

Appendix B.

Requests for Excepting Positions Under Schedule C

B-1 Adding Positions

(a) Basic information.

Letters to OPM recommending exception of a position under Schedule C may be submitted to OPM only by the Office of Personnel, OST, with the approval of the Deputy Secretary. Requests to establish or reestablish a position under Schedule C should be addressed to the Deputy Secretary, through the Director, Office of Personnel, Attention: M-13, and must include:

- A memorandum outlining the proposal, signed by the Administrator, the IG, the Departmental Officer, or a Deputy to one of these officials, clearly indicating the policymaking aspects of the position and the extent to which policy determining authority will be delegated to the incumbent or the close, confidential relationship between the proposed incumbent and the key official to whom the incumbent will report (3 copies);
- OPM Form 1019 on the subject position (6 copies);
- SF-171 on the proposed or current incumbent (3 copies);
- SF-52 (3 copies);

- Position description (3 copies); and
- Organizational chart showing the position's location and all Schedule C employees who report to the supervisor of the proposed position (3 copies).

Requests for promotion of a Schedule C employee should be addressed to the Deputy Secretary, through the Director, Office of Personnel, Attention: M-13, and must include:

- A memorandum outlining the proposal, signed by the Administrator, the IG, the Departmental Officer, or a Deputy to one of these officials (3 copies);
- OPM Form 1019 reporting the promotion (6 copies);
- Updated SF-171 on the current incumbent (3 copies);
- SF-52 (3 copies); and
- Position description (3 copies).

As soon as a proposed incumbent is identified, the OST administrative officer or the OA personnel office must contact the Office of Security so that either the appropriate clearance can be initiated or a waiver issued.