's designee), and

(c) The Director – DOI OCO.

B. After receiving approval from these officials, the supervisor may work with their servicing Human Capital office to publish the job announcement or extend a formal job offer as appropriate.

For information

on the content of this chapter, contact the Division of

Communications.

For more information about this Web site

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