

# DPM Chapter 213

## Excepted Service

### Subchapter 3. Positions Excepted by OPM Action

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#### 3-1. OPM's AUTHORITY

##### a. Authority to except.

(1) All proposed Schedule C exceptions and requests for personnel actions affecting Schedule C employees (except as noted below) will be processed through the Executive Personnel and Training Division (M-13), Office of Personnel, and approved by the Deputy Secretary, in accordance with the following instructions and the documentation requirements outlined in Appendix B. No appointment or commitment for employment, grade level, or salary shall be made until all necessary approvals have been obtained. If the proposal includes appointment at a rate above the minimum based on superior qualifications, that fact must be made known to M-13 at the time the appointment is proposed. This is necessary to ensure that the Deputy Secretary's concurrence is secured for the correct proposed salary.

**Note:** Proposed conversions of Schedule C employees to positions in the competitive service require the prior approval of the OST Director of Personnel, M-10. Requests for conversion are processed through the Personnel Policy Division, M-16.

##### (2) Statutory Ceiling.

Prior to any increase in the number of Schedule C appointees, the Director, Office of Personnel, is responsible for ensuring that the action would not increase the total of political and Presidential appointees above any statutory limitations currently in effect.

##### b. Authority to revoke exceptions.

(1) M-13 will be responsible for notifying the Office of Personnel Management (OPM) of the appointment, promotion, departure, or other personnel action affecting a Schedule C employee.

(2) Operating Administrations (OA) and the Office of Inspector General (OIG) shall notify M-13 within 2 workdays after a Schedule C position has been vacated, by submitting four copies of OPM Form 1019 on the subject position.

(3) Office of the Secretary (OST) offices shall notify M-13 by telephone within 2 workdays after a Schedule C position has been vacated. M-13 will prepare the required OPM Form 1019s for OST positions.

(4) OAs, OIG, and for OST, the Personnel Operations Division, M-18, shall forward a copy of the Standard Form 50 effecting any personnel action of a Schedule C employee to M-13 as soon as it is processed.